

## IZA Code of Conduct

### Our mission

IZA is a platform committed to pushing the frontiers of labor economics and behavioral economics, and the intersection of the two. Our mission encompasses high-quality research, the active transfer of knowledge and the promotion of young talent. IZA combines its global networks of distinguished labor and behavioral economists and a group of dedicated researchers in its local campus in Bonn, Germany. Jointly they aim to create an inclusive and highly productive research environment. The synergy between our extensive network and the local team contributes to bridging the gap between scientific inquiry and societal impact.

### Our values & working principles

We strive to create a professional atmosphere based on trust. To achieve this, our work life shall be characterized by mutual respect, tolerance and open, appreciative communication – regardless of e.g. the age, gender, gender identity and expression, sexual orientation, disability, physical appearance, race/ethnicity, nationality, religion, care for dependents and status of our counterpart. This applies both in personal interaction and in scientific discourse, such as during seminars or conferences. Degrading and harassing behavior of any kind will not be tolerated. We maintain the same minimum standards of behavior on SEAH (sexual exploitation and abuse and sexual harassment) as reflected in the [UN IASC Six Core Principles Relating to Sexual Exploitation and Abuse](#). When recruiting new employees and expanding our network, we pay attention to diversity and inclusion. We guarantee academic and personal freedom up to the point where the freedom or rights of others are affected.

At IZA, we respect the law and work in compliance with the rules and in a transparent manner. Employees, guests and contract partners are required to be familiar with applicable basic laws, as well as any laws and regulations that are specific to their position. In cases of doubt concerning specific laws or regulations, employees and guests are expected to seek the help of IZA management or of the Ombudspersons prior to taking any related action. IZA follows a zero-tolerance policy when it comes to violations of laws.

We acknowledge that the implementation of our values in everyday working life might be challenging. It is therefore the responsibility of everybody to commit to these values and to critically question our own behavior.

### Integrity in research

Integrity in research is essential and one of the highest goals of IZA. This includes scientific independence, impartiality and disclosure of any potential conflicts of interest. We adhere to the recognized "*Regulations for Safeguarding Good Research Practice*" of the University of Bonn. They provide further details and are available via the following link: [https://www.uni-bonn.de/en/research-and-teaching/quality-assurance-in-research-and-teaching/good-research-practice/gute-wissenschaftliche-praxis?set language=en](https://www.uni-bonn.de/en/research-and-teaching/quality-assurance-in-research-and-teaching/good-research-practice/gute-wissenschaftliche-praxis?set_language=en)

## Data protection

We handle the data we collect or that are made available to us responsibly and observe the applicable regulations for their protection (in particular GDPR). Further details can be found in the IZA Welcome Package.

The external data protection officer of IZA is available for any questions:

2B Advice GmbH  
Joseph-Schumpeter-Allee 25 in 53227 Bonn  
Phone: +49 228 926165 100 - Fax: +49 228 926165 109  
Email: ext-dsb@2b-advice.com

## Financial responsibility

IZA is funded by the Deutsche Post Stiftung (Deutsche Post Foundation). Additionally, our researchers acquire third-party funding for their projects. We always observe the specific requirements for the use of funds, providing the necessary transparency and acknowledgments. Under no circumstances does the funding influence the independence of our research and its results.

All employees, guests or contract partners are expected to make use of funds and assets provided to them responsibly and only for the intended purpose. This includes treating institute assets with respect and preventing unnecessary use and damages. It is the responsibility of everyone at IZA to prevent fraudulent or illegal activities. Employees, guests and contract partners must neither offer nor accept any money or gifts in exchange for advantageous treatment.

## Sustainability

IZA recognizes the importance of protecting the earth and our immediate environment by reducing the impact that its activities may have on nature. All employees, guests and partner organizations are therefore expected to be mindful of the environmental consequences of their work and use resources as economically as possible.

## Events

IZA organizes a variety of workshops, international conferences and weekly research seminars on a wide range of topics in labor economics. These events are largely characterized by the diversity of their participants and are supposed to provide a safe environment for everybody. In addition to our staff, all guests are expected to adhere to our values and follow the separate Code of Conduct for IZA Events available via the following link: [https://www.iza.org/wc/files/Code\\_of\\_Conduct\\_IZA\\_Events.pdf](https://www.iza.org/wc/files/Code_of_Conduct_IZA_Events.pdf)

## Responding to misconduct

Being able to speak freely helps to prevent, detect and correct misconduct. Therefore, all employees are actively encouraged to approach their supervisors and management to raise any issues or voice any concerns that they may have. When witnessing harassment or any other violations of this Code of Conduct, we encourage you to support each other. You should not restrain from reporting just because someone else thinks the behavior is “reasonable”. So please don’t hesitate to report the incident.

Anyone who submits a report in good faith is protected even if the reported facts may turn out to be incorrect or not verifiable. Proven misconduct will be responded to with appropriate measures and the person who committed the misconduct may also be sanctioned in accordance with labor law.

In any case of misconduct reports can be submitted to the IZA-Management or to the impartial IZA Ombudspersons Dr. Sibylle von Coelln and Christian Heuking, two external lawyers, available:

HEUKING • VON COELLN Rechtsanwälte PartGmbH, Prinz-Georg-Str. 104, 40479 Düsseldorf  
Phone: +49 211 4403 5771; Fax: +49 211 4403 5777  
Email: [iza-ombudsperson@hvc-strafrecht.de](mailto:iza-ombudsperson@hvc-strafrecht.de)

- Please find further details on how to report and the procedures following from reporting in the IZA Reporting Procedures available here:  
[https://www.iza.org/wc/files/IZA\\_CoC\\_Reporting\\_Procedures.pdf](https://www.iza.org/wc/files/IZA_CoC_Reporting_Procedures.pdf)

### Updating

Please note that this Code of Conduct will be subject to updates and you are expected to follow the most recent version. You will be informed in case of any update.