esade

Codes of Ethics and Conduct

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1. Message from the Director General

Since its creation in 1958, Esade has developed its activity around the three principles that define our mission: the training of capable and socially responsible professionals; the creation of knowledge and research relevant to organizations and society; and the contribution to social debate for building a free, prosperous, fair, and sustainable society.

Based on these principles, Esade has established itself as a prestigious academic institution that is recognized worldwide. We are sustained by a professional ethos that fosters professional and personal development, the value of diversity, respect in interpersonal relationships, and a commitment to serving the common good.

As members of Esade it is our responsibility to consolidate this legacy. Being part of the Esade community means showing and encouraging in all our actions a behavior that reflects our ethical principles.

These responsibilities are now being expressed in the newly presented codes of ethics and conduct. These codes are not abstract and generalist descriptions of principles, but express the values and expected behavior that follow from our institutional mission. Moreover, they must be reinterpreted and updated periodically in the light of social changes.

These codes challenge the whole Esade community, and it is essential that they are known and promoted to guide our decisions and actions, and when doubts arise, they should invite us to discuss and consider the values of Esade.

Xavier Mendoza
Esade Director General

2. Esade Code of Ethics

2.1 Our mission

Our mission is to educate and research in order to:

→ Provide comprehensive training that helps create competent and socially responsible professionals
→ Generate knowledge that improves organisations and society.
→ Contribute to social debate for building free, prosperous, fair, and socially and environmentally sustainable societies.

The founding mission of Esade is the study, research, and teaching in undergraduate, post-graduate, and lifelong learning spheres, of the management of private and public organisations, law, economics, and social sciences. All of this is within the framework of the project of the University Education Sector of the Society of Jesus in Spain (UNIJES - Jesuit Universities) and is inspired by intercultural dialogue and humanist and Christian traditions.

2.2 Declaration of values
(Approved by the Board of Trustees of the Esade Foundation on 24 January 2008)

The Esade community is committed to values consistent with human quality and academic and professional excellence and wishes to place these values at the service of society. These declared values are:

1. **Integrity in academic and professional work.** This means behaving, even under difficult circumstances, in a manner that is committed to fundamental values such as rigour and effort in work performance, honesty, a critical spirit, fairness, and a sense of responsibility.

2. **Respecting all fellow human beings, including oneself, and being sensitive to the needs of others.** This means recognising the dignity of everyone and being able to accompany and help others when needed, thus helping to build a fairer and more humane world.

3. **Value diversity positively and learn from the differences between people, ideas, and situations.** This means understanding that differences in gender, ethnicity, culture, language, religion, sexual orientation, physical appearance, or other differences, are opportunities to learn and be enriched by the views of others about the world and oneself.
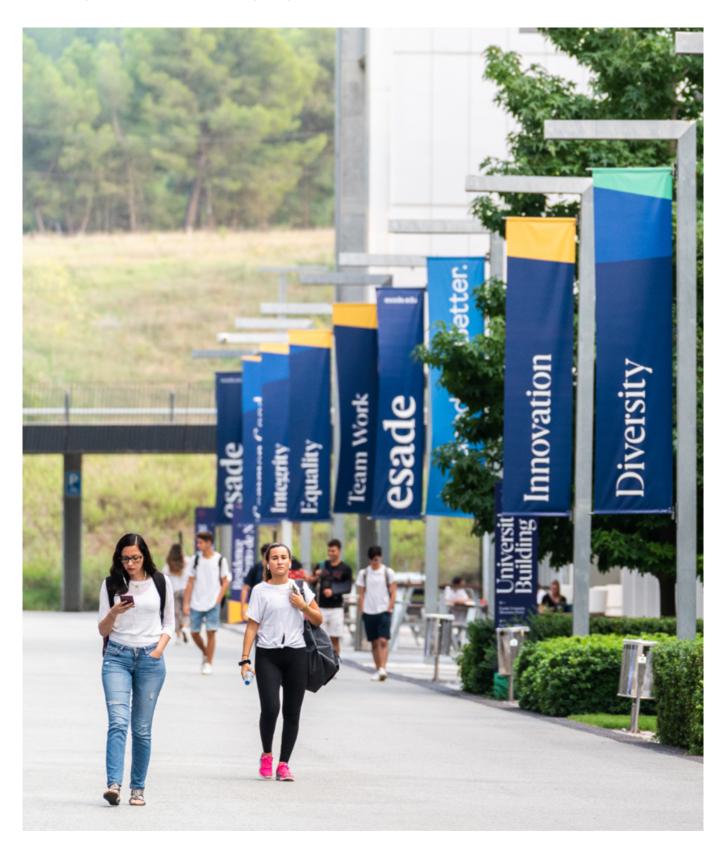
4. **Seek, share, and contribute to the common good.** This means being aware that the pursuit of one's own interests cannot be separated from the good of the whole community and must therefore be reflected in attitudes of respect and responsibility towards the community.

