IE CODE OF ETHICAL CONDUCT

INDEX

Introduction: The IE Community and its Commitment to Ethics and Integrity in the World of Business

IE is a place where managers and aspiring managers meet to learn how to build better businesses. A good business does not just create value for customers and owners, it also has managers who act ethically and with integrity and thereby provide value to society at large. Since its founding more than thirty years ago, this belief has been IE's guiding principle.

The IE Community is dedicated to the promotion of ethics and integrity in the world of business. Professional ethics and integrity therefore form the very core of this Community. Fairness, honesty, and respect for others are not just virtues; they are what each member of the IE Community can rightly expect from their peers.

Globalization and technological progress have made the world smaller. More easily than ever before, people from different countries and cultures can work and study together, enriching the experience of everyone. IE views diversity as a fundamental strength and driver of innovation. The IE Community therefore seeks to promote diversity in every possible way – diversity of opinions, backgrounds, nationalities, cultures, ethnicity, religious beliefs, professional and personal experiences, as well as equality of gender. We strive for an environment that celebrates and fosters diversity, in which Community members can freely express themselves without constraints imposed by dogma or dictum.

Globalization has also made us more aware of environmental degradation and the frailty of our planet. Promoting business that is environmentally sustainable and that operates in harmony with surrounding nature and communities has therefore become a core objective of IE.

As an academic institution, IE has three core pillars: **Innovation & Entrepreneurship**, **Global Vision**, and **Social Responsibility**. As a community of students, professors, management staff, and alumni, we are defined by a core set of values and goals:

- To promote business that enhances progress and well-being;

- To act fairly, honestly, and with respect for others;

- To create value through entrepreneurship and other business activities;

- To create and maintain an environment for the free exchange of ideas;

- To celebrate diversity and global understanding;

- To respect academic freedom in the classroom;

- To uphold academic honesty and integrity;

- To promote sustainable development and the preservation of natural resources;

- To recognize that people are the foremost asset of any community, including business and organizations.

All of our activities are influenced by these values. They feature prominently in the design of academic modules, assignments, extracurricular activities, and events.

The IE Code of Ethical Conduct Explained: Reasoning behind the Code, Rights, and Responsibilities

What is the IE Code of Ethical Conduct and why is it important?

The IE community has established standards of academic and community conduct because it believes that the reputation and quality of life within this community are inevitably determined by the actions of each of its members. Whatever one member says, does, or omits to do invariably also reflects upon how the public at large views this school and its graduates. An IE degree is consistently assessed not only by the academic reputation of the school but also by the reputation of those who carry its banner. Therefore, IE is dedicated to the continuous enhancement of the academic and community environment of this school.

What is the purpose of the Code of Ethical Conduct?

The Code of Ethical Conduct defines the standards for academic and community conduct, rights and responsibilities as members of this community, procedures for handling allegations of misconduct and dishonesty, and sets forth the possible sanctions for failure to meet these standards.

As a member of the IE Community, students agree to act in a way that enables the community's values to flourish. This includes adhering to a basic set of academic and community rules, which are embodied in the IE Code of Ethical Conduct.

At the beginning of an academic program, all IE students have to sign a statement in which they acknowledge having received a copy of the IE Code of Ethical Conduct, express their respect for the values governing this Community, and pledge not to undermine these values or the Community through their actions.

How does this Code benefit us all?

It is important to stress that the Code is **not born** out of a distrust of students. Rather the opposite is true. IE believes that the Code merely codifies the values and standards that each student, as prescreened through the admissions process, should already possess. But because IE recognizes that not all individuals may believe in the need for a Code of proper conduct to guarantee community standards, IE has nevertheless established this Code for the precise purpose of protecting those who do. Thus, students who do choose to conduct themselves according to the highest ethical standards are ensured an atmosphere of integrity and personal and academic honesty.

What is expected of students in terms of "academic standards"?

Students are expected to complete all examinations, tests, written assignments, oral presentations, and other work in accordance with the standards set forth in this Code. In particular, this means that students shall not engage in any form of "cheating" or plagiarism *(read chapter 2 of the Code of Ethical Conduct).*

How do I know if a particular practice is ok or not?

