

Welcome to WU



Personnel Office (last update 2025)
Welcome Folder for new employees



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Attachment

Welcome to WU!



We are very pleased to welcome you to WU as a new employee.

In this Welcome Folder, we would like to give you an overview of WU's organizational structure and history and provide some helpful information about your new job, to help you get off to a good start here at our university. Further information is available on [our homepage](#) and on the [WU intranet](#) (in German). We particularly recommend having a look at the page for new employees.

The work of each and every employee is an important contribution to the university's success. For this reason, we do everything within our power to create a working atmosphere in which everyone can be productive and feel comfortable. We hope that this Welcome Folder is a small step in this direction.

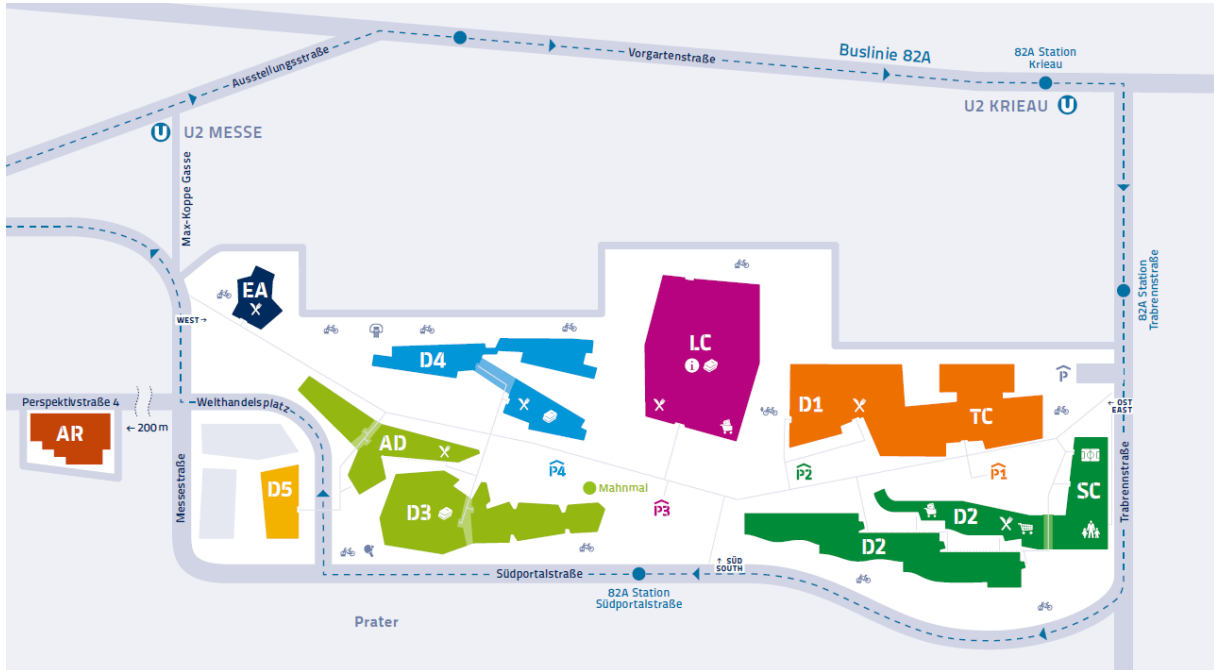
The Personnel Office staff will be more than happy to answer any questions you may have and would welcome the chance to get to know you in person.

We wish you a successful start and all the best for your new job here at WU!

Georg Hanke
Head of the Personnel Office

1 Finding your way around

WU's street address is Welthandelsplatz 1, located in Vienna's 2nd municipal district (Vienna has a total of 23 districts). The Campus WU is located between the Vienna exhibition grounds Messe Wien, the Prater Park, and the Krieau racetrack. An interactive map of the campus is available [online](#).



Campus map

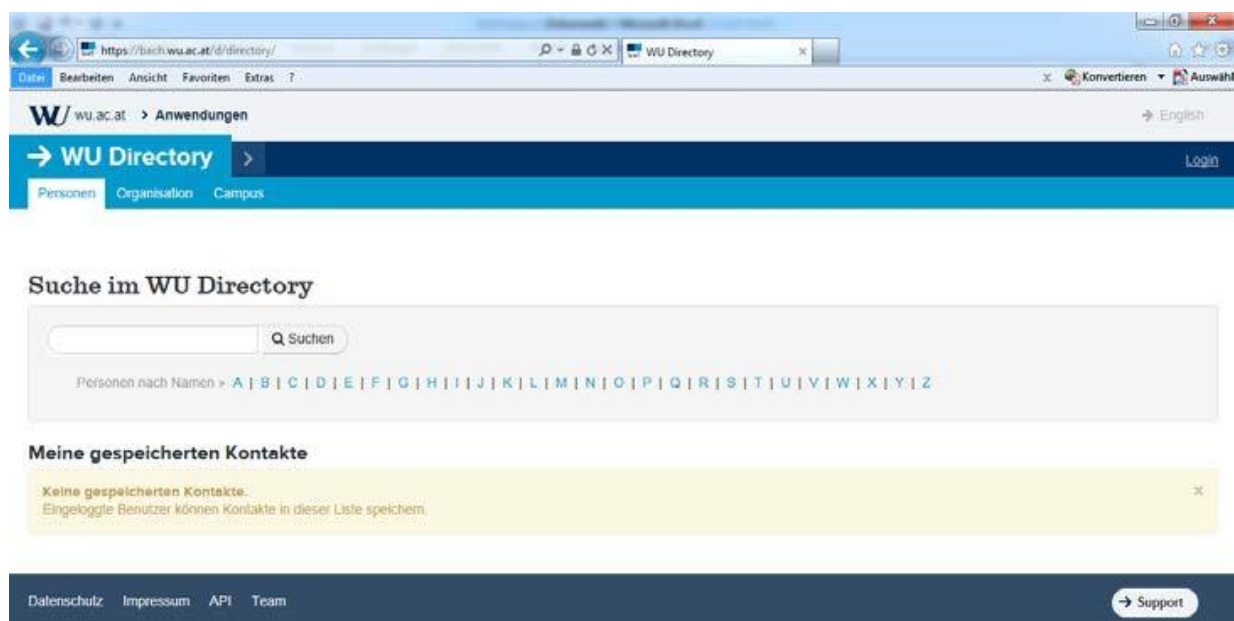
AD – Administration	Rector's Council Senate Administrative units Conference rooms Finance, Accounting & Statistics (Accounting & Auditing)
AR – Administration & Research	Administrative units Research Institutes Competence Centers
D1 – Departments 1	Global Business and Trade Research Institutes Classrooms Mensa cafeteria Competence Centers
D2 – Departments 2	Foreign Language Business Communication Information Systems and Operations Management Marketing Management Classrooms
D3 – Departments 3	Finance, Accounting & Statistics (Accounting & Auditing) Public Law and Tax Law Private Law Library for Law Research Institutes

Finding your way around

D4 – Departments 4	Finance, Accounting & Statistics Socioeconomics Economics Library for Social Sciences Research Institutes Classrooms
D5 – Departments 5	Strategy and Innovation Research Institutes
EA – Executive Academy	WU Executive Academy Research Institutes Competence Centers
LC – Library & Learning Center	Central Library Student services Club lounge Ceremonial halls Forum Classrooms
SC – Student Center	ÖH Students' Union Student organizations Sports Center Kindergarten
TC – Teaching Center	Audimax Aula Auditoriums and classrooms Event Room WU Entrepreneurship Center

Should you get turned around, orientation maps of the entire campus are posted at all main entrances.

[The phone and email directory](#), located on the WU homepage under “Quicklinks” on the right-hand side of the page, is the fastest way to find telephone numbers and email addresses of WU staff members.



Services on campus

The main Mensa cafeteria is located in building **D1**. There are a number of other restaurants and cafés in different locations throughout the campus, as well as a Spar supermarket (**D2**). The next closest shopping mall is the "Stadion Center," located at the subway station "Stadion" (line U2).

The on-campus kindergarten and child-care center is housed in building **SC**. The athletic center is also located in this building. Two automatic teller machines ("*Bankomat*" in German) are available outside building **D1** and in the Spar supermarket.

The WU campus is right next to Vienna's Prater Park, which offers a wide variety of recreational and athletic opportunities as well as a wide selection of restaurants and food stands.

2 An introduction to WU

WU was founded over 100 years ago on October 1st, 1898. Located in Vienna's Palais Festetics, it was then known as the Imperial Export Academy.

2.1 WU's history

2.1.1 The University for Global Trade

Palais Festetics soon became too small for the growing university, and in 1916, it moved into a new building next to Währinger Park in Vienna's 18th municipal district.

The Imperial Export Academy became a state university in 1919. As the University for Global Trade, it offered a six-semester academic program. Graduates of the program earned a degree in business and commercial trade, bearing the German title "*Diplomkaufmann*". Not until 1930 was the university granted the right to offer doctoral programs.

The business education market in Austria grew more competitive in 1966, when academic reforms allowed other Austrian universities to establish economic and business administration programs.

2.1.2 Changing times, changing names

The university changed its German name for the third and final time in 1975 as a result of a comprehensive re-structuring of the organization. Since then, the university has been known in German as Wirtschaftsuniversität Wien. The English name Vienna University of Economics and Business Administration was shortened to Vienna University of Economics and Business in 2008.

2.1.3 Increasing enrollments

Austrian universities in general and WU in particular were faced with the challenge of rapidly increasing numbers of students. The resulting shortage of space forced the university to relocate once again.

The Althanstraße university complex, designed to handle approximately 9,000 students, was built over and around the freight depot of the Franz Josef train station. Enrollment at the time of its completion was already at 9,863 students, meaning that additional space had to be rented for the academic units right from the start. Student numbers leveled off at over 20,000 in the 1990s.

2.1.4 First steps towards autonomy

The new Austrian University Organization Act (*Universitätsorganisationsgesetz*, UOG), implemented in 1997, brought comprehensive changes to WU's internal structures. Universities were granted a higher level of autonomy and their own by-laws, decision-making processes were decentralized, moving them away from the ministries and back to the universities themselves. All personnel matters, including the recruiting of professors, were now the sole responsibility of the university.

2.1.5 Autonomy for universities, transition to three-tier degree system

The fall of 2003 brought some of the most comprehensive changes to date to Austria's university system. The Universities Act (*Universitätsgesetz*) of 2002 granted autonomy to WU and all of Austria's universities, which meant a totally new legal structure and increased freedom to act in the university's best interests. For more information see the [WU History page](#)

In 2005, WU decided to switch to the internationally compatible three-tier degree system (bachelor – master – PhD) to make the university more attractive to international students.

2.1.6 A mark of quality

EQUIS accreditation

In February of 2007, WU was awarded the prestigious EQUIS (European Quality Improvement System) accreditation, granted by EFMD (European Foundation for Management Development).

The EQUIS accreditation is currently WU's most important international distinction. WU is the first and currently only Austrian university to have been awarded this accreditation, as one of only a few universities in the German-speaking world.

AACSB accreditation

As of August 2015, WU is proud to carry the AACSB seal of quality in recognition of its outstanding achievements. AACSB International (The Association to Advance Collegiate Schools of Business) was founded in the USA in 1916. AACSB-accredited schools are reviewed on a regular basis to ensure that standards of international excellence and continuous improvement are maintained. Based on the AACSB mission statement, the agency evaluates schools' degree programs and their further development, faculty qualifications, research output, and continuing education and career opportunities for graduates.

AMBA accreditation

AMBA (The Association of MBAs), instituted in London in 1967, is a quality assurance seal awarded to select postgraduate programs around the world. To fulfill the Association's exacting criteria, programs must be able to demonstrate top quality and international compatibility. All of WU Executive Academy's MBA programs are AMBA accredited, meaning that they meet the highest international standards.

Attaining a place as one of the world's top business and economics universities has always been a high priority at WU. With its prestigious triple international accreditation, WU has achieved this goal. Fewer than 1% of universities worldwide can claim triple accreditation by EQUIS, AACSB, and AMBA, the three most well-respected accreditation agencies. WU is one of only two universities in the German-speaking world to belong to this exclusive group of schools.

BGF certification

In 2023, WU earned the BGF occupational health certification for its commitment to employee health. The certification is awarded for a period of 3 years (2023–2025). It is Austria's highest recognition awarded for measures to promote occupational health, based on rigorous quality criteria. WU is planning to continue developing and implementing a variety of measures for maintaining and enhancing the health of its employees in the future.

University and Family Audit certification

Helping its employees find an ideal work-life balance is important to WU. The University was awarded the "University and Family Audit" basic certification in 2013. As part of this federally-funded certification program, over the next few years WU will be improving existing policies and adding new ones to make it more family-friendly towards both employees and students.

Accreditations and rankings

In order to be a global player, WU has to make sure it stays internationally visible and find out how it measures up to other institutions. International quality control standards and independent rankings are both good ways to do this.

WU participates regularly and successfully in international and European rankings (e.g. Financial Times Ranking, FORMAT university ranking). All of WU Executive Academy's MBA programs are AMBA accredited.

WU's current ranking placements at a glance:

Triple Accreditation	Rankings
  	<p>Financial Times Ranking 2018 Masters in Management Ranking 2018 > Rang 13 (von 100 Universitäten)</p> <p>Executive MBA Ranking 2018 > Rang 45</p> <p>European Business Schools Ranking 2018 > Rang 41</p> <p>Handelsblatt Ranking 2018 2018 Economics Ranking (BWL Faculty Ranking 2018) > Rang 3</p> <p>QS World University Ranking 2019 Business and Management Studies 2019 > Rang 38</p> <p>QS Global EMBA Ranking 2019 Joint Programs > Rang 12</p> <p>The Economist Ranking 2019 Masters in Management 2019 > Rang 5</p>
Internationale Mitgliedschaften	
      	

Further information on WU's current accreditation status and ranking results can be found online under "[Rankings](#)" and "[Accreditations](#)" respectively.

2.1.7 New Campus WU

WU moved to its new campus on Welthandelsplatz 1 in Vienna's second district on October 1, 2013. The campus' seven building complexes offer students, faculty and staff an architecturally unique, modern environment, bordering one of Vienna's most beautiful parks, the Prater Park.



[Source](#)

You can find more information on the new Campus WU as well as an interactive campus map [online](#).

2.1.8 think:impact

Join the minds that shape the future.

