

ESADE

Ramon Llull University

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ESADE

CODE

OF CONDUCT



Contents

1. Objective and scope	3
2. Mission and values statement	4
3. Commitment and endorsements	6
4. Guidelines for the ESADE community (faculty, administrative staff, managers, students and participants)	7
5. Guidelines for other areas and relations	10
Annex: Procedure for the operational implementation of the Code	10

Approved by the ESADE Foundation
Board of Trustees on 13 July, 2015

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1. Objective and scope

The Code of Conduct is a statement of the principles and values that inspire and guide the conduct of ESADE as an academic institution. The Code also provides a guiding framework for the behaviour of everyone in the ESADE community.

The code aims to take into account the wide range of policy areas and groups involved.

This Code does not create obligations that do not exist independently (either as legislation, actions required in the development of an identity and social responsibility, or voluntarily assumed commitments and institutional endorsements). The Code develops these obligations, indicates specific procedures for meeting these obligations, and so supports the institutional mission, while providing assurances to those directly involved and society in general.

This Code incorporates, refers, and updates other statements supported by ESADE, as well as institutional documents and regulations for specific areas. The Code also contains a procedure for regulating an office to oversee its development and application. The Code of Conduct of the Society of Jesus in Spain was used as a reference in the preparation of this Code.

2. mission and values statement

ESADE MISSION

ESADE provides education and undertakes research in the areas of management and law for:

- The comprehensive training of professionally competent and socially responsible individuals.
- The creation of knowledge for the enhancement of organisations and society.
- Contributions to the social debate aimed at developing free, prosperous, and fair societies.

ESADE develops its mission, as inspired by humanist and Christian traditions, within a context of intercultural dialogue.

STATEMENT OF VALUES

The ESADE community is committed to promoting values that reflect human qualities and academic and professional excellence. These values are intended to serve society locally and globally.

1. Integrity in academic and professional activity. This entails behaving, even in difficult circumstances, with commitment to fundamental values such as honesty, a critical spirit, fairness, a sense of responsibility, and working with rigour and effort.

2. Respect for colleagues, society and oneself, and sensitivity to the situation of others. This means recognising the dignity of others and being able to accompany and help when needed, while working towards a fairer and more humane world.

3. Positively value diversity and learn from differences between people, ideas, and situations. This means understanding that differences such as gender, social class, ethnicity, culture, language, religion, sexual orientation, and physical characteristics, are enriching learning opportunities for oneself and the world.

4. Seek, share and contribute towards the common good of the ESADE community. This entails awareness that what is good for oneself is not separate from the common good and is reflected in attitudes of respect and responsibility towards the community.

5. Assume responsibilities and commitments towards creating a fairer society. This means understanding not only how reality “is” but also how it “should be” according to the fundamental value of justice expressed in the Universal Declaration of Human Rights.

According to these values, members of the ESADE community agree to act with personal integrity, professional conscientiousness, and a sense of social responsibility.

- Personal integrity means that words and actions should be coherent with one another, with personal conviction or beliefs and with the values contained in this code.
- Professional conscientiousness means working with rigour and effort, engaging in continuous professional development, displaying both autonomy and a willingness to cooperate, showing creativity, and offering a spirit of service and advancement.
- Social responsibility means assuming and taking into account the consequences of personal decisions and their impact on fairness in organisations and society, both locally and globally.

Furthermore, the *ESADE Institutional Strategic Plan 2014-2018* has highlighted the need to formulate specific and applicable instrumental values (namely: collaboration, transparency, fairness, merit, and exemplariness) to guide the behaviour of those individuals directly involved in the governance and operation of ESADE.

(*) Approved by the ESADE Foundation Board of Trustees on 24 January 2008

3. commitments and endorsements

Beyond compliance with legislation in the nations where ESADE operates, it is important to implement business principles that clearly express our commitment to teaching responsible leadership, respect for human and worker rights, respect for the environment and sustainable development, as well as fighting corruption.

ESADE has endorsed (in 2003) the ten principles of the United Nations Global Compact regarding human rights, labour rights, the environment, and the fight against corruption. These principles enjoy universal consensus and are derived from:

- The Universal Declaration of Human Rights
- The International Labour Organization Declaration on Fundamental Principles and Rights at Work
- The Rio Declaration on Environment and Development
- The United Nations Convention against Corruption

Similarly, ESADE has endorsed and signed the Principles for Responsible Management Education (PRME) (2007) and the Declaration of Rio + 20 (2011). These voluntarily assumed commitments entail compliance and a rendering of periodic progress reports.

