

# UMG Code of Conduct in Brief

## Overview of the 10 most important rules

### ► Scope of Applicability and Legal Compliance



The Code of Conduct applies to everyone at the UMG, regardless of hierarchy or position: to all committees, executives and managers, and to all employees.

### ► Observance of the Code of Conduct



Everyone should know the laws, ordinances, contracts, official regulations and internal rules that are relevant to his or her work and is obliged to comply with them.

### ► Ethical Conduct



No one may be discriminated against on the grounds of personal characteristics or treated badly (e.g. based on age, gender, origin, religious beliefs, mental or physical limitations, sexual orientation). Appreciation and respectful behaviour are top priorities and they apply to and towards everyone.

### ► Integrity and Transparency



Corruption is prohibited and is relevant both under labour law and, if applicable, also under criminal law. It is therefore not permitted to exploit a position of trust in order to gain personal advantages, but also not to gain advantages for the benefit of the UMG or other third parties. Likewise, it is not permitted to offer or promise personal benefits to outsiders. Personal benefits include gifts, cash, cash-like benefits (vouchers, admission tickets or similar), invitations or other benefits for oneself or third parties. Third parties include, above all, partners, children, relatives, friends, but also the UMG and others.

### ► Quality and Safety of Services



The high quality of its services is of particular importance to the UMG. This applies to medical services in the diagnosis and therapy of patients, but also to research services. Research and teaching must be guided by the principles of good scientific practice.

### ► Good Conditions of Employment



The UMG is a family-friendly company. Training and further qualification play an important role. Occupational health and safety are taken seriously.

### ► Handling Information - Confidentiality, Dealing with Trade Secrets and Data Protection



Information and data of all kinds are assets worthy of protection. Therefore, they must be kept strictly hidden from outsiders and uninvolved persons within the circle of colleagues and to be protected from unauthorised access. This applies in particular to copyright-protected and confidential information (e.g. from research activities, cooperation or business partners) and to personal data (e.g. from patients or employees).

### ► Sustainability, Handling and Use of Resources



Responsible handling of UMG property is an important aspect of sustainable action. UMG property must be treated with care and protected so that it is not damaged, destroyed, stolen or used for other (e.g. private) purposes.

### ► Communication with the Public and the Media



Statements may only be made to the public in the name of the UMG if these have been agreed to in advance with the Board of Management or with the Staff Unit for Corporate Communication, Press and Public Relations. In the case of media enquiries to researchers on purely specialist topics, prior agreement is not required.

### ► Reporting of Infringements - Reporting Channels and Addressees



If there is a suspicion of a criminal offence, a violation of the law or misconduct, this can be reported to the respective supervisor. However, such suspicion can also be reported via the UMG [whistle-blower portal](#). This report can be made either by name or anonymously. No one needs to worry about consequences if he or she reports a suspicion in good faith.