An employer branding project is always a good opportunity for organizations to get to know themselves a little better. We asked numerous WU employees what they think makes WU special and why they like working here.

The results showed that WU is seen as a pioneer and a place where it is possible to do meaningful work – the WU spirit combines curiosity and an eagerness for growth with responsibility and impact. Work at WU is not an end in itself – it aims to provide answers to pressing questions.

We're looking for people who want to make a difference and take responsibility for their work.

- An inspiring pioneer: For people fascinated by the future and enthusiastic about the world of tomorrow
- Relevant impact: For people who want to make a real difference, who want to drive solutions forward
- Abreast of the times: For people who are trend-setters, who want to experience an open-minded environment
- Our ideas drive the future. Our thinking has an impact, on society and beyond

2.2 Strategic Plan

The Strategic Plan is the key document guiding WU's strategic development. Pursuant to the Universities Act (Universitätsgesetz), the university's Performance Agreement with the government is based to a large extent on the Strategic Plan. The Strategic Plan is published in the WU Bulletin (Mitteilungsblatt).

The Strategic Plan describes how WU sees itself and on which areas the university is currently focusing in its activities, and it also outlines future development paths for an environment characterized by far-reaching changes in society and higher education.

You can download the WU's Strategic Plan from the [homepage](#).

3 Organization

According to the Universities Act 2002, each university is governed by a University Board, a Rector's Council, a Rector, and a Senate.

The University Board is WU's highest supervisory board and is made up of five members: (Chair: Cattina Leitner; Deputy Chair: Christine Dornaus; Thomas Bieger; Dietmar Griebler Angela Köppl).

The Senate consists of representatives of the senior faculty (13), the junior faculty and academic staff (6), the administrative staff (1), and the student body (6). Tina Wakolbinger is the Senate Chair. The Senate is responsible for enacting and amending the By-Laws, contributing to the Development and Organization Plans, participating in selection and habilitation proceedings, and approving curricula for regular academic programs.

For more information about the members and responsibilities of WU's governing bodies, please see [online](#).

3.1 The university management

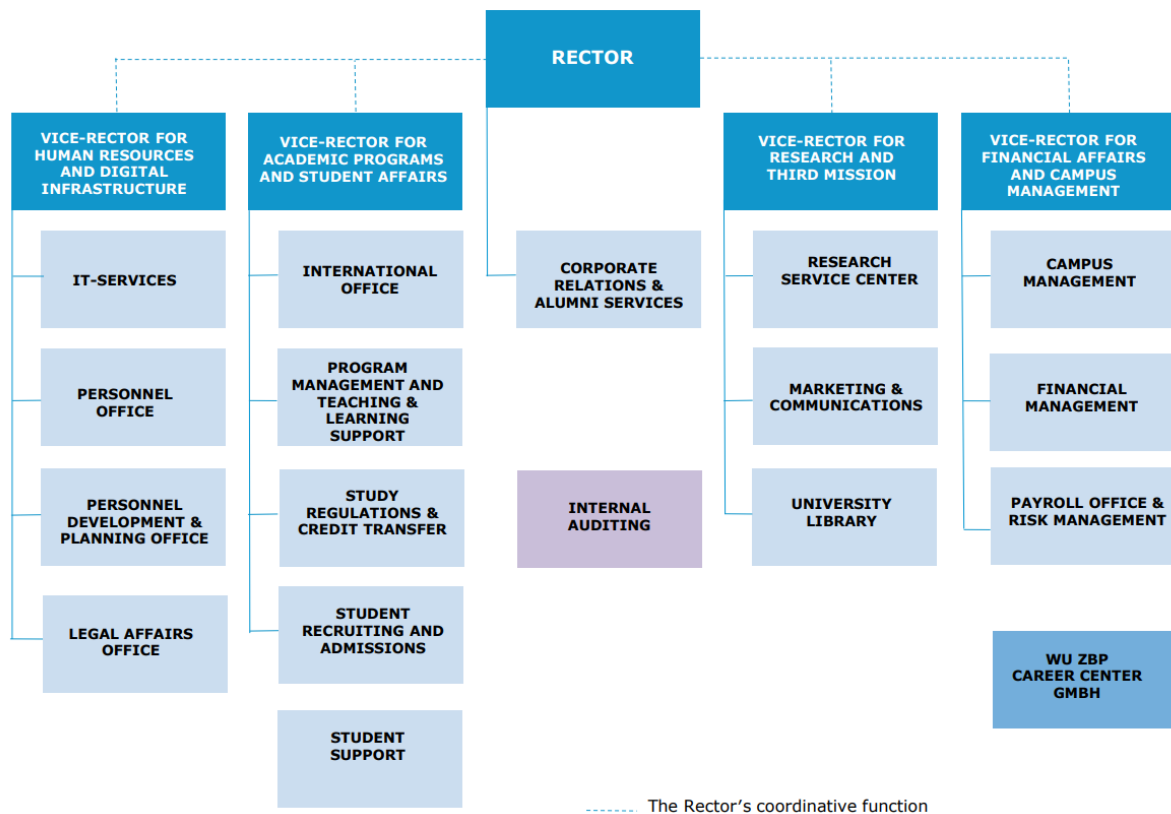
The Rector's Council is the head of the university and represents it to the outside. It is made up of the Rector and four Vice-Rectors.

Rector Rupert Sausgruber is the Chair and spokesman for the Rector's Council. He is officially the highest-ranking superior for all WU employees; however, this function is delegated to the Vice-Rector for Human Resources, Martin Winner. The distribution of responsibilities of the members is derived from the standing orders of the rectorate.

3.2 Division of responsibilities within the Rector's Council, service centers

The Rector's Council oversees WU's administrative divisions. These divisions are intended to be service providers, i.e. they are there to support the university's faculty and staff in their main functions of research and teaching.

The diagram below shows the university's organizational structure, and provides an overview of the service centers allocated to each member of the Rector's Council:



Organizational structure of WU

3.3 Services of the WU's service centers

For information on the wide range of services provided by WU's service units and competence centers, please see the brochure "[Available Services](#)" on our intranet page. The brochure is available in two versions: One offers a general overview, while the other focuses especially on the specific services relevant to academic staff members.

3.4 Academic units

WU's academic structure is broken down into 11 Departments, 14 Research Institutes and 7 Competence Centers.

WU's research, performed in constant communication with the business community, sets new standards in both basic and applied research.

Close to 700 researchers, faculty, and academic staff members cover a wide spectrum of academic fields, ranging from business administration and economics to the formal sciences, law, linguistics, and social sciences. WU's almost 22,000 students profit greatly from this diversity.

The diagram below gives you an overview of WU's academic units in research and teaching:



Organizational structure of WU

3.5 Mailing lists and faculty and staff representatives

WU has had an Equal Opportunities Working Group since 1991. This group works for equal treatment and against discrimination in any form. More information on the group's responsibilities and its members is included with this Welcome Folder, and can also be found online:

<https://www.wu.ac.at/en/the-university/organizational-structure/representative-groups/equal-opportunities-committee/the-eocs-members>

The Administrative Staff Council represents the interests of WU's non-academic staff. For further details on its members and duties, please see:

<https://www.wu.ac.at/en/the-university/organizational-structure/representative-groups/administrative-staff-council/administrative-staff-council>

To represent the faculty, WU also has an Academic Staff Council. More information is available online in German:

<https://www.wu.ac.at/universitaet/organisation/interessensvertretungen/workscouncilacademic>

The interests of the junior faculty are represented by the [Association of Teaching and Research Staff](#) (in German).

The Full Professors' Association also works to protect the interests of WU's senior faculty. Information is available [online](#).

An online communication platform is available for WU's academic staff. If you would like to be included on this mailing list, please register [here](#).

A further mailing list for women in research and teaching can be signed up for [here](#).

Organization

Members of the administrative staff are automatically added to the Staff Council mailing list on their first day of employment and are sent information on a regular basis.

Should you require information in English about any of the groups that do not yet have an English webpage, please contact your representative in the Personnel Office.

4 Information for new employees

4.1 WU publications

WU publishes information on research, teaching and current developments at WU for its employees and other stakeholders on a regular basis.

Official announcements and other information are published in the WU Bulletin (Mitteilungsblatt), which appears in German each Wednesday. Other regular publications include the WU Magazin, distributed as a supplement to the Austrian daily newspaper Die Presse, a regularly updated Image Brochure, the Annual Report, published in German and English, an Equal Opportunities report, Facts & Figures, a collection of key data, the event calendar, and a research newsletter.

All WU employees receive the Bulletin and the Research Newsletter by email. Copies of publications like the Equal Opportunities report can be ordered from the Marketing and Communications Office.

If you have any questions about WU's print publications, the Marketing and Communications Office staff will be happy to answer them. More information and online versions of the publications themselves are available [online](#).



4.2 [wu-memo](#): News for WU faculty and staff

Everything you need to know about WU and your workplace, information from the service units, current research findings, and information on upcoming and past events are all available on the wu-memo online intranet page. Log in with your WU username and password to stay up-to-date on what's going on at WU. The wu-memo video blog, made in cooperation with WUtv, introduces selected staff members, and the wu-memo online blog reports the latest on WU strategy processes, news from the Personnel Office, new services, events, news from the fields of teaching, research, and international affairs, prizes and awards won by WU faculty, and other selected topics.

The blog is updated on a regular basis. The highlights are sent out to all faculty and staff members about twice a month by email. Just click on a feature in the email to read more. Our tip: Bookmark the wu-memo in your browser or set up an RSS feed to stay up-to-date all the time.

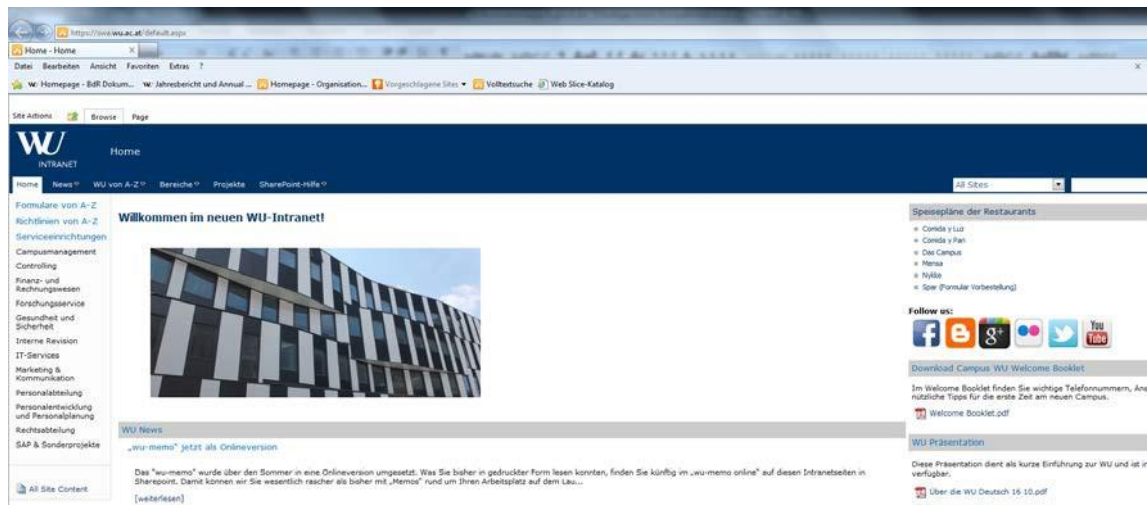


News sites for employees live from staff inputs, and you are encouraged to send your contributions directly to the wu-memo editors at wu-memo@wu.ac.at. The editorial staff will also be happy to answer any questions you may have about the publication process, and is looking forward to hearing from you.

While most of the wu-memo contents are in German, don't miss the English Corner for information especially for non-German-speaking colleagues. Contributions in English are also welcome!

4.3 **WU's intranet** – information for WU insiders

WU's intranet is an access-restricted online area providing WU employees with important information about the university and its services. To access the intranet, you need a WU account username and password (see 4.4).



Under the tab "WU von A – Z" (WU from A – Z) you can find the following information:

- Services from A - Z
- Regulation Database (*Regelungs- und Formulardatenbank*)
- Contacts (*Anprechpartner/innen von A – Z*)

The WU intranet was recently switched to a Sharepoint-based format which is currently in German; where English forms or documents are available, they are included in the Sharepoint document libraries under their English names. An English version of the Sharepoint pages is in development.

4.4 IT Services

To use WU's [IT Services](#) infrastructure and support, you will need a WU account (WU user name and password). As a new employee, you will be assigned a username and password when you start work at WU, after your immediate supervisor or the secretarial staff of your unit has applied for it. You will need this information to sign on to your workplace computer.

An active WU account is required to access all of WU's internet services, such as webmail or the electronic helpdesk system.

You can also find an [information sheet](#) on IT security and a [service guide](#) online.

4.5 Personnel services

The German [Personnel Services page](#) offers an overview of the responsibilities of the Personnel Office. The Personnel Development team introduces itself and its work [online](#) as well. See these pages for contact information and current news and developments in this area.

4.5.1 Staff ID card

WU faculty and staff employed for a period of at least six months and who work for the equivalent of at least eight hours/week are entitled to apply for a staff ID card.



To apply for your ID card, please send a digital photo (ideally 127x144 pixels in size) by email to mitarbeiter.innenkarte@wu.ac.at.

Good to know:

Present your staff ID card to get attractive discounts at a number of different local businesses (e.g. lower ticket prices at Loipersdorf spa, a 20% discount at the Rotunda pharmacy, reduced price membership at John Harris fitness center, and more). You can find a complete list of benefits in German [online](#).

4.5.2 Health and accident insurance

Your health and accident insurance coverage is provided by the *Versicherungsanstalt öffentlich Bediensteter, Eisenbahnen und Bergbau* (BVAEB), 1080 Vienna, Josefstädter Strasse 80. As soon as you are registered with the provider BVAEB, they will send you further information about social insurance. ([BVAEB homepage](#), in German).

4.5.3 Vacation

You are entitled to vacation time as soon as your employment begins, however in the first six months, you are only allowed to take a proportionate part of your entire vacation time.

For the most part, employees should plan to take vacation time during university breaks and holidays, when classes are not in session.

SAP portal

You can request your vacation time online in the [SAP portal](#). As soon as your vacation time has been approved, you will receive an email regarding this. You can also enter a cancellation of an already approved vacation leave in the SAP portal. In addition, you can call up your remaining leave balance.