5. **Assume responsibilities and commitments in the service of a fairer and more sustainable society.** This means understanding what reality 'is' and what it 'should be' in accordance with the fundamental values of fairness and environmental sustainability.

As a university, we are convinced that imbuing our staff, students, and participants with these values will be of great help in addressing the social, cultural, and environmental challenges we face throughout our lives.

Esade's Code of Ethics and Code of Conduct have been written within the framework of the Code of Conduct of the Society of Jesus, and whose basic principles we share.

3. Code of conduct for members of the Esade Community

3.1 Scope

Our values must be respected by all members of the Esade community. These values must prevail and be applicable in the actions and decision-making of the groups that make up the Esade Foundation. Therefore, the following groups are subject to the Codes of Ethics and Conduct:

→ The individuals forming part of the Board of Trustees of the Foundation, as the highest management body
→ Individuals working at the Foundation, faculty, and administrative and service staff, regardless of their hierarchical level and contractual status
→ Students and participants in our programmes (regardless of their modality and duration)
→ Academic partners
→ Academic partners with whom we deliver our programmes
→ Service providers

Esade is committed to publicising and distributing this document as widely as possible to ensure that it is fully understood.

We present below the Code of Conduct, grouping our values in the following areas:

1. **Personal integrity and professional standards**
   Personal integrity means that words and actions are consistent with each other, with one's own convictions and beliefs, and with the values in the Values Statement.

   Professional integrity means rigour and ambition in professional performance and effort, continuous development, capacity for autonomy and cooperation, transformative creativity, and a spirit of service.

2. **Respectful treatment of others**
   The respectful treatment of others includes relationship styles and behaviours that encourage well-being and ensure a good quality of life. This means adopting a respectful and tolerant attitude towards others, explaining and following shared rules and norms, trusting in the potential of each person, helping those in need, and developing trusting relationships.

3. **Common good together with social and environmental responsibility**
   Social and environmental responsibility means assuming the consequences of one's own decisions and their effects on the fairness of organisations, as well as society and the environment.

These values are described in the following general rules of conduct, which are applicable to the Esade management, the Board of Trustees, faculty, administrative and service staff, as well as students, participants, and those third parties who have dealings with Esade.

A. CODE OF CONDUCT FOR FACULTY AND ADMINISTRATIVE & SERVICE STAFF

A.1. Personal integrity and professional standards

1. We always act honestly, ethically, and consistently, in accordance with the values of Esade. Conduct which, although carried out in a private or personal sphere, may have a negative impact on Esade is also objectionable, as it may undermine Esade's values, and be subject to disciplinary measures.

1.1. Senior managers and members of governing bodies undertake to resign if it is shown that they have engaged in conduct that may call into doubt their suitability to hold office in accordance with Esade's values. If they are formally charged in criminal proceedings, they will be automatically suspended until the relevant court issues a final judgement.

1.2. If a member of the faculty is the subject of an investigation in the context of criminal proceedings, the Ethics Committee must be informed and will decide on the possible suspension of that person.

