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## **Code of Conduct for the Tyrol Festival Erl Limited Company**

### **1. Introduction**

The governing body of the Tyrol Festival Erl non-profit private foundation as the representative of the proprietors of the Tyrol Festival Limited Company (referred to in the following as the Tyrol Festival) has concluded a binding code of conduct for Festival employees. This comprises voluntary internal guidelines for the company going beyond legal regulations and provisions which are to be observed by employees in accordance with the values of integrity, transparency and appreciation. All employees are to behave fairly and with respect and are to prevent any form of discrimination. This applies within the Tyrol Festival as well as in contact with third parties. Executive personnel are primarily responsible for dealing respectfully with others and must therefore regularly stress the significance of this topic and set an example through their own personal behaviour.

### **2. Objectives**

It is the central concern of the management of the Tyrol Festival to be able to guarantee a peaceful location free of discrimination so that artistic and professional endeavours may evolve. By the implementation and observance of the code of conduct, behavioural and management decisions which might arise to the disadvantage of employees or of the Tyrol Festival itself are to be prevented or regulated. The code of conduct therefore serves to increase efficiency, avert risks and prevent in the best possible way anything which is detrimental both internally as well as outside the Tyrol Festival, and as a consequence is harmful to the reputation of the Tyrol Festival. The code of conduct and the values expressed in it refer in equal part to the manner of behaviour and decisions in the artistic as well as the economic sphere.



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### 3. Values of the Tyrol Festival Erl

According to the company agreement, the purpose of the Tyrol Festival Erl Limited Company is the organization and presentation of the Tyrol Festival Erl. It is a non-profit-making activity of high social significance. Besides impeccable business management characterized by cost-effectiveness, economic efficiency and purposefulness, an exemplary entrepreneurial philosophy is an essential integral component in organizing the Tyrol Festival Erl. The entrepreneurial philosophy of the Tyrol Festival is based on the following values:

**Integrity** means honesty and sincerity in our thinking and actions while constantly ensuring the justified interests of the Tyrol Festival and its stakeholders.

**Transparency** requires objectively comprehensible decisions, entrepreneurial procedures and structures. The involvement of several decision makers is considered to be worth striving for in the sense of open communication.

**Appreciation** creates relationships between human beings based on dignity, respect and tolerance and is thus an essential prerequisite for avoiding misuse of power and discrimination.



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#### **4. Issues that are to be reported**

##### **a. Bias**

If the objective power of judgement of a decision maker might be limited because of personal motives, he or she has to report this. Bias occurs in particular if a personal close relationship of a family relative, or of an intimate or friendly nature exists between a person and the decision maker.

##### **b. Conflict of interest**

If the risk exists of directly or indirectly favouring a person privately through a decision, the decision maker and/or the favoured person has to report this. Such occurrences which might be harmful to the interests of the Tyrol Festival exist, among others, in the following circumstances:

Transactions between a company of the decision maker or a company of a person with a personal close relationship to the Tyrol Festival; granting of credit to employees and third persons; acceptance of advantages such as presents or invitations exceeding a value of € 100; carrying out an ancillary occupation which competes with the professional activity for the Tyrol Festival; actions which contravene the principles of economic efficiency, cost-effectiveness and purposefulness.



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### c. Misconduct

If misconduct is suspected on the part of an employee towards other employees or third persons, this is to be reported by all those who know about it. Misconduct exists above all but not exclusively in the following circumstances:

- Discrimination on the grounds of gender, race, religion, sexual orientation, ideology or age,
  - Degrading, sexist or harmful actions and statements,
  - Actions and statements that contravene the principles of integrity, transparency and appreciation.
- d. Essential for an issue that has to be reported is the fact that misconduct, bias and a conflict of interests begin when the risk of influence exists and not only at the time when such an influence has in fact taken place. Issues that have to be reported, should be avoided as far as possible in advance by employees.

## 5. Procedure if issues exist that have to be reported

Each employee is obliged to provide information without being asked and in good time to the immediate superior about an issue that should be reported or to indicate the existence of an issue that should be reported in the case of a third party, and to reveal all information and grounds for this assumption. If the issue to be reported concerns the immediate superior him- or herself, the employee has to approach the next highest superior. In such a case everything necessary is to be undertaken so as to protect the identity of the employee reporting the issue. In the case of misconduct of the management, the chairperson of the foundation's board of governors is to be informed.

If a person concerned should nevertheless decline to report discriminatory behaviour directed against him or her, no consequences pertaining to the labour law arise.



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The immediate supervisor or the chairperson of the foundation's board of governors decides individually about the relevant procedure or about possible sanctions against the employee. Thus in keeping with the principle of dual control, the next highest level of management is to be informed and included in the decision.

The obligation to report an issue is considered to be fulfilled also when the ombudswoman of the Tyrol Festival Erl has been informed.

Essential for circumstances that have to be reported is the fact that misconduct, bias and a conflict of interests begin when the risk of influence exists and not only at the time when such an influence has in fact taken place. Circumstances that have to be reported should be avoided as far as possible in advance by employees.

## **6. Coming into effect**

The code of conduct comes into effect immediately.

**Erl, 17<sup>th</sup> of June 2018**



**Chairperson of the board of governors**  
**Dr Hans Peter Haselsteiner**