In the team calendar you can see the absences of your colleagues.

If you have any questions regarding leave management, please contact your Personnel Office representative.

4.5.4 Special leave

WU employees can apply for special leave for the following reasons:

- The employee's own marriage: 3 days
- Birth of a child: 3 days
- Marriage of close relatives: 1 day
- Life-threatening illness or injury of a spouse or partner, a child (also adopted and foster children), or a parent, irrespective of the employee's entitlement to care leave: 3 days
- Death of a spouse or partner, a child (also adopted and foster children), a parent, or any other close relative (the latter only if the relative resided in the same household): 3 days
- Attendance of the funeral of other close relatives that did not reside in the same household: 1 day
- Moving house: 2 days

Other extraordinary circumstances may also make an employee eligible for special leave, e.g. a court summons.

Please be sure to report your special leave in good time via our [SAP portal](#).

4.5.5 Please let us know if...

Employees are required to report the following changes in their personal situation immediately to the Personnel Office:

- Change of address (via [SAP portal](#))
- Change of marital status
- Change of name
- Birth of a child
- Family allowance (*Familienbeihilfe*) status
- Citizenship status
- Change in bank details/account number, etc. (via [SAP portal](#))
- Military or civil service conscription, reserve military service
- Change in work schedule
- Secondary employment (via [SAP portal](#))

4.5.6 If you can't come to work...

Please be sure to report your sick leave and also your return to work after the sick leave via our [SAP portal](#) in good time. If your sick leave lasted longer than 3 workdays, you are required to submit a medical certificate for the entire sick leave period to the Personnel Office when reporting back to work.

If you are unable to work due to a work accident, please contact the secretarial staff of the Personnel Office (pa-sekretariat@wu.ac.at, extension 4111).

4.5.7 Performance review conversations

Please note that you are required to sit down with your supervisor for a performance review once a year. Your first performance review should take place after you have worked at WU for six months.

You can find more information on the subject [online](#).

4.5.8 Workplace harassment counseling

Fortunately, the positive working environment at WU makes harassment counseling only rarely necessary. Should you, however, feel harassed by a co-worker or co-workers or find yourself in a harassment-like situation, WU offers anonymous and confidential counseling services. Supervisors are not given any information whatsoever about employees who take advantage of this service.

Employees are entitled to a total of five counseling sessions free of charge. Should further sessions be necessary, charges will apply.

Contact information and more is available [online](#).

4.5.9 Burnout prevention

WU takes its responsibility for its employees and their health very seriously. To help keep its employees healthy, WU offers a special burnout prevention program, which includes the following:

-) Burnout prevention consultation
-) Burnout prevention training
-) Relaxation techniques
-) Medical consultation
-) Continuing education courses
-) Special coaching for management personnel

As part of its burnout prevention program, WU employees are entitled to up to five sessions with an external professional free of cost.

Further information is available [online](#) (in German).

4.5.10 In-house training program

Every semester, the Personnel Development and Planning Office (PDP) publishes a new in-house training program for WU faculty, staff, and management personnel. The program includes half-day to two-day workshops that offer a focused and practice-oriented environment where WU employees can work on topics of broad relevance in a small-group setting. In addition, we also organize Expert Dialog talks, two-hour expert talks on current topics. An overview of the current in-house training program is available in a handy card folder format, included in your Welcome Folder.

More information on our in-house training portfolio can be accessed [online](#).

4.5.11 WU Onboarding Program

Onboarding refers to the process of introducing new employees to WU and helping them settle into their jobs and find their place in the organization. Of course, this onboarding process takes place first and foremost at the specific workplace and through the interaction between new employees and their co-workers and supervisors. However, the Personnel Development team also offers three components of the WU Onboarding Program that are centrally organized and complement the decentralized onboarding support services that exist at WU:

- The half-day Welcome2WU event, where new employees are welcomed by the Vice-Rector for Human Resources and get to know WU, their new employer. After the event, the participants enjoy an architectural tour of Campus WU and a light lunch.
- During the first half of the WU Strategy Day, a whole-day event, the rector provides participants with valuable insights into WU's organizational structure, goals, and visions. In the afternoon, academic staff members have the opportunity to exchange ideas and information with representatives of the teams of the Vice-Rector of Academic Programs and Student Affairs and the Vice-Rector for Research, while administrative staff members participate in a workshop on university management. The day ends with a social event, where participants have the opportunity to get to know each other over dinner. Both the Welcome2WU event and the Strategy Day provide ample opportunities to connect and network with colleagues from other units and institutes.
- To gain and further develop specific core skills in the respective areas of responsibility, employees can attend workshops from the in-house training program. We invite you to take advantage of this offer and to select individual workshops that suit your needs and interests to help you get off to a good start here at WU. You can attend any workshops of your choice from our new and varied program every semester. Decide together with your supervisor which workshops are of added value for you. Participation takes place during your working hours and is free of charge -

WU enables you to participate free of charge as a supporting employer (excluding cancellation fees).

For more information and an overview of the onboarding program please visit our [Homepage](#).

4.6 Payroll accounting

Further information on payroll accounting, expense and travel expense accounting as well as on the topics listed below can be obtained either directly from the Payroll Office staff or in German on the [Payroll Office's intranet page](#).

4.6.1 Sole earner allowance

Under certain conditions, sole earners or single parents are eligible for a tax deduction. For further information, please feel free to contact the Payroll Office staff directly.

4.6.2 Tax deductions

Submit the tax allowance notice (*Freibetragsbescheid*) issued by the tax authorities to have the appropriate deduction applied to your tax base. For further information, feel free to contact the Payroll Office staff directly.

4.6.3 Salary slips

If you need a salary slip, please contact the Payroll Office staff directly.

4.6.4 Electronic pay slips

In the SAP portal, you will find the "Electronic pay slip" button under the "Personal information" menu item. Here you can view, download or print all your electronic pay slips.

4.6.5 L16 pay slips

If you need a pay slip for the annual income tax assessment (official form L16), please contact pvlaufend@wu.ac.at to request one.

4.6.6 Travel allowances

If you have to travel in the course of your work for WU, please check the regulations on reimbursement of travel expenses before making your travel arrangements. Information is available either directly from the Payroll Office staff or [online](#) (in German).

4.7 Important links for female academic and research staff

The mailing list assistentinnen@wu.ac.at, for WU's female faculty, serves as an information platform for discussion on women's interests at WU. You can sign up [here](#).

4.8 WU bilingual (WU Term)

WU's strong international orientation includes encouraging bilingualism wherever possible. One tool to help faculty and staff members implement a bilingual approach in their work is WU Term: WU Term is an interactive German – English glossary intended to help faculty and staff communicate effectively in both languages. A dynamic, interactive terminology management system, WU Term offers translations of the words and phrases used in WU's administrative language as well as additional information on grammar and usage in German and English.

Access to the database is available from on-campus computers or via VPN client from off campus. You can access the database [here](#).

4.9 Do you need a representative photo?

Once a month there is a free photo session for new employees. If you would like to have a professional photo taken for the website and publications (press, brochures, etc.), please contact us at <https://support.wu.ac.at> („Portrait“). For further information, requests and suggestions please contact IT Service/Media Development, ext. 3600.

5 Discounts and benefits

WU employees are eligible for the following discounts and social benefits:

5.1 Commuting allowance

Under certain circumstances, employees commuting to Vienna are entitled to apply for a WU commuting allowance. Only employees also entitled to the state commuting allowance are eligible. Further information (in German) and the application form are available [online](#).

5.2 Child care facilities

The WU day care center is located in the Student Center building (SC), and provides child care for children aged one to 6 years. It is primarily intended for the children of WU students and employees. Further information (in German) is available [online](#).

A joint initiative between WU and Vienna's *Kinderbüro* also makes flexible child care services available. *Kinderbüro* provides child care on an hourly basis for employees and students of all Viennese universities. Further information can be found [online](#).

5.3 Parking garage

WU employees are entitled to special rates for the use of the WU parking garage. Please contact [Dolores Schulz](#) or [Andrea Lindenthal](#) for more information about on-campus parking (for cars and bicycles).

Further information on the campus infrastructure and parking on campus are available (in German) on the [Campus Management intranet page](#).

5.4 University Sports Institute

WU employees can take advantage of the University Sports Institute's (USI) courses at a reduced price. Further information can be found [online](#). Athletic facilities on campus are located in the Student Center (SC); a number of USI courses are held here.

5.5 Occupational health services

Dr. Alois Rathmayr is WU's medical officer and your contact partner for all topics relating to occupational medicine and health.

WU's occupational health services include:

- Personal consultations (during office hours) and medical treatment for WU employees
- Issuing prescriptions and specialist referrals for WU employees
- Prescribing medical remedies, aids, and diagnostic aids
- Providing first aid
- Preventative physical examinations
- Workspace inspections and employee counseling on optimizing ergonomic workplace aspects
- Vaccination consulting and protective vaccinations
- Work-related examinations such as vision tests for computer (VDU) workplace employees
- In-house health-promotion programs such as spinal column examinations or gymnastics, newsletter, etc.
- Tips on preventing occupational accidents and diseases

- Organizing first aid services, etc.

The following matters, however, do not fall within the competence of the in-house medical officer:

- Issuing doctor's notes in case of illness
- Providing medical services paid for by health insurance
- Determining driving aptitude and other official assessments

Further information can be found in the WU Health and Safety Guidelines, which are included with this Welcome Folder, as well as in the lower half of the [intranet page](#).

5.6 Well-Being@WU

Your well-being is our greatest concern!

In May 2017, the Occupational Health Management (OHM) project "Well-Being@WU" was officially launched at WU.

"Well-Being@WU" was created to further develop a corporate culture of health awareness at WU and improve the quality of working life, which makes an important contribution to the overall well-being of each individual.

Numerous topics have been dealt with since the successful launch of the project. We've also adopted various measures to ensure that OHM will be implemented at WU in the long term. It is our goal to improve the well-being of all WU employees, and we are pleased to be able to offer a wide range of health-promoting measures:

- Numerous consulting services
- Tips and advice on screen work and ergonomics
- Tips on nutrition
- Family-friendly programs
- Health-promoting instruments for communication and feedback
- Occupational healthcare offers
- Athletic programs
- Further education programs including workshops, courses, lectures, and networking and information events

In March 2020, WU was awarded a 3-year Seal of Approval for Occupational Health Promotion, currently for the period 2023-2025. As an employer, we are very proud that our commitment to the well-being of our employees has been recognized with this Seal of Approval, making it visible not only at WU, but also beyond campus borders.

At WU, employees have the opportunity to take part in events, workshops, and surveys focusing on issues like well-being and health. We are always glad to hear your suggestions and input sent to wohlfefinden@wu.ac.at.

For more information and all available offers concerning your health and well-being at WU, please see our SharePoint page (in German): short.wu.ac.at/Wohlfefinden.



Attachments Folder

For employees of the academic staff



WU Health and Safety Guidelines



HEALTH AND SAFETY GUIDELINES



WIRTSCHAFTS
UNIVERSITÄT
WIEN VIENNA
UNIVERSITY OF
ECONOMICS
AND BUSINESS



Safety and Security Management (SSM)

Martin JEZL

+43-1-313 36 – 4843
wolfgang.hoertl@wu.ac.at

- Head of Safety and Security Management
- Fire Safety Officer
- Safety and Security Ombud
- Responsible for all matters related to safety and security

Philipp Laurenz AMON-LUGER

+43-1-313 36 – 4706
philipp.amon-luger@wu.ac.at

- Deputy Head of Safety and Security Management
- Deputy Fire Safety Officer
- Access control management
- Responsible for all matters related to workplace safety and security

Johann-Wolfgang HÖRTL

+43-1-313 36 – 5600
wolfgang.hoertl@wu.ac.at

- Staff position of Safety and Security Management
- Strategic tasks and special projects

Stefan STETTER

+43 1 31336 – 4893
stefan.stetter@wu.ac.at

- Assistant to the unit head
- Health and Safety Officer
- Contact for employee protection, workplace safety representatives, and general administration

Franz BURESCH

+43 1 31336 – 4765
franz.buresch@wu.ac.at

- Security Services and Event Safety Coordinator
- Contact for vehicle access and catering permits, fire wardens, and video surveillance

Sebastian REICHEL

+43 1 31336 – 5779
sebastian.reichel@wu.ac.at

- Access control Management
- Contact for event security and safety, vehicle access, and catering permits
- Contact for ladders and step stools



Barbara WEINHOFER (on maternity leave)

+43 1 31336 – 4089

barbara.weinhofer@wu.ac.at

- Occupational Health Assistant
- Contact person for first aid providers, services provided by the Occupational Health Service and the Medical Officer, administrative matters

Alois RATHMAYR

+43 1 31336 – 5028

alois.rathmayr@wu.ac.at

- Occupational physician and Medical Officer

Health and Safety at Work

One who has committed a mistake and doesn't correct it
is committing another mistake.
Confucius, 551–479 BC, Chinese philosopher

In professional life, where many people with different responsibilities work together every day, health and safety are among our most valuable assets. It is the employer's responsibility to take active steps for protecting employee's health, safety, and well-being.

Health and safety at the workplace are not individual responsibilities based on subjective standards.

This is where WU's Safety and Security Management (SSM) team comes in. The SSM team is working to implement preventative measures to ensure the safety and welfare of the members of the WU community, and to ensure compliance with the applicable legal regulations. To do so, it is not enough to just put rules and regulations in place. It is also important to create awareness. Accidents in the workplace are a serious matter, and we cannot afford to ignore them or treat them as a taboo (as in, "That wouldn't ever happen to me").

These brief guidelines on protecting your health and preventing accidents and near accidents at work represent a first, important step to help achieve this goal.

But we also need your help to identify potential hazards in the workplace and to respond with the appropriate preventative measures, making WU a safe place to work and study.

If you have any questions, suggestions, or problems regarding health and safety at work, WU's accident prevention team will be happy to help.

The staff of Security and Event Management wish you all the best, success in your work, and especially a safe and accident-free time here at WU.

For further information about safety at the workplace, please see:

[wu.ac.at/sicherheit](https://www.wu.ac.at/sicherheit)



Safety on Campus

The following safety and security systems are available on Campus WU:

1. Fire alarm system

Every building is equipped with a fire alarm system. In accordance with official requirements, FULL PROTECTION is in place, i.e. every room is monitored by fire alarm systems (with very few exceptions, e.g. wet rooms). The fire alarm system includes other technical devices such as sprinkler systems.