2. The commitment of the Esade community to comply with the values described in these Codes of Ethics and Conduct and the applicable regulations extends to all countries in which Esade operates and to any area of daily activity (such as travel and extracurricular activities).

3. Individuals must make an appropriate use of Esade's resources and assets, while protecting confidential information and personal data.

   3.1. Systems may only be accessed for authorised purposes and for purposes for which an individual has permission, and IT resources must not be used for personal purposes. Esade may access the equipment and communications infrastructure made available to staff (including corporate email) in a proportionate manner, if there are reasonable grounds to believe that a breach may be taking place and providing that the rights of the person concerned are respected. Consult our policy on the use of information technology and mobile devices for more information (see link).

   3.2. Confidential information must not be disclosed, nor must information obtained for business purposes, be used for personal gain. Examples of confidential information are contracts, strategic plans, or financial information.

4. The advertising of our academic programmes and services must be truthful, legal, honest, and fair, and must reflect the means and resources that are made available to students and third parties who are associated with Esade.

5. The teaching materials of other members of faculty must not be used without their permission, nor misused, nor is plagiarism tolerated.

6. Communications in the media and social media must be conducted in an honest and responsible manner. We must be aware of the impact of our public communications and be careful when using social media; in particular:

   6.1. Individuals must be cautious when publishing online. If you participate in internet forums, blogs, newsgroups, chat rooms, or noticeboards, then carefully consider if the content you are posting can be considered offensive, or could compromise Esade's reputation or image, especially when intervening as a member of the Esade community.

   6.2. If in doubt about a communication, please consult our Social Media Policy.

7. Care must be taken to ensure the accuracy of documents, files, and records.

   7.1. Together with accounting, financial, personnel, and technological information, this includes academic data such as student grades, attendance lists, admissions, unpublished programme designs, and so on. The falsification of data is a serious breach of our Code of Conduct and may lead to legally prescribed sanctions.

8. Everyone has the right to their own image, as well as the 'right to honour' and personal and family privacy.

   8.1. It unacceptable to publish personal images, in any format and on any channel, that have not been authorised by the person(s) shown.

9. Decisions must be based on neutrality, impartiality, and objectivity, while avoiding conflicts of interest.

   9.1. A conflict of interest is a situation in which personal relationships, activities, or external interests may influence the ability to act in Esade's interest.

   9.2. If an affective relationship arises between two Esade employees, in which one is hierarchically responsible for the other, the Ethics Committee must be informed so that a change of assignment can be made.

   9.3. In cases where there is a relationship of kinship or affection between a member of faculty

and a student, the lecturer shall refrain from assessing the student to prevent possible risks of independence and/or conflict of interest, and the Ethics Committee must be informed.

9.4. Although Esade does not prohibit affective relationships between faculty and students, it is recommended that they be avoided, and they must be reported to the Ethics Committee to prevent possible risks of independence and/or conflicts of interest.

10. Esade faculty as well as administrative and service staff who have full-time contracts may not carry out professional activities outside of Esade that may be in direct competition with Esade unless they have authorisation from their manager. If full-time staff have obtained such authorisation, this must be communicated to the Ethics Committee. For any questions about incompatibility, see the Statute of Faculty (see link).

11. We participate in the creation and development of a comprehensive, quality, humanising, innovative, inclusive, and transformative educational experience.

12. We must strive to fulfil all work obligations and achieve the tasks assigned, and must always act with diligence and integrity in the performance of our work.

13. During professional activity, the respect due to others and the proper performance of our work tasks are incompatible with the abuse of alcohol and the consumption of toxic drugs, narcotics, or psychotropic substances.

14. Esade's mission is inspired by a humanist and Christian tradition that is within a framework of intercultural dialogue. Esade is a pluralistic university that respects all ideologies within the values in its Code of Ethics, and does not hold an explicit position in the political party system. Within the framework of academic freedom inherent to university teaching and research, Esade faculty and administrative and service staff must carry out their activities with scientific rigour and without seeking to convert anyone to a political or ideological cause.

