

DIVERSITY & INCLUSION – CODE OF CONDUCT

Guiding principles

CBS International Business School (CBS) is a great place to work and study and we want everyone to have an enjoyable time as a member of our diverse community. We are committed to creating an inclusive, equitable and safe environment for all stakeholders and, therefore, have a zero-tolerance approach to any form of harassment, discrimination or victimisation. Such behaviour is contrary to our fundamental values and beliefs that every individual, irrespective of sex, sexual orientation, gender identity, parentage, race, colour, national origin, language, faith, religious or political opinions, age or disability, must be treated with dignity, courtesy and respect.

To ensure our guiding principles are a lived experience for everyone, we have developed a code of conduct that sets out our expectations in this area, outlines how to report violations, and explains the potential consequences for those who violate.

Expectations of Behaviour

As a member of CBS's community, whether a student or member of staff, you are required to conduct yourself in a professional manner, at all times in your day-to-day activities, including in your dealings with other students, staff members and external organisations, both on and off campus.

Good conduct means:

- Recognising the diversity of CBS' community and not discriminating against others
- Being considerate and courteous towards others
- Being respectful towards others so that no one feels that they are being harassed or mobbed, whether on or off campus (including on social media)
- Acting according to German law (Article 3 of the Basic Law: https://www.gesetze-im-internet.de/englisch_gg/englisch_gg.html#p0026)

Unacceptable behaviour includes:

- Indecent, threatening, intimidating or offensive behaviour or language (including that of a sexualised nature)
- Mobbing or harassment, especially due to sex, sexual orientation, gender identity, gender expression, parentage, race, colour, national origin, language, faith, religious or political opinions, age or disability
- Abusive comments (including those that relate to sex, religion, sexuality, and race), whether in person or online
- Contempt of CBS' disciplinary authorities

Note: This list is not exhaustive, and unacceptable behaviour can take place in person as well as via social media. If you are studying or working abroad there may be additional expectations regarding behaviour, in line with local laws and customs.

Reporting Incidents

Staff, students or other parties who feel subject to harassment or discrimination have the right to report the incident without fear of victimisation. The person concerned, or someone advocating on their behalf, can speak to a trusted member of staff (professor, dean/head of programme, administrative staff member, internal study advisor), the student representative, or directly contact the Equal Opportunities advisors or ombudsman/ombudswoman: <https://www.cbs.de/en/about-us/team/>

Any allegations made will be taken seriously, dealt with promptly and with sensitivity. The University may also choose to investigate any behaviours that violate this code of conduct even in the absence of a complaint.

Investigation

Upon receipt of a complaint, the most appropriate person will conduct an impartial investigation, if seen as necessary. The investigation will include an interview with all parties involved, where each person is listened to. The investigator will then report their findings to both parties and the relevant heads of department/managers, as required.

Consequences of violating the Code of Conduct

The severity of the violation will dictate which measures are taken but may include (but not limited to): mediation between the parties involved, a disciplinary meeting, training, letters of warning or, in the worst-case scenario, suspension and/or dismissal.