

Einstein Center Digital Future (ECDF) – Code of Conduct

The ECDF Code of Conduct provides guidelines against any form of discrimination – for example based on gender, religion, sexual orientation, origin or social origin – and against any form of harassment in the workplace and in the context of the center. The aim of this guidelines is to prevent discrimination, harassment, and violence and, in the event of a conflict, to identify contact points and procedures.

1. Working at and with the ECDF

The ECDF is the center for digitalization research in Berlin. It represents research in **the core areas of Digital Infrastructure, Methods, and Algorithms and in the innovation areas of transforming communities, integrated health, and sustainable cities**. The aim of the ECDF is to create more links in the field of digitization in Berlin, try out new forms of cooperation, concentrate on innovative interdisciplinary cutting-edge research and attract excellently trained young scientific talent. The ECDF engages in critical debates on urging overarching questions about digitization. It is working toward a shared vision of a future research landscape where experts from various fields address today's challenging questions in an agile, interdisciplinary, and inspiring way.

Working at, cooperating with the ECDF, and attending ECDF events presents opportunities for interacting with other members of the center's network and community with different cultural and religious backgrounds. Via its various cooperation with universities, research institutions, industry, economy and public administration, the center promotes academic careers and networking opportunities in the field of digitization. Everyone working at and in relation to the ECDF – ECDF members, including professors, management, staff, as well as associates and guests – is responsible for conducting themselves in a way that upholds a work, research and networking environment which is characterized by mutual respect and tolerance, and in which there is no room for disadvantage and discrimination.

2. Guidelines

All members and guests of the ECDF are committed to the [ECDF Guidelines for Equal Opportunities](#). The Center recognizes and values the diversity of everyone's experiences and expectations, and commits all who work and act on or in connection with the ECDF to act fairly and equitably, both academically and personally. All ECDF members and external persons who have a professional or educational connection

with the ECDF are required to comply with the guidelines set down in this Code of Conduct, as follows:

- We respect each other and maintain respectful interactions with everyone.
- We take the expertise, opinions, and values of all people seriously, regardless of ethnical background, religion, sexual orientation, gender identity and expression, national origin, age, disability (physical or mental), socioeconomic background, physical appearance, or body size, and accept that different opinions and values exist.
- We do not tolerate sexualized discrimination, harassment, and violence, be it verbally, non-verbally, through remarks of a sexual nature, or such as sexually derogatory language and gestures, or through physical assaults. Stalking or following, unwelcome physical contact without explicit consent, and unwelcome sexual attention (including invading personal space in a sexual way, or persistent unwelcome questions about someone's sexual preferences or sexual conduct) will not be tolerated. There is no conclusive definition of the terms sexualized discrimination, harassment, and violence. The affected persons make their own decisions about the demarcation.
- We act against negative stereotypes, relating to an individual's or a group's characteristics, declaring ('outing') someone's religion or sexuality, referring to people in a way that misidentifies their gender and/or rejects the validity of their gender identity. We work towards creating a safe environment for everyone identifying as LGBTQIA+.
- Intimidating, harassing, abusive, discriminatory, derogatory and demeaning actions and behavior at the ECDF will not be tolerated. Offensive language, especially racial slurs, is not accepted.
- We counteract behavior that violates an individual's dignity and creates an intimidating, hostile, degrading, humiliating or offensive environment, in particular bullying. Bullying is systematic and repeated hostility, harassment, and exclusion of a person with the aim or the consequence that the bullied person is unsettled, degraded and excluded from the work environment.

Anyone asked to stop unacceptable behavior is expected to comply immediately.

Corresponding problems and conflicts in communication or in an employment relationship should be addressed promptly in order to improve and foster a healthy atmosphere at the ECDF and its events. People affected by inappropriate or abusive behavior as well as people observing such are encouraged to report to one of the corresponding contact persons (see below). The ECDF will ensure that such a report will have no adverse effect on the career of the person making the claim.

3. ECDF Responsibilities

The Einstein Center Digital Future will deal with all disciplinary issues in a fair, transparent, and consistent manner. It recognizes that, for the persons concerned, involvement in disciplinary procedures can be difficult and stressful. The center will therefore ensure that those involved are made aware of available guidance and support and that disciplinary issues are dealt with as quickly as the specific circumstances allow. Considering and implementing disciplinary action at an early stage can prevent more serious offenses or issues arising.

In case a violation of the guidelines set down in this Code of Conduct occurs in an appointment procedure or any other professional dependent relationship in which the ECDF is involved, at a college or university, the ECDF sees itself as a contact point in order to arrange and initiate appropriate measures at the academic institution concerned, as well as to clarify the legal responsibilities for this.

The ECDF will

- a) make this Code available to all ECDF staff members, professors and guests and publish it in a visible and openly accessible section of the ECDF website.
- b) respect the need for confidentiality in relation to disciplinary issues.

4. Contact points, procedure for complaints and further guidance

If you face or witness any of the above-mentioned situations, please get in touch with one of these offices/persons:

- Sina Born, Managing Director ECDF (email: sina.born@tu-berlin.de)
- Prof. Dr. Gesche Joost, Chair of the Board ECDF – interim (email: gesche.joost@udk-berlin.de)
- Dr. Christine Kurmeyer, Board Member ECDF/ Women's and Equal Opportunity Commissioner (Central) at Charité (email: christine.kurmeyer@charite.de)

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After official implementation of this Code of Conduct, the ECDF Board will monitor and review the guidelines and procedures on a regular basis (at least once a year), inviting feedback from ECDF members, associates, and guests.

ECDF Code of Conduct, version 1

Adopted by the ECDF Board on February 16th 2023.