15. We collaborate proactively with programme management in all aspects related to the classroom, and student and lecturer participation that can be subject to innovation and continuous improvement.

16. We ensure that students behave with personal integrity and professional standards in their dealings with their colleagues, with the people in Esade who provide them with services, and with the companies where they do their internships. We ensure data confidentiality and support students in their daily work.

16.1. In the event of detecting conduct by students that is not in accordance with the principles of these Codes, or with internal regulations governing their actions, such conduct may be reported using the established procedures (see link).

17. In the processes of evaluation, selection, and promotion of candidates for programmes and courses, as well as in the evaluation of students and participants, we are guided by individual merit (which combines intellectual capacity, personal effort, respect for gender equality, innovation, adaptation to new technologies, capacity for working in groups, communication skills, and transformative creativity).

17.1. Under no circumstances will preference be given to candidates who have a family or affinity relationship with an employee, a member of the Board of Trustees, or donor of the university. In the event of such a relationship, the Admissions Committee must be informed, and the individual linked to Esade must not participate in the admission process.

18. Everyone must ensure that they are sufficiently aware of all the rules and regulations that may affect students, and so be able provide accurate and clear information.

19. We participate in the continuous development of measures for compliance with the principles and values of this Code by raising complaints and concerns through the appropriate channels.

A.2. Respectful treatment of others

20. We treat all members of the Esade community with respect and equality, regardless of their gender, race, ethnicity, religion, political affiliation, union membership, nationality, language, marital status, social status, age, disability, sexual orientation, or any other personal or social aspect.

21. We respect and value diverse opinions, ideologies, and beliefs, and encourage their free expression.

    21.1. We ensure inclusive education that recognises, respects, and values students and participants in their diversity. We avoid offensive or abusive practices or comments, and ensure freedom of opinion and expression. Respect for others must be present in all oral and written communication. We are particularly careful in our behaviour to respect human values in a multicultural environment.

    21.2. We do not tolerate any form of harassment, verbal or physical abuse, direct or indirect discrimination, bullying, or any conduct that incites hatred or violence. For further information, see the Protocol Against Bullying at Work, and Sexual and Discriminatory Harassment (see link).

    21.3. We also encourage respect for the Esade brand, and therefore showing disrespect for our brand, or for our corporate symbols or logos, contravenes our Code.

22. We support a working environment that recognises talent and innovation, encourages employee development, and fosters dialogue and a climate of trust. We believe in the personal and professional development of all employees, and base policies of selection, recruitment, training, and internal promotion on the criteria of ability, professional merit, and alignment with the values in this Code.

    22.1. Esade may permit under certain circumstances the employment of individuals who are related to employees by family or emotional ties. However, individuals with such a relationship must not be able to affect the contracting, assignment, supervision, evaluation, compensation, training, promotion, or dismissal of the other person. If such circumstances exist, the Ethics Committee must be informed of the contraction of the new employee and the existing relationship.

23. We are all responsible for ensuring that Esade's mission and values, as well as its policies and internal regulations, are known and respected in our work teams. We encourage the participation of the various groups in the Esade community in the development of these policies, through specific sessions, and by publishing them in places accessible to every member of the community.

24. We work to guarantee a safe and healthy working and academic environment by providing the necessary means for the prevention of occupational hazards and considering the health circumstances of each employee in the application of the Code.

A.3. Common good and social and environmental responsibility

25. We use Esade's property and services in a responsible manner, avoiding possible loss, theft, robbery, damage, unauthorised access, or improper use.

    25.1. We care for and respect Esade's property, furnishings, IT equipment, and all types of consumables, as well as the environment and open areas. We undertake to make a rational and careful use of resources, and to avoid using them for personal interests of any kind.

26. We ensure respect for the environment by helping reduce the generation of waste and pollution, and we encourage reduction, repair, reuse, and recycling.