4. Guidelines for the ESADE community

In general, members of the ESADE community are expected to observe the following guidelines:

- Respect individuals and positively value diversity as an opportunity for learning and personal enrichment.
- Contribute to the common good and peaceful coexistence, the development and proper functioning of ESADE, while observing the principles, guidelines, and rules of conduct.
- Respect and make good use of material and technological resources, ensure respect for the environment and adopt practices of 'reduce, reuse and recycle'.
- Propose measures to improve compliance with the principles and guidelines of this Code and, when necessary, report any violations to those directly responsible for the relevant area, or through the procedure established in this Code.

FOR THOSE WORKING AT ESADE (FACULTY AND ADMINISTRATIVE STAFF)

1. Commitment to ESADE

- Always act in an honest, ethical, and consistent manner – in accordance with the values of ESADE.
- Adopt and make choices without discrimination, prejudice, or unjustified differential treatment.
- Respect and value diverse opinions, ideologies, and beliefs. Promote the free expression of ideas (with respect for the traditions of revision and rigour appropriate in an academic institution).
- Be aware of the effect that statements and conduct may have on the reputation of ESADE.
- Comply with and enforce regulations and instructions from ESADE bodies (without prejudice to the exercise of constructive and respectful criticism).
- Where required by the interests of ESADE, loyally cooperate and work together with other members of the community.
- Adapt to organisational and technological change and show willingness to learn and develop the necessary skills.
- Complete assigned tasks during the working day.
- Respect and comply with policy on the acceptance of gifts.

2. Commitment to professional excellence

- Strive for excellence in your field of work, in line with the mission and values of ESADE.
- Strive to maintain the reputation of ESADE by working with transparency, consistency, and integrity.
- Avoid private or professional activities that might conflict with the mission and activity of ESADE.
- Make appropriate use of available information while ensuring the quality, confidentiality, and protection of data.
- Only use information for the purposes for which it was consensually collected.
- Maintain relations with approved suppliers in accordance with the principles and values of ESADE.
- Ensure that your own knowledge is constantly updated in your field(s) of study and professional specialisation.

3. Commitment to students and participants

- Actively contribute to the creation and development of a unique, innovative, and transformative educational experience.
- Recognise, respect, and value the diversity of students and participants – be aware of this diversity and avoid practices or comments that could offend.
- Inform programme directors regarding any aspects related to the facilities, students, or lecturer that may be improved.
- Be knowledgeable regarding the rules and regulations that may affect students, and provide clear and accurate information.
- Seek to ensure that students behave as good and honourable professionals when working with collaborating companies.
- In relations with students and participants, individuals working at ESADE should express attitudes and messages that are consistent with the values of ESADE.

4. Responsible use of esade resources

- The facilities and services that ESADE makes available to its employees should only be used for the purposes for which they are intended.
- Technology should be used responsibly and for strictly professional objectives.
- Actively ensure compliance with policies of social and environmental responsibility.
- Administer and take care of ESADE property, according to the indications given by management and this Code.

IN ADDITION, FOR MANAGEMENT TEAMS

- Share responsibility for ensuring that work teams know and respect the mission and values of ESADE, as well as the policies and internal regulations.
- Establish the means to reveal discrepancies and make constructive criticism in a framework of mutual cooperation and institutional advancement.
- Create a work environment in which talent and individual merit are recognised, the development of collaborators is encouraged, and seek to enhance the working environment.
- Exercise authority with respect, and without harming the dignity of individuals.
- Design and implement policies that do not contradict the principles of ESADE, assume responsibility for one's decisions, and be accountable for the results of the unit.
- Ensure that ESADE's collaboration with companies and organisations does not contradict our values.
- Make decisions regarding the efficient use of resources by optimising and moderating expenditure.
- Ensure the economic sustainability of the unit and ESADE, and avoid making unilateral decisions that commit ESADE in the medium and long term.

FOR STUDENTS AND PARTICIPANTS

1. Commitment to ESADE

- Relate with all other members of the ESADE community in a respectful manner (students, faculty, and administrative staff)
- Value and nurture diversity, respecting ideological and cultural differences.
- Submit ideas for the improvement and advancement of ESADE or, where appropriate, report deficiencies or potential violations of this Code.
- Act in an honest, ethical, and consistent manner, in accordance with the values of ESADE.
- Respect the timetable and norms for the successful completion of academic programmes.