Students are responsible for becoming familiar with their rights and responsibilities as defined by the Code of Ethical Conduct and are responsible for knowing the requirements for their particular course (regarding, for example, issues such as collaborative work, use of study aids, or what information can be used during take-home examinations). Where a student is unsure whether conduct could violate the standards of academic conduct as set forth in the Code, the student has an obligation to seek clarification

first and foremost from the instructor and secondly, if necessary, from the program managers. As is the case with all rules everywhere, saying afterwards you did not know them is not an acceptable excuse.

What is expected of students in terms of "community standards"?

IE celebrates and fosters the diversity, freedom of expression, and professionalism of its students, faculty and staff. To create and maintain an environment in which these attributes may flourish, every member of this community has the obligation, even when asserting the right to free expression, to avoid all behavior that may be reasonably offensive to another on the basis of race, religion, nationality or origin, age, gender, sexual orientation, disability, or political beliefs. Furthermore, all students must not engage in any misconduct that affects another's rights or property. Nor should any student misrepresent herself to third parties placing into question the integrity of the entire community.

What are the limits in which the Ethics Code may be applied?

The "academic rules" do not have a physical crossing line in terms of applying these rules, while the "community rules" do. Students are expected to respect the latter wherever they may be, but they will not be subject to judgment by the Ethics Committee when the actions occur "off campus" and are under the legal terms applicable in that situation.

What is the Ethics Committee?

The Ethics Committee is a committee made up of IE professors and students that meet to discuss issues of ethical conduct and analyze specific cases of potential violations of the Code of Ethical Conduct.

How does the process work?

When a student, professor, or staff member witnesses a potential infraction of the Ethics Code, he or she must report the infraction to the program director. The program director will evaluate the issue, make an initial assessment of the alleged infraction, and determine whether the allegation falls within the scope of the Code. Depending on this first assessment, the program director can refer the matter to the Ethics Committee or, if the case is easily identified and there are precedents of sanctions applied to the similar cases the program director may apply the established sanction, by no means refusing a personal meeting with the student to discuss his or her behaviour and communicate the school's disapproval. If the Program Directors believe that the case warrants convening the Ethics Committee, the Chair of the Committee will be informed and will summon a meeting to discuss the case. *(see chapter 8 of the Code Ethical Conduct).*

What are my rights if I am accused of an infraction and the matter has been referred to the Ethics Committee?

A student accused of an infraction will be innocent and must be treated as such until the decided sanction is announced as a disciplinary action.

If a student is accused of an academic or community infraction and the program director decides to refer the matter to the Ethics Committee, he or she will receive a written note from the Chair of the Committee detailing the alleged misconduct. The student should carefully read the allegations and decide how to respond.

I am pretty sure I won't violate IE's academic and community standards – how does the Code apply to me?

All students share responsibility for the implementation of the Code of Ethical Conduct. In particular, as members of the IE Community, students have an obligation to work with other community members to foster and promote an environment consistent with the academic and community values contained in the Code.

There are lots of things each and every one of us can do. Most important is helping others students make sound ethical judgements that are consistent with the values that govern this community. We expect each member of this community to speak up and confront a fellow student who may – consciously or unconsciously – engage in unethical or inappropriate behaviour. We also hope you will help other students understand the rules spelled out in the Code and help them adhere to them by offering, for instance, help on how to properly cite sources in reports and papers and similar matters. Another way of contributing is volunteering for the Ethics Committee.

Since the responsibility of implementing the Code is borne by all members of the IE Community – including students – students may also wish to inform program managers about circumstances that they believe could enable or might already constitute an infraction of academic and community standards.

Most importantly, students should work with professors and staff to continuously improve the academic and community environment and thereby strengthen the values underpinning this community. Where appropriate, students should suggest changes to rules and procedures – including the Code itself – to foster those values.

What do I do if I witness a potential infraction?

As noted above, the implementation of the IE Code of Ethical Conduct is the obligation of all members of the IE Community, including students. We certainly do not want to have a "police state" environment in which students feel they should turn each other in. It is our firm belief that people are good and that everybody at IE has come here to work and study in an environment in which it is safe to conduct oneself according to the highest ethical standards.