27. We encourage and practice ecological, energy-saving, and environmental protection and sustainability measures, such as the use of energy-efficient systems, the appropriate use of temperature control in classrooms, and the contraction of sustainable companies.

28. We incorporate the issues proposed in the United Nations 2030 Agenda (such as gender equality and women's empowerment, the end of poverty, food security, the fight against climate change, and encouragement for sustainable development) in our training

programmes and research plans, in the activities of our centres and institutes, in social debate, awareness-raising and dissemination programmes, and in the tasks of accompanying and advising organisations, and any other organisations with which Esade collaborates.

B. CODE OF CONDUCT FOR STUDENTS AND PARTICIPANTS

B.1. Personal integrity and professional standards

1. We respect the rules of academic originality and intellectual property in the writing of papers, class presentations, and any type of exam or test.

   1.1. Plagiarism is not tolerated, nor is the buying and selling of academic content provided by Esade, academic work such as exams, exercises, final degree or master's degree projects, essays, dissertations, or doctoral theses, and we encourage actions to detect and prevent plagiarism.

2. We understand, comply with, and respect the regulations of programmes in terms of timetables, respect for faculty, and fellow students, presentations, evaluations, etc. We recognise that a good performance by each of us benefits everyone and the whole programme.

3. We encourage teamwork among students and participants in a climate of trust and collaboration, and this reflects our commitment to the learning process.

4. We respect the prohibition of the possession, sale, consumption, or distribution of drugs on Esade premises. Likewise, we respect the prohibitions on alcohol and tobacco consumption established by Esade and general legislation.

5. We use electronic devices in class only when permitted, in accordance with internal regulations, and for academic purposes. And we make appropriate use of Esade's social networks, which we limit to activities that are part of our educational or research work.

6. We respect the image of colleagues and faculty, and do not publish their images on social networks, the internet, or any other forum without their permission.

7. We contribute ideas or proposals for the improvement and progress of Esade, and where appropriate, we report existing deficiencies or possible breaches of this Code through the available channels

B.2. Treating others with respect

8. We actively encourage peaceful, tolerant, and inclusive coexistence, and seek to create an environment of work and continuous learning in which the contribution of each participant is recognised, fostering a spirit of collaboration, discussion, and teamwork, in which respect for all ideas and effort are key elements in our learning process.

9. We respect and value the diversity of students and participants, as well as other members of the Esade community, welcoming differing ideas and opinions, as well as cultural, ideological, or any other type of difference. We reject discrimination based on gender, ideology, beliefs, or any other personal or social circumstance, such as humiliating criticism or exclusion on social networks, in text messages, email, WhatsApp groups, or any other instant messaging network.

   9.1. We also encourage respect for the Esade brand. Showing disrespect for the brand, or our corporate symbols or logos, is contrary to our Code.

10. As students and participants, we defend the prohibition of any form of harassment and bullying of members of the Esade community and encourage its detection and reporting through the available channels. We encourage the dissemination of a culture of compliance. (see link).

B.3. Common good, and social and environmental responsibility

11. We must use the technological resources that Esade makes available only for academic or professional purposes and in accordance with internal regulations.

12. We must respect Esade's facilities and use them as authorised. Similarly, we must take care of Esade's property and avoid any kind of damage or deterioration, as well as loss or theft.

13. We respect the environment and reduce the generation of waste and pollution, and we encourage reduction, repair, reuse, and recycling.

C. CODE OF CONDUCT FOR THIRD PARTIES

Esade will provide the companies and organisations with which it has dealings with the values and principles contained in these Codes, as well as the policies and procedures that develop them, and will ensure that they sign the Codes as a sign of acceptance. In the event of non-acceptance of the Codes by a third party, or if a third party has its own regulations that contradict the values and principles set out in our codes, then the Ethics Committee will be informed and will take the appropriate decision about whether to continue the relationship with the third party.

C.1. Integridad personal y exigencia profesional

1. Esade will ensure that its collaboration with companies and organisations does not contradict our values and principles.