2. Academic integrity

- Respect the rules of academic originality and intellectual property in writings, class presentations, and examinations.

3. Colleagues

- Study and respect the provisions of programme regulations and syllabuses.
- Encourage and collaborate in possible improvements and changes to academic programmes and regulations.
- Collaborate with peers in achieving the objectives of ESADE, both at a professional and personal level.
- Actively encourage a sense of fellowship.

4. Responsible use of ESADE resources

- Responsibly use the technological resources that ESADE offers its community.
- Only use electronic devices in class when permitted, and only for academic purposes.
- Propose improvements and complain when necessary through established channels.

5. Guidelines for other areas and relations

It is crucial that we work with companies and organisations who take into account the principles of social and environmental responsibility and go beyond simple compliance with legislation.

ESADE will provide our various partners with information about our values and principles of action, as well as our policies, rules, and specific codes in various areas – including: faculty statutes and regulations; principles, criteria and guidelines for the external activities of faculty members; supplier guidelines and gift policy; policy for acceptance of donations; ESADE Foundation financial investment code; and environmental sustainability guidelines (ESADE's Green Rules).

Annex: Procedure for implementation of this Code

This procedure provides guidance and the instruments necessary to ensure the effective implementation of this Code. The procedure has been developed with the intention of underlining the joint responsibility of all stakeholders. The application of this Code requires action in three complementary areas: publication; provision of resources for an effective implementation; and evaluation mechanisms. These three areas are defined, and specific actions and processes to ensure compliance are specified.

PUBLICATION

The aim of publication is to facilitate the application of the code by informing everyone in the ESADE community about its philosophy and content – as well as the relevant rules. However, ignorance does not relieve anybody of the obligation to comply. To this end, effective mechanisms for communication and easy access to information have been established, and space (physical and virtual) will be made available to share experiences and best practices.

The specific procedures in this area are:

- Incorporation of the Code into the manuals and processes of welcoming new employees and participants; as well as the internal regulations of academic programmes. The Code will be published in a prominent space on the intranet.
- Publication of an introductory brochure to be placed in highly visible campus locations, as well as faculty and administrative staff common rooms.
- Creation of a virtual space where good practices can be shared, together with discussions on interpretation and difficulties in implementing the Code.
- Publication of regular reports on application and compliance. A good channel for this may be the ESADE annual report.

RESOURCES FOR EFFECTIVE IMPLEMENTATION

This area covers the resources available to facilitate regular and effective application of the rules. The aim is to create suitable organisational conditions and at the same time encourage a sense of shared responsibility among stakeholders.

Specific procedures to be developed include:

- An explicit reference, in all management job descriptions, to promoting and enforcing the Code within the respective area of management.
- Publication of a 'risk map' to help identify and create awareness of situations where ethical dilemmas or violations of the declared values are most likely to occur.
- Communication and regular reminders of the importance of respecting the Code, with special emphasis on the (physical or virtual) spaces where violations are most likely to occur.
- Creation of an office (possibly to be called the 'Ombudsman') to answer queries regarding interpretation or application of the Code.

EVALUATION

This area covers compliance monitoring (with special emphasis on self-assessment), the necessary safeguards to encourage free expression, and responsibility for ensuring a rapid and effective response to reported violations.

Specific procedures to be developed in this area include:

- Creation of the office of an Ombudsman to ensure compliance with the Code by examining and resolving reported violations. The Ombudsman will be appointed by the ESADE Foundation Board of Trustees and must be an independent and approachable individual with a long and unblemished career. The existence and functions of the Ombudsman will be widely and regularly communicated through the appropriate channels. The Ombudsman shall be assisted by a person designated by the Director General. Operating regulations that ensure a rapid processing of reported violations will be developed.
- A mailbox for reports and suggestions will be created and managed by an assistant to the Ombudsman. Performance standards that ensure both confidentiality and a responsible use of this mechanism will be established.
- A section will be added to activity review processes that invites reflection on the coherence of the actions under review with the values and guidelines in the Code of Conduct.
- Classification of actions that constitute a serious violation of the Code of Conduct to be included in the description of misdemeanours contained within the ESADE statutes and regulations.

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