Problems arise when conduct by individuals negatively affects other members of the community. Because IE uses a curved grading system in which grades are allocated based on relative position vis-à-vis other students, for instance, unfair advantages to some through cheating or plagiarism do harm to others. In extreme cases, a student's academic status in the program may be in jeopardy because of a grade received in part because cheating by others has distorted the allocation of grades.

When it comes to reporting a potential infraction, students should use their common sense. Particularly if they feel that the actions of one or more fellow students put the academic and/or community environment at IE in jeopardy or could significantly harm other community members, they should report the circumstances to the program director. A reporting student may, but is under no obligation to, name the student or students involved in a potential infraction. Nevertheless, he or she should provide enough information – such as the course or context in which the matter in question occurred – to enable the program director to take measures that ensure nobody is harmed and everybody's rights are respected.

Remember that the idea behind reporting a potential infraction is not to "catch a crook" or to "play police" but rather to help the program management team work with other members of the IE community to bring about circumstances in which such infractions cannot occur. An example would be to provide information that helps a professor change the structure of a particular assignment to ensure everybody gets the grade they deserve.

If I witness something, do I have to testify in proceedings of the Ethics Committee?

Students who report potential infractions do not have an obligation to testify if such a report does – after additional research by the program director – lead the program director to contemplate referral to the Ethics Committee. The same applies to witnesses. If a student does not wish to testify in such a proceeding, the program director needs to find sufficient evidence from other sources in order to sustain a charge without that student's testimony. If there is not sufficient evidence without the student's testimony and the student is unwilling to testify, the case will simply not be brought to the Ethics Committee.

What sanctions can be imposed for violations of the Code?

The particular sanction imposed depends on the seriousness and nature of the infraction. Repeat infractions by the same student are considered more severely. For violations of academic standards, the sanctions range from resubmission of the assignment in question all the way to dismissal from IE in case of particularly serious and/or repeat offenses.

On the community standards side, sanctions for violations can range from a simple warning through an obligation to present a written apology to an injured party all the way to dismissal from IE.

Sanctions imposed in violation of IE's academic and community standards become part of the student's official IE record.

IE Code of Ethical Conduct

1. PREAMBLE

All members of the IE Community, whether students, faculty, administrators or staff, have the obligation to uphold the high standards of academic integrity and professional responsibility which form the ethical pillars of IE. Through this IE Code of Ethical Conduct (the "Code"), the IE community affirms the importance of academic honesty, respect for other community members, and the expectation that students will conduct themselves in accordance with the highest standards of professionalism.

Within IE, the Code sets forth ethical standards in relation to academic and community matters, as well as rules governing the IE Ethics Committee, procedures for dealing with alleged infractions, and sanctions which may be imposed in these cases.

All students are expected to sign a statement of adherence to the Code. The Code applies to all IE students, whether or not they sign this statement of adherence, including visiting or exchange students from other institutions.

2. ACADEMIC STANDARDS

The following academic standards apply to all individual or group academic work performed or submitted as part of an IE course, seminar or workshop, including but not limited to assignments, papers, projects, presentations, quizzes, tests or examinations (including take-home examinations), as well as contributions to online discussion forums in programs with an online learning component.

2.1. Plagiarism

The following Code of Ethics explicitly forbids plagiarism to all IE students. According to the Code, plagiarism is defined as the dishonest and unethical practice of presenting someone else's ideas or words as if they were one's own. Examples of plagiarism include, but are not limited to:

- Copying or using someone else's exact words, without using quotation marks and properly acknowledging the source;

- Paraphrasing someone else's ideas (restating them in different words) without properly acknowledging the source;

- Performing academic work in collaboration with someone else (when allowed by the instructor), without properly acknowledging the other person's help or input.

The definition of plagiarism does not presuppose intentionality

When a student has doubts about whether they have properly cited or referenced another's thoughts, words, or collaboration, the student should seek guidance from a professor or program manager.

