



Code of Values

Abt. Klinische Pharmazie und Biochemie, FU Berlin



CODE OF VALUES

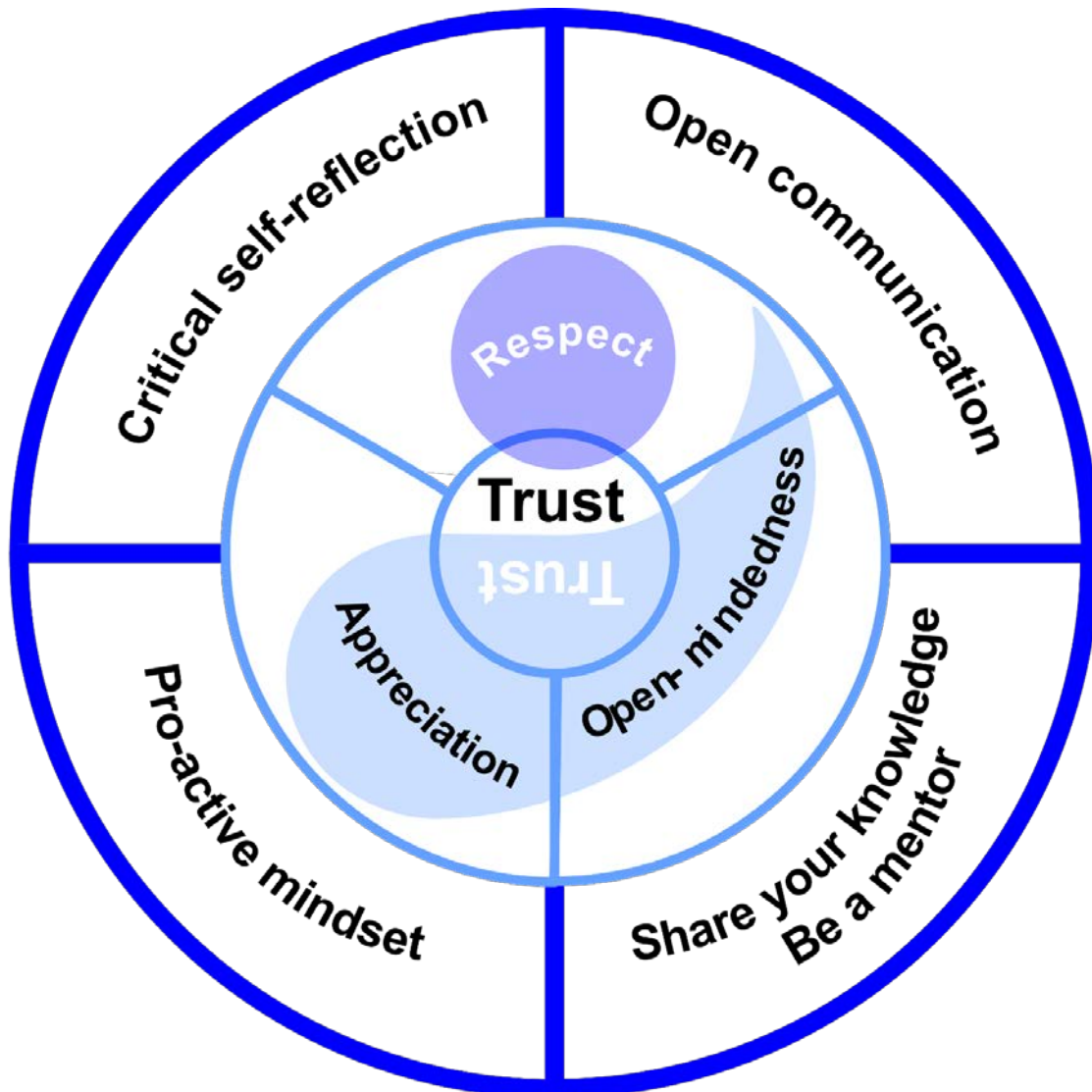
PREAMBLE

Our Department of Clinical Pharmacy & Biochemistry at the Institute of Pharmacy of Freie Universität Berlin has evolved since 2011 as an international research-, training- and service-driven academic working group. As one team of scientific, scientific-supportive, teaching & training members, we all are committed to our shared mission *To foster rational use of medicine*. To maintain and ensure the high level of scientific, administrative, teaching & training activities in our group, this code of values was generated in 2019/20 based on the ideas, perspectives and attitudes of all group members present at that time.

The code of values aims to encourage thoughtful consideration and critical reflection on all practices, processes and interpersonal relations constituting our team. We believe that in general a group is shaped by all individuals and their commitment and contributions. As such, all group members were involved in the development of our code of values and will contribute to its further development in the future by regular revision every other year, starting in 2021. We feel this reflection being essential, as new members may have different priorities and believes, which need to be considered in order to maintain the high level of commitment to the group and identification with the group's values. Thus, we share and live our code of values not only in our practices, processes and interpersonal relations internally within our working group, but also when interacting with collaboration partners and externally, e.g. at meetings, thereby strengthening our corporate identity. The code of values will continue to be bound to also when becoming an alumnus/alumna member of our Department.