2. We are transparent in our actions and provide clear information about the terms and conditions of the contract and rights of third parties.

3. We maintain relationships with approved suppliers, who are carefully selected through objective, transparent, and impartial procedures, which ensure that their values and conduct are aligned with those of Esade (see our Supplier Approval Protocol).

4. As part of our commitment to integrity, we do not accept any public or private acts of corruption. We do not accept gifts, entertainment, or donations that could give the appearance of influencing our hiring decisions, admission of students to programmes, or any other action. Nor do we offer any gifts, invitations, or donations or any other type of incentive, to public officials or company directors, managers, employees, or collaborators that could be considered as an unjustified benefit to favour Esade or a third party in any type of contraction.

   4.1. If you are in any doubt about whether to accept a gift or invitation, please refer to our Gift and Hospitality Policy.

5. We must also avoid any conflict of interest in the procurement of professional services from third parties in our business relationships, or in the acquisition or sale of goods. It is a breach of the Codes to hire a supplier who is not suitable for the performance of a task solely because he or she is a relative or friend, and then conceal this circumstance.

   5.1. If an employee has a personal relationship with a supplier who is participating in a tendering process, the employee must inform the Ethics Committee and cannot participate in any type of negotiation with the supplier.

6. The Foundation does not make donations to political parties, or any organisations, associations, or groups (whether public or private), whose purpose is clearly political.

7. In our dealings with third parties, we comply with money laundering regulations and pay special attention to transactions or payments that appear to be irregular (unusual cash payments, bearer cheques, payments from accounts in tax havens, or in the name of a person other than the payer) and take measures to avoid them.

   7.1. Specifically, no collaborator or suppler can make, offer, or accept any payment in cash, in kind, or any other benefit, for the purpose of obtaining or maintaining any business or advantage for itself or for a third party, which could give rise to a conflict between the interests of the collaborator or supplier or third party and those of the Esade Foundation.

C.2. Treating people with respect

8. We treat third parties with whom we work as we would like to be treated, fostering relationships of trust and accepting diversity, without discrimination because of gender, ideology, beliefs, or any other condition.

9. We ensure that third parties respect national and international human rights conventions in their working conditions, including the prohibition of child labour and due respect for human dignity.

C.3. Common good and social and environmental responsibility

10. We support sustainable economic growth that is socially fair and environmentally friendly.

11. We are committed to society through comprehensive, inclusive, equitable, and quality education, and encourage lifelong learning opportunities for all.

4. Procedure for the implementation of the code of ethics and code of conduct

4.1. Publication and Compliance

Esade will communicate the values and content of the Code of Ethics and Code of Conduct to all students, faculty, alumni, administrative and service staff, and third parties who have dealings with Esade.

All members of the Esade community must accept the values and standards of conduct set out in these Codes.

To ensure compliance, the following measures will be carried out:

1. The Code of Ethics and Code of Conduct will be incorporated in the manuals and processes for welcoming new arrivals, as well as in the internal regulations of the academic programmes. The Codes will also be published in a prominent space on the intranet.

2. A brochure summarising the Codes will be published and displayed at prominent points on the campuses.

3. A virtual space will be created where good practices and information related to Esade's values, regulatory standards, and compliance culture can be shared.

4. Questions related to the Codes and the values and standards of conduct in academic programmes will be included in evaluation processes for Esade staff, and/or in the assessment of potential candidates for admission or third parties.

5. Publication of regular reports and statistics summarising implementation of the Codes and degree of compliance will be published and included in the Annual Report.

6. Regular communications and reminders about the importance of respecting the Codes will be issued, with special emphasis on physical or virtual spaces where there is greater risk.

The aim of these initiatives is that everyone in the Esade community:

→ Understands and applies in all decision-making processes the values and standards of conduct contained in these Codes, as well as the supporting policies and procedures.

→ Maintains a cooperative and responsible attitude towards identifying situations of actual or potential non-compliance with the Codes.