One should take into account that, when turning in group work, each and every member of the group is responsible for the academic integrity of the work. If sections of a group report are plagiarized, for example, it is not acceptable to just argue that those sections were written by somebody else. If your name is on the report, you are responsible for its academic integrity.

2. 2. Cheating and Academic Dishonesty

Students shall refrain from all forms of cheating and academic dishonesty, defined as conduct intended to obtain an unfair academic advantage over one's classmates or colleagues. Examples of cheating and academic dishonesty include, but are not limited to:

- Cheating in examinations, including copying from someone else's work, using or possessing unauthorized materials during an exam, unauthorized communication with any other person during an exam, and giving or receiving unauthorized assistance during an exam;

- Obtaining unauthorized access to examination questions or answers; giving or receiving advance knowledge of such questions or answers;

- Distributing or obtaining without authorization case solutions, solutions to problem sets, case teaching notes and other materials (in physical or electronic form) whose sharing could undermine the academic enterprise by giving some students an unfair advantage and/or by depriving students of the ability to learn on their own;

- Using resources or information without the authorization of the professor.

- Presenting any academic work obtained from, or based on material prepared by, another person or enterprise (including students in another section or former students).

- Submitting the same work for credit in more than one course, without prior authorization from the instructors of each course. (If a student wishes to hand-in the same project in different courses, he or she must get approval from both professors. If a student wishes to quote a small part of a previous deliverable, he or she may do so. Nonetheless, the correct citation rules must be applied to avoid plagiarism, even if it is your own).

- Intentional interference with others' work, including the concealment of publicly-available books, papers or other information;

- Misrepresenting or forgery of data or academic records, including attendance records.

3. COMMUNITY STANDARDS

The following community standards apply to activities during a student's enrollment in an IE program.

3.1. Respect and Tolerance

As members of a diverse academic community, students, faculty, administrators and staff, students shall conduct themselves so as to maintain an environment of respect and tolerance for all individuals, and respect for the academic mission of IE. The following are examples of conduct which may constitute an infraction of this principle:

- Violence, threats of violence or verbal abuse as or against a member of the IE community.

- Disrupting or causing a disturbance in classes, examinations or the learning environment of IE.

3.2. Harassment

Under no circumstances shall a student engage in the harassment of a fellow student, faculty member, administrator, staff, or other member of the IE community. Harassment is unwanted behavior that has the purpose or effect of unreasonably interfering with a person's educational, work, social, or living activities as a member of the IE community. Harassment can take the form of:

- Persistent and intentional degradation, intimidation, or abuse of another person; use of sexually degrading language;

- Conduct of an offensive, demeaning, intimidating or hostile nature based on race, color, ethnic or national origin, nationality, religion, gender, sexual orientation, age or disability;

- Persistent and unwanted telephone calls, e-mails, or content published on social media.

In all cases of alleged harassment, the Committee shall determine whether the particular conduct constitutes unreasonable interference with a person's educational, work, social or living activities as a member of the IE community, with reference to the core values set forth in the preamble to the Code and to the community standards prevalent at IE.

3.3. Respect for Property

Students shall respect the property of others, as well as the buildings, furniture, equipment, educational materials, and other installations of IE.

3.4. Misrepresentation

Students shall refrain from any misrepresentation which may cause detriment to the reputation and good name of IE and its students.

4.   CORE VALUES AND OTHER CONDUCT

Conduct not specifically included in the above sections may constitute an infraction of the Code, so long as it is determined by resolution of the Committee to be incompatible with the core values set forth in the Preamble, in particular the duties of academic honesty, respect for other community members, and professional conduct.

5.   RESPONSIBILITY TO PROMOTE AN ENVIRONMENT CONSISTENT WITH THE CODE

As members of the IE community, students share responsibility for the implementation of the Code. In particular, students have an obligation to work with other community members to foster and promote an environment consistent with the academic and community values set forth in the Code. This responsibility may entail:

- Asking the Program Direction, the Committee, a professor, or a fellow student for advice and clarification when unsure about how the Code applies in a given situation;

- Helping other students understand and adhere by the rules set forth in the Code;

- Informing the Program Direction, the Committee, or a professor of circumstances that may constitute an infraction of academic or community standards;

- Suggesting improvements of IE rules and procedures pertaining to academic and community standards, including improvements of the Code;

- Serving as a student representative on the Committee.