Based on intense group discussions, *eight inter-connected core values* were identified, which highlight different facets of the central core value TRUST, with different levels of abstraction. In the following, each of the values will be elaborated on; including a definition, explanation of its meaning and relevance, completed with concrete examples to exemplify its meaning in the daily life of the group.



Revisions

Creation final document: 20 May 2020

Revision 1: DD MMMM 2021

Revision 2: DD MMMM 2023



TRUST

WHAT? All of our core values are centred on a deep sense of **trust** within our group, which we equate to credibility, reliability and confidence in one another.

WHY IMPORTANT? We see **trust** as basis and core value of our team culture and interactions within and outside the group. By trusting one another, we mean being able to admit mistakes, communicate about insecurities and confide in each other. Without trust, our group would not be able to be as successful as we are which is why we ingrain it deeply within our code and use it as a foundation of all other values.

APPRECIATION

WHAT? For us, **appreciation** is an active and equal acknowledging attitude of different personalities, skills, individual activities and contributions to our group, irrespective of the role and position of a member.

WHY IMPORTANT? Active mutual **appreciation** motivates and encourages each group member of us to feel at ease, stimulate creativity and further increase efforts in advancing group success within the scientific community and the society. Being acknowledged within our group gives us strength and confidence in all external engagements.

RESPECT

WHAT? For us, **respect** in its broadest sense means regarding and properly considering other people's feelings, wishes, opinions and rights.

WHY IMPORTANT? As an international and multidisciplinary working group, **respect** for one another, irrespective of agreement, is of utmost importance for us because respecting different backgrounds and opinions provides the basis for a supportive and pleasant working environment and productivity. We thus emphasise mutual respect for group members, their activities, time and effort spent on them- both on the individual and group level. Furthermore, we show respect towards the group's financial, material and mental resources, and the environment both in word and activity.



OPEN-MINDEDNESS

WHAT? We are **open-minded** to alternative views, different ideas (scientific or otherwise) and personalities allowing for creativity and progress. Therefore, we explicitly welcome people with diverse cultural and professional backgrounds. We do not tolerate any form of discrimination on the grounds of ethnicity, religion, gender, sexual orientation, disability or any other facet of diversity. In our group, violence against personal dignity of any kind is not accepted. Furthermore, keeping an open mind enhances personal competences and gives everyone the chance for personal growth and development of competences on an individual level and within the group.

WHY IMPORTANT? This is important because we believe that diversity is an important resource for fruitful exchange and innovation and that curiosity, open-mindedness, flexibility and pioneering spirit are essential key skills in a scientific and academic working environment.

PRO-ACTIVE MINDSET

WHAT? A **pro-active mindset** means that we tackle tasks head-on in a constructive way, which entails responsibility and accountability of every group member on their own initiative. Based on individual ideas, we develop suggestions for improvement and progress as well as every group member suggests initiatives on how to realise on a regular basis.

WHY IMPORTANT? Everyone's **pro-active mindset** is important in order to enable a dynamic workflow and to stay ahead of challenges. Therefore, initiative should be taken and a constant striving to go beyond the status quo is pursued.

CRITICAL SELF-REFLECTION

WHAT? We share the belief that **critical self-reflection** entails active questioning of one's own activities, actions, behaviour and research results.

WHY IMPORTANT? This is important because growth and enhancement are based on **critical self-reflection** of each group member on an individual, and also on a within-group and group level. Furthermore, as we share a strong corporate identity, we also highly encourage and acknowledge critical self-reflection of both formal group processes and informal practices to enable further development and progress of the group as a whole.



OPEN COMMUNICATION

WHAT? We believe that **open communication** includes truthful discussions, which are based on a trustful group atmosphere. An open communication culture facilitates open expression of personal opinions, ideas and research results, explicitly including honest communication of errors and limitations, as well as transparent decision-making.

WHY IMPORTANT? Our **open communication** is crucial to meet our high scientific and teaching/training standards, and ensure high quality and progress. Equally important, we are transparent about limitations of openness and respect that there are sensitive areas, such as personal and financial aspects, and confidentiality obligations from outside.

BE A MENTOR/SHARE YOUR KNOWLEDGE

WHAT? For us, **being a mentor/share your knowledge** means trusting and empowering our less experienced working group members in that certain field, especially, but not limited to, during the early stages of their careers, to help them reach their professional and the working group's goals and realise both with full potential. We see these attitudes as part of personal development. As intrinsic commitment, it means for us being available when needed and devoting time to listen to and address the concerns of mentees, and (pro-actively) using and sharing one's own experience and knowledge of best practices to formulate advice in their best interest.

WHY IMPORTANT? We find these attitudes important as our group knowledge in all respects is our key strength – what we are also acknowledged for. We encourage this attitude in order to be able to train the next generation of scientists, allow for omnidirectional transfer as well as transition and retaining of knowledge, and allow for efficient and high-quality daily work. As a whole, mentoring aims to communicate experience and values in a trusted and confidential environment. Furthermore, it prevents repeated mistakes and thus saves time and energy for a more efficient working environment. Given our academic environment of constant scientific, administrative and personal development, it is the key instrument to maintain and progress our work and working group.