→ Remains aware that breaches of the Codes may lead to corrective and/or disciplinary measures being taken in accordance with current labour legislation, in addition to any legal liabilities that may arise.

4.2. Ethics Committee

The **Ethics Committee is the body to contact to report possible breaches of the Code of Ethics and Code of Conduct** through the ethics channel. The committee is composed of a maximum of three people, who are appointed by the Esade Board of Trustees. The committee is independent and must be provided with adequate resources to carry out its functions.

The Ethics Committee shall meet at least once a month for the following purposes:

1. Provide a channel of communication to gather or provide information and advice on compliance with the Codes, and to manage notifications and queries received, resolving them diligently and quickly, and proposing any corrective and/or preventive measures to human resource management.

2. Inform Esade's compliance body, always maintaining due confidentiality, of cases dealt with and complaints received, as well as their resolution, so that the compliance body can prepare an annual report on the

activities of the Committee during the corresponding financial year.

3. Review and propose to the Esade compliance body, when necessary, the incorporation or modification of elements of the Codes, or the policies and procedures within Esade's compliance system.

4. Receive and manage, in accordance with the provisions of the Codes, any possible conflicts of interest that may arise within the Foundation.

5. Fulfil any other function necessary to achieve the compliance objectives identified by the applicable regulations or by Esade.

The **Ethics Committee will always guarantee confidentiality in the handling of communications** and will not accept any type of reprisals against members of the Esade community or third parties who report alleged breaches in good faith. The appropriate disciplinary measures will be taken when it is determined that a communication is false and has been made in bad faith.

The rights of persons implicated in possible non-compliance will be always respected, and they will be presumed innocent before a decision is taken and given the right to be heard. Alleged breaches will always be thoroughly examined to verify their veracity; prompt attention and response will be provided; and communications received will be assessed independently and objectively. All decisions taken must be duly justified.

The Ethics Committee may require, if special characteristics so justify, the collaboration of faculty, members of administrative and service staff, or external professionals, to evaluate and resolve consultations and communications.

4.3. Ethics Channel

If I detect non-compliance, or if I am in doubt, **who should I contact?**

The ethics channel is the tool that enables us to raise any queries and suggestions, as well as to report **possible breach of the Codes and the supporting regulations**.

The channel can be contacted as follows:

→ By **email** at canaletico@esade.edu, which is managed directly by the Esade Ethics Committee, and attaching the form created for this purpose. (See form)

→ **An electronic form** available on the **intranet** that enables you to confidentially attach documents. This channel is also managed by Esade's Ethics Committee. (Click here)

→ By contacting the independent expert at the following email address and attaching the following form (See link) or at the telephone number (34) 648 870 897 if you wish to meet in person. The independent expert is obliged to maintain professional secrecy and protect the identity of informants, if so requested, and to treat information provided with the strictest confidentiality.

Communications and enquiries should preferably be made by disclosing your name to facilitate their resolution, and this information will always be handled confidentially.

Similarly, the Compliance Committee of the Society of Jesus may be informed of actions in contravention of the provisions set out in the Code of Ethics and Code of Conduct, especially those that could be illegal, breach general rules, or cause harm:

→ By email: comitecumplimiento@jesuitas.es
→ By post to: Comité de Cumplimiento. Compañía de Jesús. Avenida de la Moncloa, 6, 28003 Madrid

4.4. Review and Update

The Code of Ethics and Code of Conduct will be updated periodically in response to any new regulatory requirements, any new challenges and relationships involving the Esade community, and any improvements produced by compliance reviews or best practices in ethics and compliance. Similarly, activity review processes will include a section that invites reflection on the consistency of actions with the values and standards in the Codes.

Esade's management and the Board of Trustees are committed to ensuring the effectiveness of this ethics and compliance model and to updating its contents as often as necessary, implementing the necessary policies, processes, and controls, as well as considering suggestions and proposals from members of the Esade community. You can see the current version on the website (www.esade.edu) and on the Esade intranet.