2. Access system

Campus WU has an electronic access control system. It is managed centrally by the Safety and Security Management team via computer interfaces. Access rights are granted and revoked as needed upon request. This allows for a flexible assignment of access authorizations. In the event of loss of a key card, rapid measures can be taken to prevent possible damage.

How do I open and lock my office door?

In principle, you can open and lock your office door as you would with a traditional key:

- To unlock the door, place your access key card or key tag on the scanner (a **green** LED will flash several times). The door is now unlocked.
- To lock the door again, place your access key card or key tag on the scanner (a **red** LED will flash several times). The door is now locked.

Please note: If you do not actively lock the door, it can be opened from outside!

3. Video surveillance

Live video recordings are transmitted to the Security Center so that a rapid response can be initiated in case of danger. Analyses of video recordings at a later time are only possible in clearly defined situations (e.g. to investigate criminal acts). Various deadlines and retention periods must be taken into account in such cases. For further information, please see the appropriate operational agreement.

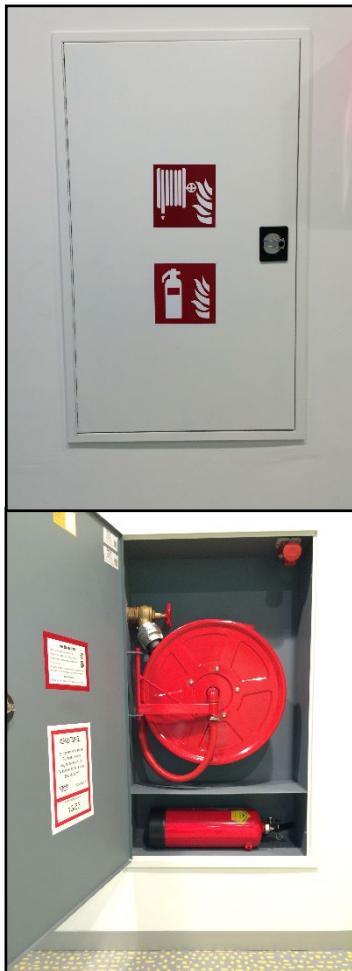
4. Emergency call systems

For your safety, the following emergency call systems are available on Campus WU:

- Phone ext. 4000 on every landline phone
- Elevator emergency intercom
- Underground parking garage emergency intercom
- Emergency call button in restrooms for people with reduced mobility
- Waiting areas in front of the elevators for people with reduced mobility
- Outdoor emergency call stations (for locations, see page 27)

All technical security equipment is connected to the WU Security Center, and all emergency calls are processed there.

Fire hydrant cabinet



Emergency call stations



Emergencies on Campus

In case of an emergency on campus, security incidents, and suspicious occurrences, please always inform the WU Security Center (available 24/7):

+43-1-313 36 - 4000

- WHERE did it happen?
- WHAT happened?
- WHAT happened?
- Has anyone been injured?
- Please don't hang up until the Security Center has ended the call!

If needed, the Security Center will send security staff immediately and, if necessary, call the appropriate emergency services.

You can use the emergency call stations on Campus WU to alert the Security Center in case of an emergency. The WU Security Center will establish a voice connection to you.

For medical emergencies, please call the ambulance directly:

144



AND then call the WU Security Center at +43-1-313 36 – 4000 to ensure optimal assistance.

The emergency dispatch center will ask you the following questions:

- Where did the emergency happen?
- What is your callback number?
- Tell me exactly what happened.
- How old is the patient?
- Is the patient conscious?
- Is the patient breathing?
- Follow the instructions of the emergency dispatch center! Don't hang up until the emergency dispatch center has ended the call.

The emergency dispatch center works with a modern, standardized set of questions that also includes first aid instructions given via phone. For example, in the event of a circulatory arrest or a mother giving birth, you will be given first aid instructions by phone. While the ambulance is on the way, the emergency dispatch center will stay on the phone with you until the ambulance team arrives.

At the same time, the WU Security Center will send a first aid provider to the patient and direct the ambulance team to the exact location.

Firefighters: 122

Main fire station for Vienna's 2nd district: 1020 Vienna, Engerthstraße 216a

In the event of a fire:



- Make sure in advance that you know how to use a fire extinguisher so you don't lose time in case of an emergency.
- Don't panic.
- Don't leave the room if the escape route is filled with smoke.
- Close the door to the burning room.
- Warn others and follow the instructions given by the fire wardens and the security staff.
- Help others to leave the danger zone.
- You should only try to put out a developing fire if you are sure that you will be able to stop it with the equipment you have available. Never try to put out a fire alone. Make sure the escape route is clear.
- Open windows along the escape route (to release smoke).
- Don't use the elevators.

Police: 133



By dialing this number, you will automatically be connected to the nearest police station, no matter where you are in Austria.

Main police station for Vienna's 2nd district: 1200 Vienna, Pappenheimgasse 33

Nearest police station: 1020 Vienna, Ausstellungsstraße 44

Other emergency numbers:

European emergency number:	112
Emergency number for deaf people:	0800 133 133
Poison control center:	01 406 43 43
Out-of-hours medical services:	141
Medical repatriation flight service:	40/144
Women's emergency helpline:	01 717 19

Life-threatening/active shooter situations:

- Retreat to a safe place as quickly as possible.
- If you cannot escape, hide in the nearest suitable room and await announcements and instructions from the police or the security staff.
- If possible, run to safety immediately.
- Warn others about the situation.
- Flee regardless of whether other persons are following you.

Building evacuation:

- In the LC and TC buildings, the alarm signal is an announcement broadcast over loudspeakers. In all other buildings, the alarm signal is a siren sound.
- If a building is ordered to be evacuated, leave the building calmly via the marked escape routes.
- Don't use the elevators.
- Special elevators or waiting areas are available for persons with restricted mobility.
- Go to the designated meeting points (see page 12).

Threatening or harassing phone calls:

- Write down the content and date and time of the call immediately.
- Call WU's in-house emergency number at phone extension 4000 to report the incident and answer any further questions the WU Security Center staff might have.
- Follow the instructions of the security staff.
- If you notice any suspicious incidents or events, you can also call WU's Safety and Security Ombud at phone extension 5600.

How to use fire extinguishers

HOW TO USE FIRE EXTINGUISHERS

DON'T		DO
	Always fight fire from upwind!	
	Fight fire from front to back and from bottom to top!	
	BUT: Fight dripping or flowing liquid fires from top to bottom!	
	Use several extinguishers simultaneously, not one after the other	
	Glowing embers can reignite – always re-extinguish with water	
	Don't return used fire extinguishers to their place – they need to be refilled!	

What to do in the event of a fire

IN THE EVENT OF A FIRE

ALARM



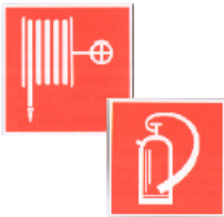
Press fire alarm button

Dial 122 to call the firefighters

RESCUE

Rescue anyone in immediate danger

Leave the building via the exit routes



EXTINGUISH

Use the equipment available to fight the fire

WHAT ELSE TO DO

Evacuate the building

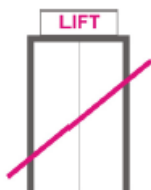
Close the doors to the burning room

Don't use the elevators in case of fire

Go to the designated meeting points and check if everyone is present

Meet the firefighters at the entrance and direct them to the fire

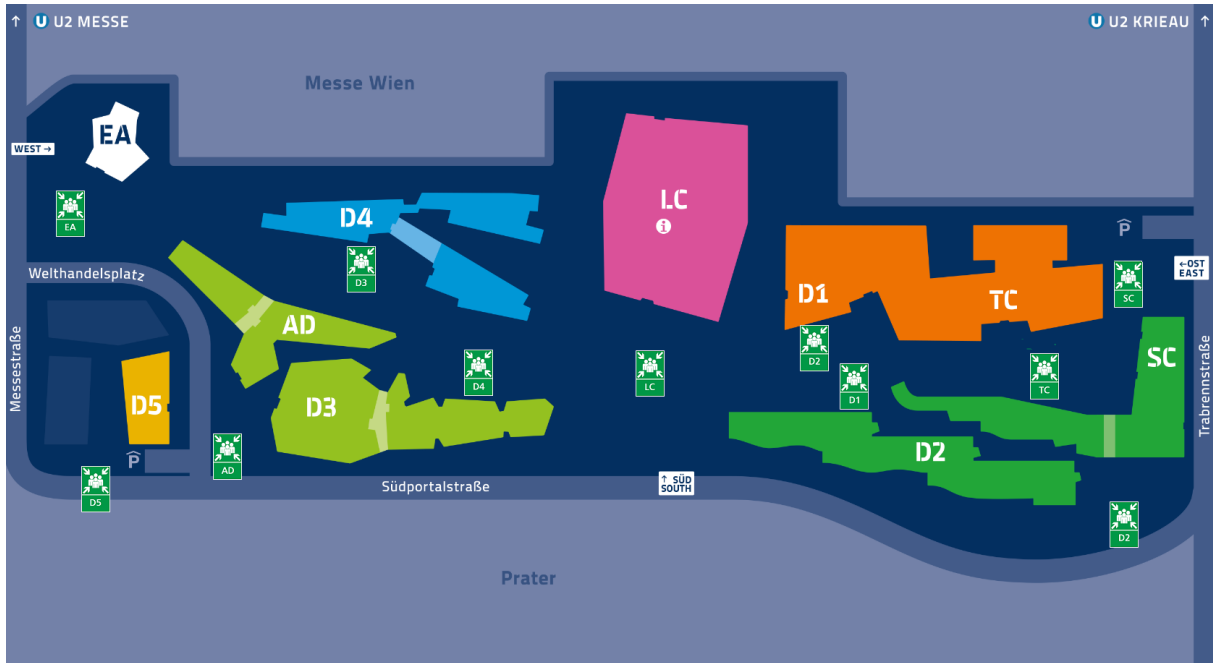
Warn others about any specific dangers



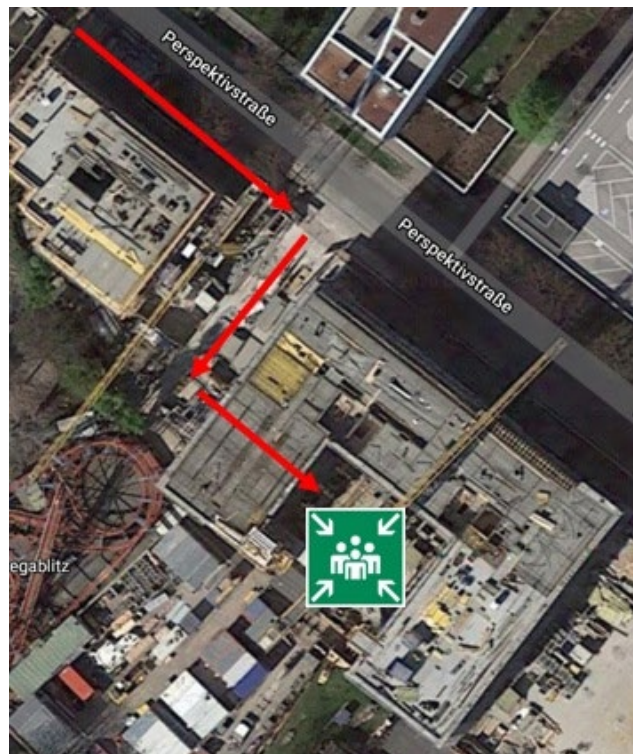
Emergency meeting points

An emergency meeting point is a designated location outside the building where all employees, students, and campus visitors are instructed to gather in the event of an evacuation to be counted and await further instructions from emergency personnel.

It is very important for firefighters to know whether there are still people in the building that need to be rescued, or if they can begin fighting the fire straight away.



Sammelplatz AR:













Signage

(Pursuant to the Safety Signs Ordinance [*Kennzeichnungsverordnung, KennV*])

Safety equipment and exit signs







These signs indicate an escape route or emergency exit, the way to first aid supplies, or the first aid supplies itself.

Escape routes and emergency exits must be kept clear and unrestricted at all times (indicated by white symbols on a green background).

	Right directional arrow		Diagonal directional arrow
	Escape route to the left		Escape route to the right
	First aid supplies First aid kit		Emergency meeting point
	Doctor		Defibrillator
	In case of emergency		Emergency call station

Fire safety signs

Fire safety signs indicate the locations of materials and equipment for fighting fires (white symbols on a red background).

	Portable fire extinguisher this way		Portable fire extinguisher this way
	Fire hose this way		Push-button fire alarm this way
	Fire extinguisher this way		Ladder this way

Prohibition signs

Prohibitory signs forbid certain dangerous actions or behavior (black symbols on a white background, crossed out in red – universal “no” symbol).

	No open flame, no smoking		No smoking
	No cell phones		No entry for unauthorized persons

Safe Behavior at Work

General rules of behavior:

- (1) For your own safety, be sure you know the locations of the closest:
 - Fire extinguishers
 - "In case of fire" information signs
 - First aid kits
 - Trained first aid providers
 - Defibrillators
 - Keep an up-to-date list of the relevant emergency numbers at hand
- (2) For your own safety, please follow all safety instructions. This includes all prohibition, must-do, safety equipment and exit, and fire safety signs.
- (3) Eliminate stumbling and slipping hazards immediately (e.g. clutter, etc.)
- (4) Keep aisles and walkways free of clutter.
- (5) Never obstruct stairways and/or emergency doors, keep escape routes and emergency exits clear at all times.
- (6) Observe the maximum capacity of auditoriums and classrooms.
- (7) Fire doors must be kept closed and free of obstruction at all times.
- (8) Keeping your workplace neat and tidy can help prevent accidents.
- (9) Make sure any ladders or step stools used are in good condition and fulfill safety standards.
- (10) Smoking is prohibited in all buildings on Campus WU.
- (11) Report accidents and near accidents immediately.
- (12) Use WU property and equipment responsibly and carefully.
- (13) Familiarize yourself with the different types of alarms:
 - Siren signal and announcements
- (14) Switch off all electrical appliances (e.g. coffee maker, electric kettle, etc.) before leaving your workplace and close all doors and windows securely.
- (15) Familiarize yourself with alarm plans, escape routes and emergency exits.

