

List of releases:

1. Approved by the IEC on 28th February 2022
2. Revision #1, approved by the IIASA Executive on 18th February 2026

Code of Conduct

1. Introduction

- 1.1. Staff members of the International Institute for Applied Systems Analysis (IIASA) shall adopt the mandate of the institute, which includes increasing international understanding and use of applied systems analysis for the good of humankind. In pursuit of these goals, staff should endeavor to maintain the highest standards of professional conduct and objective scientific inquiry.
- 1.2. The Code of Conduct is a summary of the most important directions for action and a binding framework of action for all staff members.
- 1.3. The Code of Conduct does not replace but is complementary to the institute's conditions of service and is a statement of the values that the institute pursues in its dealings with people and organizations, internally and externally.
- 1.4. IIASA regards its staff as its most important asset and the Code of Conduct will assist in preserving and developing the potential of everyone connected to the institute.

2. Scope

- 2.1. Compliance with the Code of Conduct is required of all staff of the institute and at all times during their work, irrespective of the nature and duration of their affiliation. To the extent that it can be stretched, the Code of Conduct also applies to IIASA members, research users, research collaborators, suppliers, and others acting on behalf of, or dealing with IIASA.
- 2.2. Although the institute does not have the legal right to enforce the Code of Conduct on its goods and services providers, the institute can exercise moral persuasion to gain compliance with the Code of Conduct or choose not to enter business relationships with providers that do not comply.

3. Guiding principles

- 3.1. The institute's shared [ASPIRE values](#) define what we stand for as staff, as an employer and as a research institute. They underpin how we carry out our work and how we work with each other. They shape our institutional culture and enable us to work together to achieve our wider vision.
- 3.2. If the impartiality of the institute is to be maintained, staff members must remain independent of any influence outside IIASA. Staff members should not seek nor should they accept instructions from any government, person, or entity external to

the institute. Staff members shall ensure that any additional affiliation does not negatively affect the institute.

4. Working relations

- 4.1. The world is home to a myriad of different peoples, languages, religions, belief systems, cultures, customs, and traditions. A genuine understanding of this diversity is a fundamental requirement for any staff member. However, if a tradition is directly contrary to any of the institute's values, the staff member must be guided by the latter. Staff members must deal respectfully and appreciatively with each other, be responsive, be solution and compromise oriented, objective and show mutual understanding. A harmonious workplace based on mutual respect is a responsibility of all staff members. In matters relating to the appointment or career of others, staff members should not try to be influenced by, or influence colleagues for personal reasons.
- 4.2. Supervisors¹ are in positions of leadership and should be open to all views and opinions and make sure that the merits of staff are properly recognized. They need to provide support to them; this is particularly important when staff are subject to criticism arising from the performance of their duties. Supervisors are also responsible for guiding and motivating their staff and promoting their development.
- 4.3. Supervisors serve as role models and they have therefore a special obligation to uphold the highest standards of conduct. They must act impartially, without favoritism and intimidation.

5. Bullying, harassment and discrimination

- 5.1. Bullying, harassment and discrimination in any shape or form is an affront to human dignity and staff members must not engage in any form of this behavior. Staff members have the right to a workplace environment free of abuse.
- 5.2. Staff members must not abuse their authority, formal or informal, or use their power or position in a manner that is offensive, humiliating, embarrassing, or intimidating to another person.

6. Relations with partners and third parties

- 6.1. Staff members shall not condone illegal or unethical behavior by the institute's suppliers, contractors, and external partners. Procurement processes shall be fair and transparent.
- 6.2. Staff members may not receive any form of payment from anyone for performing any act that is part of their duties or conflicts with their duties. Staff members may only offer and receive hospitality and/or gifts in accordance with the Hospitality Rules and/or Gift Rules, respectively.

¹ The Executive, Program Directors, Research Group Leaders, Department and Unit Heads

- 6.3. It is important that the institute and its staff members avoid conflicts of interest that could influence the judgment of an individual in conducting the work of the institute.
- 6.4. Individuals shall neither seek nor receive instructions from any government or other authority external to the institute pertaining to their contractual arrangement with the institute and shall refrain from any action which might reflect on their affiliation with the institute.
- 6.5. Communications and relationships with partners and third parties shall remain respectful at all times.

7. Compliance

- 7.1. Staff members shall obey the laws of the Republic of Austria and the regulations of the European Union, as the host location of IIASA. The internal policies, rules, and practices of the institute must always be respected and adhered to. Infringement of the Code of Conduct may have legal consequences.
- 7.2. By complying with this Code of Conduct, all staff members are jointly responsible for upholding the institute's role and mandate. Supervisors are particularly called upon to observe the regulations stated in the Code of Conduct. Individuals who, in good faith, report possible infringements will not suffer negative consequences as a result.
- 7.3. Where a staff member is found to have infringed this Code of Conduct, supervisors are responsible for addressing the matter in accordance with the applicable internal policies and procedures. If the supervisor has taken all appropriate steps within their remit and the issue remains unresolved, or if its seriousness requires further action, it must be escalated to Human Resources in a timely manner for the next level of review and intervention. This includes assessing any obligation to report the infringement to external authorities, where applicable.

8. Confidentiality and Non-Disclosure

- 8.1. In the exercise of their work at IIASA, staff members will probably be given insight into personal data. All such information must be treated with absolute confidentiality and is subject to Austrian and European data protection law.

9. Resources

- 9.1. The institute's resources are to be used for the benefit of the institute and ultimately all its stakeholders. They include time, materials, equipment, and information and these should normally not be used for personal benefit or non-IIASA purposes. The assets and property of the institute should be treated with the same respect as personal assets and property.
- 9.2. Staff members shall recognize that daily operations and provision of services may at times impact the environment and must constantly work to reduce harmful effects that they might have. Staff members shall consume the institute's resources and conduct their work in a way that promotes sustainable practice.