



Munich Cluster for Systems Neurology (SyNergy) Code of Conduct

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I. Introduction

SyNergy's mission is to conduct excellent research, education, training and outreach in neurology.

All academic, administrative and technical employees strive for the best possible conditions to achieve this mission. We support and pursue diverse research interests, and together make every effort to create a mindful, stimulating environment that enables all employees to creatively and sustainably contribute to SyNergy's mission and push the boundaries of knowledge.

We strive to uphold the principles of equality and diversity in all areas, and to provide a working environment characterized by respect, participation and scientific integrity. The dignity and integrity of every individual is inviolable.

The SyNergy Code of Conduct highlights standards held to all SyNergy employees and provides a reference and framework for decision-making and collaboration. The guidelines are currently divided into three categories:

- Gender Equality
- Diversity
- Research Integrity

II. Gender Equality at SyNergy

- 1. Sexual harassment and sexist behavior will not be tolerated, and we seek to identify, stop and correct misogyny and misandry.** We agree to draw attention to inappropriate behavior and gender-discriminatory language and encourage others to do the same. Each person's contribution is valued and different opinions are respected. Where appropriate, we use gender-neutral language in communication and pay attention to a fair and equal participation of all occupational groups in joint activities.
- 2. We pledge to promote a gender-neutral work culture at SyNergy and to identify and remove barriers for women and underrepresented groups, particularly those that affect post-doctoral professional development and advancement.** We pledge to promote talent in all occupational groups, regardless of gender, gender identity, sexual preference, family situation or cultural background. We are expected to be sensitive to our own biases, in particular when providing professional opportunities to others and also in the context of the type, content, and tone of feedback given to others.

We are encouraged to conduct regular targeted career development conversations with staff, and to incorporate feedback mechanisms on gender awareness, diversity, and equality into our workplaces. We are aware that individual groups of people (currently women) are doing disproportionately more work on academic committees than others do. We will seek opportunities to relieve their time commitment as necessary. The SyNergy community will work to ensure that speakers of all genders are represented at internal and external conferences, workshops, and major academic events as well as at the level of senior speakers.

- 3. Diverse opinions will be solicited and considered when making important decisions.** Priority will be given to ensure that the composition of academic self-governance committees, as well as working and project groups, is balanced in terms of gender distribution and the respective functions in the committee/group. The SyNergy community aims to provide transparent, direct access to first-hand information.
- 4. The SyNergy community represents these values to outsiders, and advocates for the awareness and importance of equality.** These principles will be visibly publicized and adhered to by SyNergy scientists, employees, guests and newcomers. SyNergy members pledge to promote awareness and sustained commitment to equal opportunity and diversity issues.

III. Diversity at SyNergy

- 1. SyNergy cherishes diversity and takes pride in the achievements of all our staff and scientists.** Science is a complex endeavor and benefits from contributions and talents of all stakeholders. A diverse, inclusive SyNergy leverages the knowledge and experiences of a broad cross section of society, helps team- and community-building, promotes the career development of our staff and scientists and helps to drive scientific innovation and excellence.
- 2. Discrimination has no place at SyNergy and is not tolerated in any form.** Every person is treated with respect, regardless of ethnicity, background, occupational group, gender, disability, religion or confession, age, sexual orientation or identity.

Hiring procedures are based on the promotion of talent, independent of ethnicity, background, gender, disability, religion or confession, age, sexual orientation or identity, while striving to increase diversity and inclusion.

Individual capabilities and personal needs of colleagues and staff are respected. Families and other staff members with special needs are supported through specific and appropriate measures.

- 3. At SyNergy we support each other in achieving common and professional goals with honesty, fairness, transparent information and in the spirit of cooperation.**

We strive to create a fair and tolerant working environment, in which all employees can feel valued and address problems openly without fear of reprisal.

A community of participation is encouraged, in which employees listen to each other, recognize different opinions, offer and honor constructive feedback and together address problems to find and implement solutions.

Credit is given where due, acknowledging the ideas and achievements of groups and/or individuals.

Principles and processes underlying policies and decisions are transparently communicated.

IV. Scientific Integrity at SyNergy

Ensuring Research Integrity and global principles of Good Scientific Practice is an essential value of SyNergy. To this end, we promote:

- Upholding and developing standards for state-of-the-art methods (*lege artis*)
- Honesty
- Transparency
- Critical analysis and skepticism
- Responsibility for the environment
- Responsibility for results

These principles have been comprehensively discussed and summarized by other experts. In particular, we adhere to the rules for implementing and safeguarding these principles detailed in the *DFG Code of Conduct – Guidelines for Safeguarding Good Research Practice* under the categories:

- Standards of Good Research Practice (Guidelines 1-6)
- Research Process (Guidelines 7-17)
- Procedures in case of Non-Compliance with Good Research Practice (Guidelines 18-19)

<https://wissenschaftliche-integritaet.de/en/code-of-conduct/>

In accordance with the DFG Code of Conduct, the partner institutions of SyNergy have defined their own Codes of Conduct:

LMU:	https://cms-cdn.lmu.de/media/lmu/downloads/die-lmu/beauftragte/code-of-conduct-of-lmu-munich-for-self-regulation-in-science.pdf
TUM:	https://www.tum.de/en/about-tum/organization/governing-documents
Max Planck Institutes	https://www.mpg.de/14172230/code-of-conduct.pdf
Helmholtz Center Munich	https://www.helmholtz-munich.de/fileadmin/user_upload/About_Us/Policy_GSP_EN_01112022.pdf
DZNE (German Center for neurodegenerative Diseases)	https://www.dzne.de/en/about-us/compliance/

For the employees of:

- a. LMU (Ludwig-Maximilians-Universität):
- b. TUM (Technische Universität München)
- c. Max Planck Institutes
- d. Helmholtz Center Munich
- e. DZNE (German Center for neurodegenerative Diseases)

V. Questions or Complaints?

The most effective, if sometimes challenging, way of dealing with misconduct is at its source with the people directly involved. If possible, speak up if you feel something objectionable has occurred or a line has been crossed.

It is the responsibility of teaching staff, managers, group leaders and department heads to take complaints seriously, intervene and to resolve them ideally at the level of the individual team/group, department and faculty. Where this is not possible, partner institution officers are available as next-level, confidential contacts or where assistance is needed.

Official channels for questions and/or reporting cases of discrimination, questionable research practice or other issues:

Gender-Equality offices by institutions

LMU	https://www.frauenbeauftragte.uni-muenchen.de/frauenbeauftragt/index.html
TUM	https://www.zv.tum.de/en/diversity/gender-equality-office/
Max Planck Institutes	https://www.mpg.de/central-gender-equality-officer
Helmholtz Center Munich	https://www.helmholtz-munich.de/en/career/gender-equality
DZNE (German Center for neurodegenerative Diseases)	https://www.dzne.de/en/jobs/your-opportunities-at-the-dzne/career-opportunities-for-early-career-researchers/welcome-office/

For the medical faculties & university hospitals

LMU	https://www.med.lmu.de/en/faculty/who-we-are/committees/womens-representative/
TUM	https://www.chancengleichheit.med.tum.de/abteilungsbeauftragte-en

Equal Opportunities Officers

LMU	https://www.gleichstellungsbeauftragte.uni-muenchen.de/index.html
TUM	https://www.zv.tum.de/en/diversity/staff-unit-diversity-equal-opportunities/
Max Planck Institutes	https://www.mpg.de/797963/diversity-inclusion
Helmholtz Center Munich	https://www.helmholtz-munich.de/karriere/gleichstellung
DZNE (German Center for neurodegenerative Diseases)	https://www.dzne.de/fileadmin/Dateien/editors/images/Karriere/Gleichstellungsplan_DZNE_D.pdf

Conflict Resolution Officers (for students, academic and non-academic staff)

LMU	https://www.lmu.de/en/about-lmu/working-at-lmu/additional-services/diversity/conflict-counseling-and-anti-discrimination/
TUM	https://www.tum.de/ueber-die-tum/ziele-und-werte/compliance
Max Planck Institutes	https://www.mpg.de/16343956/conflict-management
Helmholtz Center Munich	https://www.helmholtz-munich.de/ueber-uns/gute-wissenschaftliche-praxis
DZNE (German Center for neurodegenerative Diseases)	https://www.dzne.de/en/jobs/your-opportunities-at-the-dzne/career-opportunities-for-early-career-researchers/welcome-office/

Office for Disability Services

LMU	https://www.lmu.de/en/workspace-for-students/student-support-services/studying-with-a-disability/advice-and-networking/#st img text master https://www.lmu.de/en/about-lmu/working-at-lmu/additional-services/diversity/inclusion-and-participation/index.html
TUM	https://www.cit.tum.de/en/cit/studies/students/advising/informatics/barrier-free-education/ https://www.tum.de/en/studies/support-and-advice/wellbeing/studying-with-a-disability/advice-and-information

Max Planck Institutes	https://www.mpg.de/diversitaet-inklusion?c=19434836
Helmholtz Center Munich	https://www.helmholtz-munich.de/ueber-uns/hinweisgebersystem-bei-helmholtz-munich
DZNE (German Center for neurodegenerative Diseases)	https://intranet.dzne.de/de/employee-representations/schwerbehindertenvertretung

Dean of the Medical Faculty

LMU	https://www.med.lmu.de/en/faculty/who-we-are/deanery/
TUM	https://www.mh.tum.de/en/mh/tum-school/structure/dean/

Ombudsperson for Self-Regulation in Science

LMU	https://cms-cdn.lmu.de/media/lmu/downloads/regulation-safeguarding-good-scientific-practice-3.pdf
TUM	https://www.tum.de/en/about-tum/goals-and-values/tum-compliance-office
Max Planck Institutes	https://www.mpg.de/about-us/organisation/ombudspersons
Helmholtz Center Munich	https://www.helmholtz-munich.de/about-us/good-scientific-practice/ombudsgremium/melanie-waldenberger https://www.helmholtz-munich.de/ueber-uns/hinweisgebersystem-bei-helmholtz-munich
DZNE (German Center for neurodegenerative Diseases)	https://www.dzne.de/forschung/office-of-scientific-integrity/
The German Research Ombudsman	https://ombudsman-fuer-die-wissenschaft.de/?lang=en