The current versions of WU's House Regulations and Fire Safety Regulations are available online at.

wu.ac.at/sicherheit



WU Occupational Health Service

Welcome,

In my capacity as occupational physician and WU's Medical Officer, I would like to give you some tips and information about health and safety at work.

According to the Employee Protection Act (*ArbeitnehmerInnenschutzgesetz, ASchG*) and the Visual Display Unit Workplace Regulation, your work is classified as VDU work (computer work). Office work may look like a "comfortable job" at first glance, but in reality, it places an enormous strain on the body's musculoskeletal system and the eyes. If the ergonomic conditions are not right, the body can suffer lasting damage.

I would also like to inform you that you are entitled to a free eye examination.

Appointments for eye exams and individual ergonomic consultations, as well as all other preventive medical examinations and services, can be made online using our electronic reservation tool MedRes.

For further information, please see our health and safety intranet pages: <https://swa.wu.ac.at/Serviceeinrichtungen/Health/SitePages/Arbeitsmedizinischer%20Dienst.aspx>

You can find the Medical Office in the AD building, ground floor, room number 0.082. Office hours are indicated on the intranet pages.

Please read this information and these instructions carefully. I will be happy to answer any questions you may have regarding workplace ergonomics and to support you in all health-related matters.

I hope you'll enjoy your work at WU!

Stay healthy!

Dr. Alois Rathmayr

Occupational Physician and Medical Officer

WU (Vienna University of Economics and Business)



Visual Display Unit Workplace Regulation (BS-V)

Excerpt.

§ 11 Examinations

- (1) The employer has to provide eye examinations and vision tests (to test vision and focus) for employees doing visual display unit (VDU) work as defined in § 1 (4) of this regulation. These examinations must be offered before the employee starts working with VDUs, and then at regular intervals of three years. Such examinations must also be available at any time if an employee experiences vision problems that may be associated with VDU work.

...

- (3) The costs of the examinations defined in paragraph 1 above have to be covered by the employer.

§ 13 Instructions

Before working with VDUs and in case of any significant organizational changes regarding the set-up of their office workplace, employees must be instructed on the proper use of the device and on how to properly set up their work equipment.

§ 14 Information

- (1) Employees working with VDUs must be informed about the following:
 1. Information about whether the work classifies as visual display unit work pursuant to § 1 (4)
 2. The right to have examinations pursuant § 11
 3. The right to receive special vision aids from the employer if the conditions defined in § 68 (3) item 4 of the Employee Protection Act (ASchG) apply
 4. The entitlement to breaks and changes of activity pursuant to § 10.

...

Note: Pursuant to § 68 (3) item 4 of the Employee Protection Act, the employer has to provide the employee with special vision aids if this is deemed necessary based on an eye and vision examination of the eyes performed by an ophthalmologist pursuant to § 11 of the BS-V.

Instructions on Workplace Ergonomics

Ergonomics

“Ergonomics” is a combination of two Greek words: “ergon,” which means human work, and “nomos,” which refers to a regulation or rule.

The goal of ergonomics is to reduce stresses and strains caused by work to prevent fatigue and accidents and, at the same time, increase productivity.

For more information, please

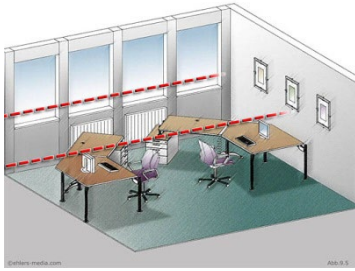
see: <https://swa.wu.ac.at/Serviceeinrichtungen/Health/SitePages/Ergonomie.aspx>



Lack of exercise is the most common cause for health conditions affecting the body's musculoskeletal system.

We spend most of our working time seated in the office. To help our bodies deal with this sedentary work, it is recommended to take short breaks to move around and get some exercise, and to make these breaks part of your daily routine.

Monitor placement



- Your viewing angle should be parallel to the window
- The distance to the window should be 1 meter
- The monitor should be placed right in front of you

Correct seated posture



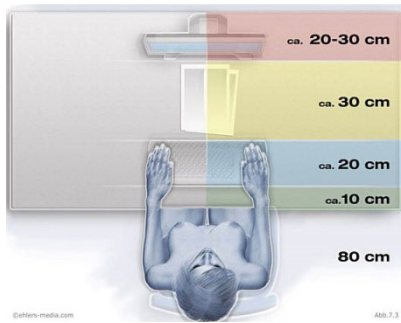
Posture:

- Feet flat on the ground
- The knee angle should be a little more than 90°



- 90° elbow angle
- Adjust the backrest so that its curvature supports the spine approximately at belt height.

Keyboard



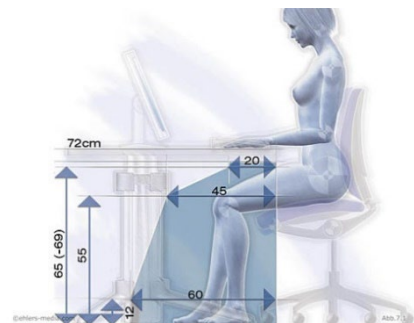
- Keep your keyboard flat and within easy reach
- Place the keyboard at least 10 cm from the edge of the desk to have space to rest your forearms
- Any documents you need for your work should be placed between the keyboard and the monitor

Monitor angle



- The monitor should be placed straight in front of you
- The viewing distance should be 50–75 cm
- The topmost line displayed on the screen must not be above eye level

Your desk



- The height of the desk should be adjusted to ensure an upright seating position and a viewing angle of approx. 30°.
- The legroom under the desk must not be restricted: Legroom height at least 65cm Legroom depth at least 70 cm Legroom width at least 60cm

Eye exercises

Yawning



Tense all muscles around the eyes and then relax again.

This will usually cause some tear fluid to be secreted. Blink to distribute the tear fluid over the surface of your eyes and keep them lubricated.

Repeat this exercise 2 to 3 times

Palming



Give your eyes break and allow the photoreceptors to regenerate.

Rub hands until warm, cover eyes with slightly arched palms so that no light reaches the eyes.

Fusion



Extend both thumbs vertically at arm's length in front of your opened eyes.

First look at your thumbs, then fixate a point behind them with your eyes, for example on the wall.

With some practice, the picture of a third thumb will appear between the two thumbs.

Switch between near and far focus several times and pay attention to the appearance and disappearance of the "third thumb."

Accommodation



Cover your left eye with your left hand and extend your right hand in front of your right eye.

Look at the palm of your hand. Slowly move the hand towards the eye and try to keep it in focus by fixating a point on your palm.

Return the hand to the starting position, and let the eye follow your palm. Repeat the exercise with your other eye.

Looking up and down



Look up as far as possible without moving your head.

Then look down as far as possible.

Repeat this exercise at least five times.

Circle your eyes



First, circle your eyes clockwise for around one minute.

Then close your eyes for a few seconds.

Then circle in the other direction.

First Aid

Whenever possible, first aid should be provided by trained first aid providers, ambulance personnel, and/or emergency physicians. Emergency number: 144

First aid kit



Every organizational unit is equipped with a first aid kit stocked with the necessary supplies to provide basic first aid.

The location of these first aid kits is marked with the symbol shown here. Inform yourself about location and contents.

Trained first aid providers

There are a number of trained first aid providers at WU, who can be called upon to help in the event of an emergency. To locate the closest first aid provider, please see:

<https://swa.wu.ac.at/Serviceeinrichtungen/Health/SitePages/Erste%20Hilfe.aspx>

Please consider becoming a trained first aid provider yourself – as a bonus, WU's Occupational Health Service vaccinates all first aid providers against Hepatitis AB free of charge.

Security Center

WU security staff must also be notified in the event of a medical emergency. Please report any medical emergencies that require an ambulance to the WU Security Center at phone ext. 4000.

The security staff will notify emergency services if you have not already done so, and direct ambulance personnel to the scene of the accident. There are defibrillators in all buildings on campus that are to be used in the event of a cardiac arrest.

Emergency kits for doctors are available in the LC Security Center and in our Medical Office in the AD building. They will be brought to the patient, if necessary, by Security Center staff.

Medical Officer

During the office hours listed in the MEDRES calendar, WU's Medical Officer can also be called upon to provide first aid in a medical emergency. Dr. Alois Rathmayr, WU's Medical Officer and occupational physician, is also responsible for organizing WU's first aid program. For questions of requests, please call phone ext. 5028 or write to alois.rathmayr@wu.ac.at.

What to do in the event of a medical emergency



1.

Keep calm – secure the scene of the accident

Begin immediate life-saving measures

2.

Report the incident/illness

Where? - What happened? - How many people? –

Describe the accident or illness

State your name

<i>Emergency numbers:</i>	<i>via cell phone</i>	<i>via WU landline</i>
Security Center	01-31336/4000	4000
Medical Officer (only during office hours)	01-31336/5028	5028
Ambulance	144	144
Firefighters	122	122
Police	133	133

3.

Continue providing first aid

ALL ACCIDENTS must be reported to your supervisor.

Defibrillators

A defibrillator is a device which delivers a therapeutic dose of electrical energy to the heart in the event of cardiac arrest. After conducting an ECG, the fully automated device will advise the user whether a shock is required. If no cardiac arrhythmia is detected, the device is automatically disarmed and further resuscitation measures (CPR) can be conducted. Time is a critical factor: the sooner defibrillation occurs, the higher the patient's chance of survival.

Defibrillators are the most effective measure against cardiac arrest and arrhythmia.

Without defibrillation, chances of survival in these cases sink by 10% each minute.

An unconscious patient can also go into cardiac arrest at any time, so be sure to have the defibrillator at hand in this type of emergency as well.

Defibrillator locations:



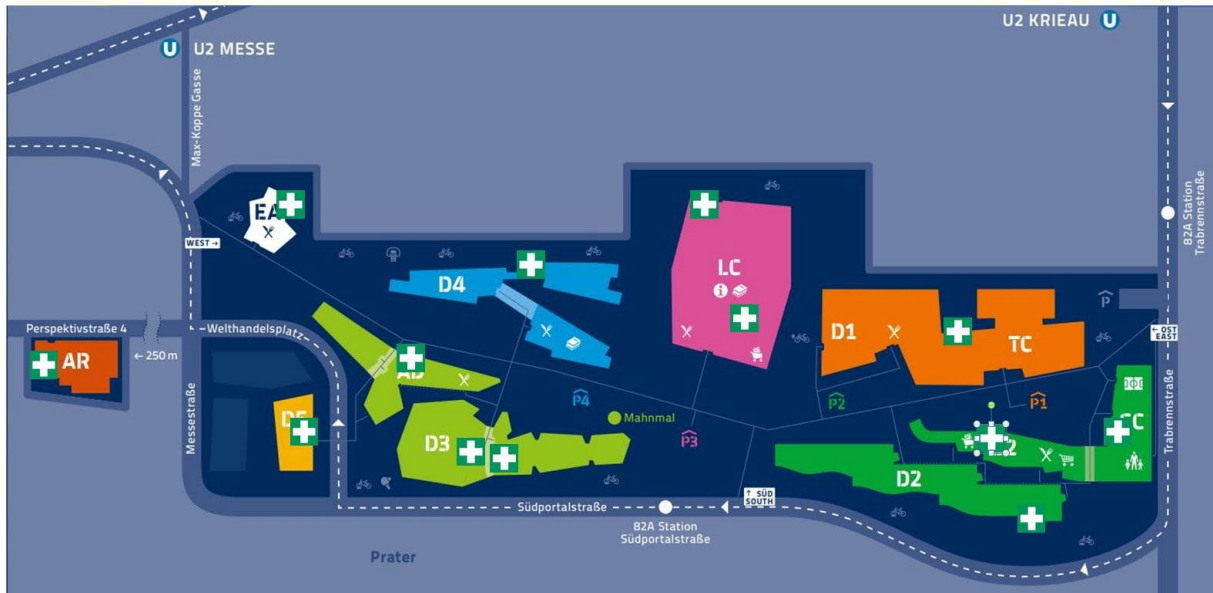
AD building	Ground floor, Medical Office entrance
EA building	Ground floor, main entrance
D1/TC building	TC, ground floor (main entrance) – information desk
D2 building	Core D – ground floor, main foyer
D3 building	Ground floor, corridor, near project room 0.239
D4 building	Ground floor, corridor, near SR 0.019
D5 building	Ground floor, main foyer
LC building	Ground floor, foyer – information desk service area
SC building	USI, level 1 – hall manager
AR building	Groundfloor, in front of room 0.012

First aid/quiet rooms

First aid kits are available in the first aid and quiet rooms.

Pregnant women and breastfeeding mothers must be given the opportunity to lie down and rest during working hours (§ 8a of the Maternity Protection Act [Mutterschutzgesetz]).

Locations of first aid/quiet rooms:



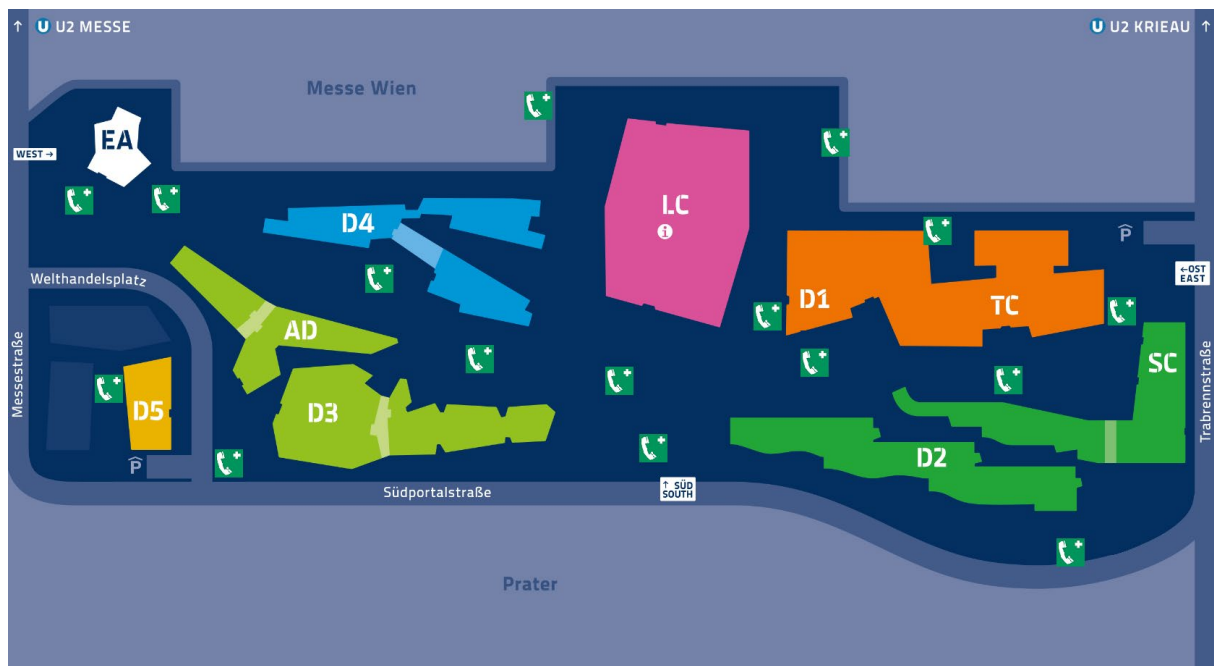
AD building	AD.0.081	
EA building	EA.0.010	
D1/TC building	D1.1.019	TC.0.60
D2 building	D2.0.310	D2.0.476
D3 building	D3.1.200	D3.0.207
D4 building	D4.1.104	
D5 building	D5.1.005	
LC building	LC 0.116	LC 6.156
SC building	SC.0.705	
AR building	AR.0.012	

Emergency call stations



Emergency call stations are distributed across campus. You can use them to call the WU Security Center in case of an emergency. To establish a voice connection to the Security Center, press the red button.

Locations:



Work and commuting accidents

Work accidents

Work accidents must be distinguished from leisure time/traffic accidents. If the accident occurred during an occupational activity, it is a work accident. This includes the way to and from work.

All accidents at work are considered to be occupational accidents

- Injuries caused primarily by a work-related accident that occurred at the workplace
- Accidents on the way from work to lunch and back
- Accidents on the way to work/to the training facility and back Carpool commuting accidents and accidents during one visit to the bank per month (if WU knows which bank it is)
- Accidents on the way directly from home or from work/the training facility to the doctor and back (only if the address of the doctor is known to the employer)
- Accidents on the direct way to a kindergarten, a day-care center, to school, or to out-of-home daycare and back to work or back home
- Accidents that occur when consulting interest groups or professional associations (such as AK or ÖGB)
- Accidents while attending work-related training courses Seminars which aim to improve physical and mental performance or to impart general knowledge without a direct connection to work are excluded, even if they are attended during working hours.

Workplace accident report

The employee has to report the following incidents to the employer:

- Every work accident,
- Any event that almost lead to an accident
- Any serious and immediate danger to safety and health that they identify
- Any defect detected in safety systems and devices

Such incidents must be reported to the WU Personnel Office using the form available online at:

<https://swa.wu.ac.at/refo/Dokumente/FORM%20Arbeitsunfall%20Unfallmeldung/FORM%20Workplace%20Accident%20Report.docx>



Help prevent accidents in the workplace!

If you have any questions about health or safety issues, please don't hesitate to contact WU's Health and Safety Officer (sicherheitsfachkraft@wu.ac.at) or the Medical Officer (arbmed@wu.ac.at).



Please regularly check the equipment you use at work



Please immediately report any hazards you notice



**Contact us in the event of minor accidents
or near accidents**

First Aid Providers Needed!



- Have you completed a **16-hour course** in **Basic First Aid**, do you have equivalent qualifications from the Austrian military or your time in civilian service, or have you been trained as an **emergency medical technician**?
- Or are you interested in training as a **First Aid Provider** at **WU's expense**?

Anyone can find themselves in a situation where first aid is needed – approximately 80% of all emergency first aid is provided to family members, friends, or co-workers. In a worst-case scenario, competent first aid can mean the difference between life and death.

Bonus

As a First Aid Provider at WU, you have the opportunity to receive all the necessary **vaccinations** (basic immunization and booster shots) for **Hepatitis A and B FREE OF CHARGE** from WU's medical office.

If you are interested in becoming a First Aid Provider, please contact the **WU Occupational Health Service**: arbmed@wu.ac.at

As a First Aid Provider, your name will be included on the **list of First Aid Providers** on our homepage so that you can be contacted in the event that your emergency services are required. It is in your own best interest to inspect the contents of the First Aid Kit in your unit on a regular basis to make sure you are properly equipped in the event of a medical emergency.

Let's work together to make WU a safe place for all faculty, staff, and students. We would be happy to welcome you as a WU First Aid Provider.

Legal information

As a First Aid Provider, you are not liable for any legal consequences in the event of improperly rendered assistance. Refresher courses are offered on a regular basis, giving volunteers the opportunity to improve their skills. It is every citizen's duty to provide first aid, neglecting to do so can be punishable by law.



WU Policy Code of Conduct

Code of Conduct for WU Employees

WU
WIRTSCHAFTS
UNIVERSITÄT
WIEN VIENNA
UNIVERSITY OF
ECONOMICS
AND BUSINESS



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1. Preamble

WU's Mission Statement already addresses a set of principles we strive to apply to performing our jobs. Based on these, this Code of Conduct is intended to summarize the rules for working at WU. It is a set of binding guidelines for interacting with colleagues and coworkers, students, and partners outside WU.

This Code of Conduct should be understood not just for orientation purposes, but also as a positive expectation for our own behavior. Adhereing to professional and ethical standards is the responsibility of each and every individual. We trust that everyone at WU will always do what is right and appropriate in every situation, and this Code of Conduct is intended to provide a compass to guide our day-to-day activities.

Violations of the Code of Conduct not only damage WU's reputation but may also have legal consequences, so please read it carefully.

We would like to thank you for your personal contribution to ensuring compliance with all applicable laws and regulations and maintaining high standards of responsible behavior at WU. Let's make sure WU remains an institution we can all be proud of.

Your Rector's Council

2. Scope

The Code of Conduct applies to all WU employees and external lecturers.



3. WU Code of Conduct

3.1. BASIC STANDARDS OF INTEGRITY

As WU employees and external lecturers at WU, we are conscious of the responsibilities associated with working for WU. We perform our duties to the best of our knowledge and belief.

We accept our responsibilities and fulfill the tasks assigned to us with commitment and loyalty. Honesty, fairness, and respect for the rights of others are our guiding principles.

We will refrain from slandering and/or making false and defamatory statements about WU or individuals employed at WU.

We uphold the basic ethical standards of scientific work at all times while respecting the principle of freedom in research. This excludes plagiarism, fraud, or the falsification of research results. In the case of joint publications, the names of all contributing authors must be given. Relevant regulations on this topic are in place at WU that everyone is expected to adhere to.

As teachers, we are committed to encouraging and supporting our students while recognizing the principle of freedom in teaching. This includes fulfilling our obligations to impart skills and qualifications and our obligation to provide quality teaching and to conduct examinations correctly. In the light of the experience gained during the pandemic, we recognize the importance of personal contact and face-to-face teaching for students to fully experience university life. This is why WU promotes traditional classroom teaching complemented by virtual and hybrid formats where appropriate or necessary.

We should act as role models and work together to secure WU's good reputation. Communication in the social web attract media attention, and each of us is responsible for the words and images we use to portray WU. Even when communicating as a private citizen, we can be considered a representative of the organization by others. For this reason, we choose our words and messages carefully to avoid damaging our university's reputation using WU's [Social Media Guideline](#) ↗.

3.2. DEALING WITH COLLEAGUES AND EXTERNAL PARTNERS

We treat each other, students, and partners from outside the university with consideration and show respect for others' personal integrity.

This includes avoiding any form of unobjective preferential treatment or discrimination. We also actively oppose any such behavior. We are committed to creating an environment where discrimination based on ethnic background, religion or world view, gender, sexual orientation, age, or disability will not be tolerated. We also actively oppose insults and any behavior that could be considered harassment, including continued aggravation, bullying, repeated refusal to communicate with an individual, etc.

Our day-to-day life should be characterized by respect and consideration for one another.

WU management and staff relations

Management staff are entitled to loyalty and the best possible performance from the employees who work for them (duty of fidelity).

Employees are equally entitled to loyalty and the best possible support from their supervisors (duty of care).

In conflict situations, both management personnel and employees are expected to work together in a positive way to find constructive solutions. Mediation is available in exceptionally difficult cases.

Contact with students and external partners

To the best of our ability, we are courteous, prompt, and reliable when communicating with students and external partners, and always attempt to deal with their requests in an appropriate manner.

3.3. SEXUAL HARASSMENT

At WU, mutual appreciation, tolerance for different ways of thinking, and respect for personal boundaries are considered to be prerequisites for a positive, motivating work and study environment.

Sexual and gender-based harassment will not be tolerated between employees/external lecturers, between employees/external lecturers and students, or in any other relationship arising from employment with WU. Any form of harassment will have legal and disciplinary consequences.


At WU, mutual appreciation, tolerance for different ways of thinking, and respect for personal boundaries are considered to be prerequisites for a positive, motivating work and study environment.

Sexual and gender-based harassment will not be tolerated between employees/external lecturers, between employees/external lecturers and students, or in any other relationship arising from employment with WU. Any form of harassment will have legal and disciplinary consequences.

Sexual harassment can be defined as behavior of a sexual nature that violates or is intended to violate a person's dignity, or which is unwelcome, inappropriate, degrading, humiliating, insulting, or offensive to the other person. Gender-based harassment can be defined as gender-based behavior that violates or is intended to violate a person's dignity, or which is unwelcome, inappropriate, degrading, humiliating, insulting, or offensive to the other person.

Because of the dependent and subordinate nature of an employee's relationship to his/her supervisor, particularly strict standards apply in these cases.

We also need to maintain an appropriate distance in relations between teachers and students. It is the teacher's responsibility to keep the dependent nature of the teacher-student relationship in mind at all times. In particular, personal invitations from teachers directed at individual students currently in a directly dependent relationship with the teacher are unwelcome.

Because this topic is particularly important to us, we make regular efforts to increase awareness of these issues. For more detailed information about harassment, applicable legal regulations, or available support services, please see the bilingual brochure [Say NO to Harassment](#) . Our common goal is to make WU a harassment- and discrimination-free zone. Treating each other with respect contributes significantly to this goal.

3.4. CONFIDENTIALITY, DATA PROTECTION AND INTELLECTUAL PROPERTY

To fulfill its duties to the best of its abilities, WU must handle large amounts of data, including confidential personal data. The owners of this data trust WU's employees to treat this data in an appropriate and law-abiding manner.

Internal communications, information, and data, as well as information discussed in the various panels, commissions, and other working groups are also to be treated confidentially. Data protection is very important to us WU, and we are required by law to maintain confidentiality.

These obligations remain valid even after termination of the employment relationship or freelance contract with WU.

We also make sure that WU's intellectual property rights are protected. These include:

- › Trademark, design, and patent rights, and other copy-rights
- › Third-party intellectual property rights and copyrights, e.g. licenses held by WU

We also make sure to avoid any violations of intellectual property rights held others.

3.5. SECONDARY EMPLOYMENT

Secondary employment is any paid activity WU employees perform outside their employment contract with WU. In the case of civil servants, secondary employment means any paid activity performed in addition to any secondary civil service duties.

A secondary employment held by WU employees may not conflict with WU's interests. We are required, both by law and by our contractual obligations, to report any secondary employment to the WU Personnel Office without delay, and to have this employment approved in advance if necessary. Any positions held on management, executive, and supervisory boards or other panels of legal entities operating for profit also have to be reported. If an employee's secondary employment is considered to be contrary to WU's vested interests, WU reserves the right to forbid the activity, and will also state the reasons for this decision.

WU employees and their companies do not provide any paid services to WU students unless they have been commissioned to do so by WU. Activities that are completely unrelated to the jobs performed by WU and us, its employees, are not included in this restriction.

For business contracts concluded between WU and individuals close to WU employees, transparency must be maintained and the arm's length principle applies.

3.6. ACCEPTING AND GRANTING BENEFITS

First and foremost, we need to be aware of the fact that as WU employees, we hold a public office. For this reason we need to be particularly careful of any possible influence on us as office holders.

We may not offer or grant benefits to third parties, or demand or accept benefits from third parties – especially from students – if it would be reasonable to expect that these benefits could influence official proceedings (e.g. gifts or invitations). We must also not accept or request any benefits that exceed the standards of hospitality customary in the region, country, or business area in question, or if they are banned by any applicable laws.

The following are strictly forbidden:

- › Offering and accepting benefits for wrongful activities
- › Demanding benefits
- › Offering and accepting benefits intended to influence office holders in their activities

The following are permissible:

- › Accepting appropriate remuneration for teaching and research activities (if not provided to WU students)
- › Accepting donations or other monetary contributions made to an academic unit for funding research or teaching activities
- › Accepting benefits for commissioned research
- › Accepting benefits for third-party-financed basic research

3.7. MANAGEMENT OF FINANCES

We are expected to perform our duties according to the principles of legality, efficiency, practicality, economy, and transparency, and to always keep the public interest in mind. Cost awareness and responsible resource management are of key importance.

Accounting, cash management, reporting, document management, and taxation matters are always to be handled accurately and thoroughly, and documented in a clear and understandable manner.

3.8. USE OF WU RESOURCES

WU resources are provided for the university's use. These resources include:

- › IT and telecommunications services
- › Software and hardware
- › Databases
- › Spatial resources
- › Working hours and
- › labor of WU employees, external lecturers, and students

WU resources may be used for third-party financed contract or basic research if costs are reimbursed.

Using IT and telecommunications services, software, and hardware including email and internet programs for private purposes is acceptable to a certain degree. The same applies to the storage of personal data and files in folders indicated to be private.

Personal use is forbidden if it is abusive, impairs efficient working conditions, or represents a risk to the security and performance capacity of the available infrastructure. E-mails and files remain accessible to WU and may be viewed for forensic purposes.

Under no circumstances may WU resources be used for the storage or distribution of pornographic, racist, violent, or otherwise offensive materials.

As WU employees, we take complete responsibility for any equipment or materials in our possession that are provided by WU (e.g. laptops or books, also when working at home).

3.9. IN CASE OF DOUBT OR INFRACTIONS

As WU employees, we need to obey not only the "letter of the law," as laid down in this Code of Conduct, but also the spirit of ethical and professional conduct it is based on.

In cases of ambiguity or doubt about the interpretation of the Code of Conduct, you can turn to your immediate supervisor or a member of the Rector's Council.

You can find all WU directives, regulations, and guidelines online in the [regulations database](#) ➤.

WU set up a whistleblowing system based on national and EU legislation. This system allows for the (anonymous) reporting of internal misconduct on certain topics. It seeks to expose wrongdoing in order to improve our organization without wrongfully discrediting colleagues or intentionally providing false information.

4. Invalidation of previous regulations

This version replaces the Code of Conduct last updated in 2019.



5. Legal basis and other applicable documents

In addition to the Code of Conduct, further regulations relevant to the university apply, including the Universities Act (Universitätsgesetz), any employment-specific regulations like the Civil Service Employment Act (Beamten-Dienstrechtsgesetz), the Contractual Employees Act (Vertragsbedienstetengesetz), the Collective

Bargaining Agreement for University Staff (Kollektivvertrag für die ArbeitnehmerInnen der Universitäten), WU Operational Agreements, or provisions in individual employment contracts. Please be sure to comply with these as well as any WU inhouse regulations – see the [regulations database](#) ↗.



6. Quality control

The Code of Conduct will be reevaluated on or before December 31, 2025.



7. Document details

Short title	WU Policy Code of Conduct
Long title	Code of Conduct for WU Employees
File name	WU Code of Conduct EN
Replaces	Code of Conduct 2019-1.0; April 1, 2019
Title of German version	WU Policy Code of Conduct DE ↗
Version (no., date)	2019-1.0, dated December 5, 2022
Responsible for content	Rector's Council/Edeltraud Hanappi-Egger, Michael Lang
Author	Rector's Office/Christina Kasess
Contact for content-related questions and practical implementation	Rector's Office/Christina Kasess
Communication (multiple selection is possible)	<input type="checkbox"/> e-mail <input type="checkbox"/> WU Bulletin <input checked="" type="checkbox"/> WU regulations database
Valid as of	January 1, 2023
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Approved by	Rector's Council, on December 5, 2022
Further information	Personnel, Code of Conduct



WU (Vienna University of Economics and Business)
Welthandelsplatz 1, 1020 Vienna, Austria
wu.ac.at

Arriving by public transport:
Subway: U2 stations "Messe-Prater" or "Krieau"
Bus: 82A, "Südportalstraße" stop

INFO on Data Protection

Data Protection Statement for WU Employees

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1. Purpose

This Data Protection Statement informs employees of WU (Vienna University of Economics and Business) about the ways in which their personal data are processed as part of their employment at WU. It also informs WU employees about their rights under data protection law.

2. Scope

This information document applies to all WU employees.

3. Regulations

According to the European General Data Protection Regulation, WU acts as a “controller” for all data processing activities named in this Data Protection Statement.

As part of employment relationships, WU processes data provided by employees (e.g. general personal information, date of birth, nationality, contact details, photo ID, education and skills, CV/résumé) as well as data connected to the employment relationship (e.g. salary data, working hours, vacation time, absences).

3.1. For which purposes does WU use the data and to whom are they disclosed?

The following paragraphs specify the purposes of the data processing activities and their legal basis. For some of these purposes, it may be necessary to transmit data to third parties. Where applicable, the corresponding categories of these third-party recipients are given along with the purposes.

▪ Human resource management and payroll accounting

Personal data are processed and transmitted for the purpose of concluding the employment contract, including the determination of the employee's status under the collective bargaining agreement, as well as for payroll accounting and the fulfillment of recording, information, and reporting obligations. These data processing activities are carried out to the extent required by the applicable laws, the collective bargaining agreement, or obligations set out in the employment contract. Data are also processed for the purpose of exercising or defending legal claims in any employment disputes that may arise. This includes automatically generated and archived text documents (e.g. correspondence) related to such matters.

These data processing activities are carried out on the basis of Art. 6 (1) item b of the GDPR (performance of a contract / taking steps prior to entering into a contract), Art. 6 (1) item c of the GDPR (legal obligations), Art. 9 (2) item b of the GDPR (carrying out obligations and exercising rights in the field of employment and social security and social protection law), and Art. 9 (2) item f of the GDPR (establishment, exercise, or defense of legal claims). Without processing personal data, WU would be unable to conclude employment contracts and/or fulfill its obligations under employment law.

Based on the applicable legal regulations or contractual provisions, relevant data may be transmitted to the following people or entities on a case-by-case basis:

- Social insurance providers
- Federal Authority for Social and Disability Affairs (Bundesamt für Soziales und Behindertenwesen – Sozialministeriumsservice), e.g. based on § 16 of the Disabled Persons Employment Act (*Behinderteneinstellungsgesetz*, BEinstG)
- Tax offices
- Employee severance funds, based on § 11 (2) item 5 and § 13 of the Federal Act on Corporate Staff and Self-Employment Provision (*Betriebliches Mitarbeiter- und Selbständigenvorsorgegesetz*, BMSVG)
- Apprenticeship authorities, based on §§ 12 and 19 of the Vocational Training Act (*Berufsausbildungsgesetz*, BAG), and vocational schools
- Public Employment Service (AMS)
- Labor Inspectorate, the Labor Inspectorate for the transportation sector, and the Agriculture and Forestry Inspectorate, in particular based on § 8 of the Labor Inspectorate Act (*Arbeitsinspektionsgesetz*)
- Municipal and district administration authorities, in matters concerning the enforcement of administrative law (trade authorities, responsibilities under the Employee Protection Act [*ArbeitnehmerInnenschutzgesetz*, ASchG], etc.)
- Statutory representative groups
- Occupational health officers
- Education and continuing education providers
- Election officials managing staff council elections
- Officials and institutions of employee representation (in particular, staff councils pursuant to § 89 of the Labor Relations Act [*Arbeitsverfassungsgesetz*, ArbVG], safety commissioners pursuant to § 10 of the ASchG, youth commissioners pursuant to § 125 ff of the ArbVG, and disability commissioners pursuant to § 22a of the BEinstG)
- Central representative body for civil servants (*Zentralausschuss*)
- Staff council funds pursuant to § 73 (3) of the ArbVG
- Lawyers
- Courts of law
- Creditors of the data subject and other persons involved in pursuing related claims, including voluntary transfers of earnings to a creditor
- Banks, especially in connection with salary payments
- Trade union (if data are provided voluntarily based on the employee's consent)
- Pension funds
- Insurance providers (e.g. PVA pension insurance fund)
- Tax advisors, auditors
- Accounting agencies
- Austrian Court of Audit
- Operator of the WU Mensa cafeteria
- Service providers in connection with the issuance of vouchers (e.g. Sodexo, Edenred)
- Federal Ministry of Education, Science and Research
- ÖFG (Österreichische Forschungsgemeinschaft)
- Statistics Austria
- Funding bodies, e.g. FWF, EU

▪ **Administration of teaching activities and examinations, eLearning platforms**

For purposes of teaching and exam administration, personal data of teaching staff members are processed as part of WU's administrative teaching operations, in particular the planning, announcement, conduct, and documentation of courses and examinations. These data are processed to the extent that is required for the university to fulfill its

responsibilities or the extent that is required by applicable laws or the employment contract.

In particular, the following regulations provide the legal basis for this type of data processing: Art. 6 (1) item b of the GDPR (performance of the employment contract), Art. 6 (1) item c of the GDPR (legal obligation), Art. 6 (1) item e of the GDPR (performance of a task carried out in the public interest), Art. 89 of the GDPR (scientific research purposes), the Universities Act 2002 (*Universitätsgesetz, UG*), the Act on the Organization of Research (*Forschungsorganisationsgesetz, FOG*), the By-Laws of WU, and the applicable WU operational agreements.

Data are transferred to the following recipients: the general public (e.g. obligation to publish a course catalog pursuant to § 59 [5] of the Universities Act; obligation to publish positively graded academic theses pursuant to § 86 of the Universities Act) and students.

- **Research**

Personal data of academic staff members are processed for purposes of scientific research, in particular for research projects in which the respective staff member is involved, for accounting purposes related to research funding and for documenting research activities in connection with research funding applications, the management of research funding, the documentation of research activities, and monitoring and audits of research funding.

Data are transferred to the following recipients: in particular, the providers of research project funding, any project partners that may be involved, supervisory authorities, the Austrian Court of Audit, and the general public, if research results are published.

In particular, the following regulations provide the legal basis for this type of data processing: Art. 6 (1) item b of the GDPR (performance of the employment contract), Art. 6 (1) item c of the GDPR (legal obligation), Art. 6 (1) item e of the GDPR (performance of a task carried out in the public interest), Art. 89 of the GDPR (scientific research purposes), the Universities Act 2002, the Act on the Organization of Research, the By-Laws of WU, and the applicable WU operational agreements.

- **Public relations**

For public relations purposes, personal data of academic staff members (in particular names, potentially also photos and publications) are published on the WU website and/or on the website of the respective staff member's department, institute, or group, or in publically accessible reports. Employees have the right to object against the publication of photos that show them.

The following regulations provide the legal basis for this type of data processing: Art. 89 of the GDPR, Art. 9 (2) item j of the GDPR in conjunction with § 2 (h) of the Act on the Organization of Research.

- **Publication of contact details (esp. WU Directory)**

Employees' work-related contact details (in particular phone no., email, organizational unit, location) are published on the WU website to allow students, other employees, and third parties to contact the people in question. Employees can update their contact details and can also upload a photo (optional).

These data processing activities are carried out on the basis of WU's overriding legitimate interests to ensure efficient communications pursuant to Art. 6 (1) item f of the GDPR. Employees' photos are published on the legal basis of their consent pursuant to Art. 6 (1) item a of the GDPR. In the case of academic staff members, the publication is based on § 2 (h) of the Act on the Organization of Research (see item "Public relations").

- **Evaluation and quality assurance in teaching and research**

Personal data of employees working in the fields of teaching and/or research are also processed for purposes of evaluation and quality assurance.

These data processing activities are carried out on the basis of legal obligations pursuant to Art. 6 (1) item c of the GDPR (e.g. § 14 of the Universities Act; §§ 18 ff of the Higher Education Quality Assurance Act [*Hochschul-Qualitätssicherungsgesetz*]) and important public interests pursuant to Art. 89 of the GDPR, Art. 9 (2) item j of the GDPR in conjunction with § 2 (e) of the Act on the Organization of Research.

Data are transferred to the following recipients: certification organizations and their representatives (auditors), public authorities, and funding bodies.

- **IT user administration, ensuring system security**

Personal data of employees are processed for purposes of IT system administration at WU and ensuring data security, for instance for the administration of usernames and access rights, ensuring the confidentiality and integrity of IT systems, and assigning hardware and software to specific system users. Without these data processing activities, WU would not be able to ensure secure operations and compliance with data protection law in the use of IT systems.

For these purposes, WU also works with external IT service providers who act as processors and supply, support, and maintain IT applications and IT systems used by WU.

These data processing activities are carried out on the basis of WU's overriding legitimate interests pursuant to Art. 6 (1) item f of the GDPR and WU's legal obligations pursuant to Art. 24 and 32 of the GDPR to implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk.

- **Helpdesk** system based on WU's overriding legitimate interests pursuant to Art. 6 (1) item f of the GDPR
- **Locker administration** for the purpose of providing and facilitating the use of electronically controlled lockers based on WU's overriding legitimate interests pursuant to Art. 6 (1) item f of the GDPR
- **Order management, inventory management, room management, and personal data and address management** as part of WU's CAFM (computer-aided facility management) system, based on WU's overriding legitimate interests pursuant to Art. 6 (1) item f of the GDPR
- **Library management** for the purpose of facilitating the use of the WU University Library and its library services based on Art. 6 (1) item e of the GDPR for performing a task carried out in the public interest and WU's overriding legitimate interests pursuant to Art. 6 (1) item f of the GDPR.

- **Management of continuing education services and course registrations** based on WU's overriding legitimate interests pursuant to Art. 6 (1) item f of the GDPR
- **Data processing for other purposes according to WU's operational agreements, in particular the Operational Agreement on Electronic Access Control Systems (*Betriebsvereinbarung über elektronische Zutrittssysteme*), the Operational Agreement on Video Surveillance (*Betriebsvereinbarung betreffend die Verwendung von Überwachungskameras*), and the Operational Agreement on Operative Systems (*Betriebsvereinbarung für operative Systeme*).** These operational agreements are available online at <https://swa.wu.ac.at/Serviceeinrichtungen/personalabt/SitePages/Betriebsvereinbarung.aspx>.

3.2. Are employee data transmitted to recipients outside the EU/EEA?

Usually, WU does not transmit any data to recipients outside the EU/EEA as part of its human resource management activities. In some cases, however, data may be transmitted to third countries in connection with the performance of the employment contract, particularly in the case of international research projects, participation in international conferences, or certification by foreign accreditation agencies. In such cases, the regulations specified in Art. 44 ff of the GDPR must be adhered to and an appropriate level of data protection must be ensured, unless a derogation pursuant to Art. 49 of the GDPR applies (e.g. transmission of data based on the explicit consent of the data subject concerned or for the performance of a contract concluded with the data subject or in the data subject's interest).

3.3. For how long are the data stored?

The data are stored for as long as necessary for the purposes indicated above, taking into account the statutory retention periods (e.g. under tax law and in accounting), statutes of limitations, and regulations specified in the applicable operational agreements. This means that personal data are usually stored for at least as long as any claims could be brought against WU and until any legal disputes are settled where personal data may be needed as evidence. The statutory retention periods are usually three years, with a maximum of 30 years. Some data are therefore stored for 30 years after the end of the corresponding employment relationship. In certain exceptional cases, data may be stored for even longer periods due to specific legal requirements (e.g. Austrian archiving law). For an overview of relevant statutory data retention periods please see:

https://swa.wu.ac.at/Serviceeinrichtungen/dsgvo/gdpr/Shared%20Documents/I%20Basic%20Information%20on%20the%20GDPR/GDPRBasics_Minimumdataretentionperiods.pdf

3.4. What rights do employees have under data protection law?

Employees are data subjects and, at all times, have the following rights based on the applicable data protection legislation, especially Articles 15 to 21 of the European General Data Protection Regulation (GDPR):

- Right to gain access to and obtain information about the data subject's personal data
- Right to correction of inaccurate or incomplete data
- Right to deletion of personal data; please note that the right to have personal data deleted may be restricted in certain cases specified by law, in particular if WU is obligated to comply with statutory data retention periods or if data are needed for performing a contract
- Right to restriction of data processing activities

- Data subjects have the right to obtain all the data they have provided in a structured, commonly used, and machine-readable format (right to data portability).
- Data subjects have the right to object against the processing of personal data on grounds relating to their particular situation. This right applies in cases where personal data are processed for performing a task carried out in the public interest or based on legitimate interests. If a data subject objects to data processing, WU will stop processing the subject's personal data, unless WU can cite compelling legitimate grounds for the processing which override the interests, rights, and freedoms of the data subject or unless the data are processed for the establishment, exercise, or defense of legal claims.
- Data subjects have the right to object against the processing of their personal data for purposes of direct marketing.

Requests to exercise any of these rights can be directed to the contacts given in the section "contact information" below.

In addition, data subjects who believe that WU has violated their rights or has fallen short of its obligations under data protection law have the right to file a complaint with the appropriate supervisory authority. In Austria, the appropriate supervisory authority is the Austrian Data Protection Authority, Wickenburggasse 8, 1080 Vienna.

Contact information

For any questions or requests related to data protection at WU, employees can contact the Personnel Office at pa-sekretariat@wu.ac.at or datenschutz@wu.ac.at.

WU's Data Protection Officer can be contacted at datenschutzbeauftragter@wu.ac.at.

4. Document details

All fields marked with an asterisk (*) are required.

Short title^{1*}	INFO on Data Protection
Long title	Data Protection Statement for WU Employees
File name^{2*}	E_INFO Datenschutzerklärung.docx
Replaces	
Title of German version	INFO Datenschutz
Version (number, date) *	2019-1.0, dated May 15, 2019
Responsible for content *	Vice-Rector for Human Resources / Lang, Michael
Author*	Legal Affairs Office / Hammer, Katharina
Contact for content-related questions and practical implementation	See section "contact information"

¹ Examples of short/long titles:

- Short title = category and keyword, e.g. WUPOL Software
- Long title or subtitle = designation provided by the organizational unit, e.g. "Regulation on the use of WU Software"

² No more than 60 characters; do not use any diacritics, special characters, and spaces

Communication* (multiple selection is possible)	<input checked="" type="checkbox"/> email <input type="checkbox"/> WU Bulletin <input checked="" type="checkbox"/> WU regulations database
Publication in the WU Bulletin (<i>Mitteilungsblatt</i>)	- - -
First publication (optional)	- - -

Valid as of*	May 15, 2019
Valid until*	December 31, 2999
Approved by	- - -
Further information*	Human resources, law, WUPOL, data protection

Committee for Equal Treatment

We provide advice and support concerning the following issues

- equal treatment and opportunities
- discrimination based on ethnic origin, age, sexual orientation, religion or belief
- the WU's programmes for promoting women
- challenges faced at the beginning of your WU career or in the event of a career change
- difficulties in the workplace, in class, or with university bodies
- gender-sensitive language
- mobbing, stalking, or sexual harassment
- matters of childcare

In accordance with university law (Universitätsgesetz 2002), the Committee for Equal Treatment of the WU Wien has the task of counteracting any discrimination on the grounds of sex, ethnic origin, religion, belief, age, or sexual orientation by university bodies, and to advise and support the university members and bodies concerning such issues.

One of the Committee's objectives, among others, is to increase the number of women

- in both academic and administrative careers and at all career levels
- in all decision-making bodies and thereby to further women's involvement in decision-making processes
- in all supervisory and management positions

Further information and contact details

The Committee for Equal Treatment consists of eleven members having been appointed by the WU's Senate for a term of three years. All types of interest groups affiliated with the university are represented within the Committee, including representatives of

- research staff
- administrative staff, and
- students

Committee for Equal Treatment

Vienna University of Economics and Business

Building D1, 2nd Floor

Welthandelsplatz 1, 1020 Wien

T +43-1-313 36-5116 or 4136

ak-gleich@wu.ac.at

<https://www.wu.ac.at/en/the-university/organizational-structure/representative-groups/equaltreatment>

Working hours for academic staff

Weekly working hours are based on the extent of employment stipulated in the employee's employment contract.

Pursuant to the Universities Act (*Universitätsgesetz*) and the Collective Bargaining Agreement for University Staff, the following limits also apply:

- Daily working hours are not to exceed 13 hours.
- Over a calculation period of 12 months, weekly working hours are not to exceed an average of 48 hours.
- Weekly working hours are not to exceed 60 hours in any given week.
- When daily working hours exceed 6 hours, a break of at least half an hour must be taken. One half hour for this break is included in the employee's working time.
- A rest period of 11 hours must be taken between subsequent work days.
- An uninterrupted rest period of 36 hours must be taken after each work week.

Staff members are in principle free to choose when to commence and end their daily working hours, in agreement with their supervisor. WU faculty and staff are of course entitled to use WU resources for their own research. However, any academic work done in excess of the staff member's contractual obligations cannot be attributed to WU and is therefore not included in the employee's working hours.

Please be sure to comply with the working-time limits and mandatory rest periods detailed above.

External Teaching Activities by WU Teaching Staff and Researchers

Adopted at the Full Professors' Association meeting on November 13, 2002

Preliminary remarks: This paper addresses only the teaching activities of WU teaching staff and researchers outside of WU. It does not address issues regarding the collaboration of WU teaching staff and researchers with external academic institutions in other areas (such as research, peer evaluation, participation in selection or habilitation proceedings, etc.)

1. Positive and negative aspects of external teaching activities by WU teaching staff and researchers

There are a number of positive aspects of external teaching by WU teaching staff and researchers both at home and abroad. A few are exemplified below:

- Research requires networks and collaboration. Teaching at other institutions can foster both, and as such have a positive effect on the academic research of WU teaching staff and researchers.

- Under the provisions of the Austrian Universities Act (*Universitätsgesetz*), the national and international mobility of academic staff is included among the guiding principles of a university. Furthermore, as a university we have a responsibility to serve academic research and teaching and promote international collaboration in academic research and teaching. In many cases, teaching activities outside WU serve to further these goals.

- External teaching activities by WU teaching staff and researchers can be essential to recruiting renowned members of other academic institutions for teaching positions and guest professorships at WU.

- In some areas, teaching outside WU can promote the professional development of WU teaching staff and researchers beyond what could be realized through teaching at WU. This, in turn, can have a positive impact on the quality of research at WU.

- In some areas, teaching outside WU can be an enriching experience for WU teaching staff and researchers, who can then provide positive input for creating new degree programs or furthering post-secondary and post-graduate education at WU.

- Teaching by WU teaching staff and researchers at well-known academic institutions can contribute to strengthening WU's reputation.

- Teaching outside WU allows WU teaching staff and researchers to establish valuable contacts and gain valuable teaching experience that benefit their teaching activities at WU. In particular, the practice of presenting and discussing research findings while teaching can have a positive impact on further research activities.

There are also a number of negative aspects of external teaching by WU teaching staff and researchers both at home and abroad. A few are exemplified below:

- Teaching is a limited resource at WU. Any WU teaching staff and researchers who teach outside WU are also expected to contribute appropriately to WU teaching programs (especially the core programs).

- The duties of WU teaching staff and researchers include research and participating in university administration. External teaching activities can limit their capacity for fulfilling these responsibilities. WU teaching staff and researchers who teach outside WU are expected to make an extra effort to ensure they can fulfill their duties in research and administration.

- WU focuses on developing a distinctive academic curriculum as part of its profile development. If WU teaching staff and researchers offer courses similar to the WU curriculum outside the university, this can threaten WU's distinctive academic profile.

- Involvement in developing specialized academic curricula outside WU can result in conflicts of commitment by WU teaching staff and researchers, who then have less time to devote to developing specialized academic curricula at WU. WU teaching staff and researchers involved in such activities at external institutions are therefore expected to be involved in similar activities at WU and take the initiative to develop special programs.

- WU is active in the commercial market in post-secondary and post-graduate academic programs and continuing education. Conflicts of interest may arise if WU teaching staff and researchers work for competing institutions. WU expects teaching staff and researchers to devote their primary professional effort and allegiance to WU in areas in which WU offers academic and continuing education programs. WU teaching staff and researchers are expected to seek the approval of the appropriate program representative for cases involving potential conflicts of interest.

The range of possible positive and negative aspects of external teaching activities of WU teaching staff and researchers make it impossible to permit or forbid external teaching across the board. WU teaching staff and researchers are expected to assess – in keeping with the service employment guidelines – whether a teaching position outside WU has primarily positive aspects and avoids negative aspects for WU to the greatest extent possible. Any external teaching activities by WU teaching staff and researchers should have an overall positive impact on WU, and are to be clearly communicated to WU and cited in any respective publications.

When the positive aspects outweigh any possible negative aspects, the time devoted to external teaching activities that qualify as secondary employment subject to approval or reporting is to be limited to the time period otherwise reserved for secondary employment.

2. Selected individual cases

Before accepting any external teaching position, WU teaching staff and researchers are expected to carefully assess the points mentioned in 1. and determine whether the overall impact is positive for WU. The representatives responsible for approving or denying secondary employment shall apply the same criteria in assessing external teaching activities and, when in doubt, take in good faith the comprehensive and responsible self-assessment of the respective WU student, or member of WU faculty or staff involved. In disputes these same representatives shall seek the counsel of the Board of the Full Professors' Association.

Before becoming involved in setting up and/or leading teaching programs outside WU (such as post-secondary or post-graduate academic programs, universities of applied sciences, or private universities), the WU student or member of faculty or staff involved must justify the positive effects for WU. In individual cases, WU teaching staff and researchers must demonstrate that this type of activity conforms with the strategic goals pursued by the university's entire collegial body.

Some universities of applied sciences and private universities have recently based their academic curricula in part on WU's academic programs. This threatens WU's mission to create a distinctive academic profile. WU teaching staff and researchers involved in teaching programs at universities of applied sciences and private universities must therefore assess whether this and other negative aspects are outweighed in individual cases by the verifiable positive aspects of these teaching activities.

Teaching positions at renowned academic institutions abroad are generally welcomed, as they usually promote international networking and build WU's reputation.

3. Transition

WU teaching staff and researchers currently involved in external teaching activities and who, after careful consideration of all aspects, conclude that the positive aspects of these activities do not outweigh the negative impact on WU, are expected to terminate their external teaching activities. Given that such commitments are often long-term, WU teaching staff and researchers should bear in mind that terminating a medium or long-term teaching position on short notice could harm WU's reputation.

Environmental Guidelines

Protecting and conserving our natural resources through sustainable development is a high priority for WU. With its environmental management system, WU wants to contribute to the conservation of the natural resources required for human life in future generations.

For this reason, WU is committed to raising environmental awareness among its faculty, staff, and students, and provides encouragement and support for them to act in a sustainable, environmentally conscious manner and actively address issues of environmental protection in research, teaching, and other areas. It is very important to us to educate our students to become responsible opinion leaders who spread the idea of sustainable development. WU is also committed to full compliance with the applicable legal regulations, provisions, and requirements for environmental protection. WU's goal is to make contributions to environmental protection and sustainability that go beyond the legal requirements.

WU protects the environment through the economical and efficient use of resources and is seeking to reduce its consumption of materials and increase recycling. WU is committed to sustainability in its workflows and processes and is working to lighten its ecological footprint by reducing emissions, waste, and waste water. WU expects its suppliers and service providers to adhere to the same environmental standards it has set for itself. As far as possible, we encourage our business partners to make the goods and services they supply to us more environmentally friendly.

Within the scope of its activities, WU creates organizational structures that are conducive to the effective implementation of these guidelines, and it is continuously evaluating the success of the measures taken. Comprehensive reporting is performed on a regular basis to document past and future environmental improvements and communicate them to the public.

Operational Agreements, In-House Directives and Guidelines

Below please find an overview of all operational agreements and in-house directives and guidelines. Where no translation is available, translations of the titles are provided for your convenience:

Operational agreements:

- Betriebsvereinbarung über das Urlaubsjahr (Operational agreement on the vacation year)
- Betriebsvereinbarung zur Regelung der gleitenden Arbeitszeit für allg. Personal (Operational agreement on the regulation of flexible working hours for administrative staff)
- Operational Agreement on Joining a Multi-Employer Pension Plan
- Operational Agreement on Performance Bonuses and Examination Rates for Academic Staff
- Operational Agreement on the Amount and the Distribution of the Teaching Load of Part-Time Teaching and Research Associates
- Betriebsvereinbarung betreffend Voraussetzungen und Modalitäten zur Gewährung eines zinslosen Gehaltsvorschusses (Operational agreement on the conditions and procedures for granting an interest-free salary advance)
- Betriebsvereinbarung betreffend die Auszahlungstermine für die Gehälter der Projektmitarbeiter/innen (Operational agreement on the payment schedule for the salaries of project staff)
- Betriebsvereinbarung über das System Integrationsplattform (Operational agreement on the integration platform system)

- Betriebsvereinbarung betreffend die Verwendung von Überwachungskameras
(Operational agreement on the use of surveillance cameras)
- Betriebsvereinbarung über elektronische Zutrittssysteme (Operational agreement on
the use of electronic access media)
- Betriebsvereinbarung über die Einführung und Nutzung eines elektronischen
Personalakts (Operational agreement on the introduction and use of digital
personnel files)
- Operational Agreement on the Requirements, Modalities, and Reimbursement
Amounts for Business Travel
- Operational Agreement on Agreement of a Sabbatical
- Betriebsvereinbarung über das Alma Bibliotheksmanagementsystem (Operational
agreement on the use of the Alma library management system)
- Operational Agreement on the Processing of Personal Data of WU Employees in IT
Applications

In-house directives and guidelines:

- Guideline on the payment of anniversary bonuses
- Guideline on the recognition of prior work experience for salary classification of academic staff members
- Guideline on short-term leaves of absence, long-term leaves of absence, and study leave for academic staff
- Guideline on the Requirements for Salary Advancements for Associate Professors Pursuant to the Collective Bargaining Agreement for University Staff
- Leitlinie zur Sonderleistungsprämie für Senior Lecturers Postdoc (Guideline on a special performance bonus for Senior Lecturers Postdoc)
- Guideline on the application of qualification agreements and development agreements
- Guideline on a Family-Friendly Workplace Culture
- Guideline on Reintegration Part-Time Work
- Policy on relaxed requirements to perform work on-site for academic staff / Policy on mobile working for administrative staff