6.   THE RIGHTS OF A STUDENT ACCUSED OF AN INFRACTION

A student who has been accused must keep in mind the following rights he or she has throughout the process. Such rights are as follows:

- The right to receive the infraction he or she has been accused of in writing.

- The right to respond to any allegation in writing.

- The right to request to have a private meeting in person.

- The right to see all the relevant elements of proof, whether against or for the student's case.

- The right to request the testimony of witnesses that are relevant to the Committee.

- The right to appeal the conclusions and recommendation made by the Committee in front of the Dean.

- The right to appeal in front of the Ombudsperson if the student believes that the case has not been adequately approached in regards to the Ethics Code, or if any of his rights have not been respected.

7. ETHICS COMMITTEE

The Ethics Committee is composed of appointed faculty members and elected student representatives. It is called into session when necessary to hear and decide cases referred by the Program Direction of the respective program.

To form the Committee for a particular matter or matters, the Dean of Programs shall call on (i) a suitable number of faculty members from among those named by the Dean of Faculty to serve on the Committee, including one to act as Chair of the meeting; and (ii) a suitable number of student representatives from the corresponding section(s) or program(s).

The Dean of Programs shall ensure a balanced number of faculty members and student representatives on the Committee. Whenever possible, faculty members and student representatives shall be chosen from those who are teaching or enrolled in the program in question. In cases involving on-line programs, personal conflict or programs with few students, the Dean of Programs may call on student representatives from another program or on alumni from prior editions of the program itself.

The Committee is considered to be formed when at least two (2) faculty members and two (2) student representatives are in attendance.

In Committee meetings, resolutions are adopted by simple majority vote of all faculty members (including the Chair) and student representatives in attendance. When the Committee convenes, they only discuss matters within the scope of the Code that pertain to the particular case in question.

8. PROCEDURE

Upon receiving notice of a suspected infraction of academic or community standards set forth in the Code, the Program Direction decides whether to refer the issue to the Committee. When a case is referred to the Committee, the Dean of Programs forms the Committee as set forth above, after which the Chair calls the meeting and conducts the procedure through the steps outlined below.

The Chair shall inform the student of the allegations made against him or her, and shall provide him or her with an opportunity to respond to the charges in writing within a reasonable time period as determined by the Chair. Together with this written response, the student may also request to present his or her case in person to the Ethics Committee. The written exchange may occur via e-mail. The student's written response shall be made available to all Committee members prior to the meeting. At its discretion, the Ethics Committee may choose to gather additional evidence, including hearing in person from witnesses other than the student involved in the allegations. All Committee deliberations are strictly confidential.

As a general guideline, Committee meetings should begin with a presentation of the facts and evidence by the Program Direction and, optionally, by the faculty member involved in the allegations. After making this presentation and responding to any questions posed by Committee members, the Program Direction and faculty member should be asked to leave the meeting. Then the Committee shall hear from the student, if he or she has requested to be heard in person. In doing so, Committee members may ask the student questions for clarification of the facts of the case, but should refrain at this time from commenting on matters outside the scope of the facts, and from entering into debate, discussion or

evaluation of the case. The student should then be invited to leave the meeting, so that only Committee members are present while the Committee deliberates.

After deliberation, the Committee decides whether there has been an infraction of the standards set forth in the Code and, where appropriate, recommends a sanction from among those listed in Section 9. The Chair shall draw up the minutes of the Committee meeting and circulate them for comment to all Committee members who attended the meeting. Once minutes are approved, the Program Direction will be notified. The minutes shall also be filed at the Registrar's Office, along with all supporting documents.

Program Direction shall notify the student of the Committee's decision and recommendations, including any mention in the minutes of the aggravating and/or mitigating circumstances taken into account by the Committee.

Deliberations of the Committee shall be held in strict confidence. Its decisions and recommendations may be communicated to the IE Community by the Dean of Programs, or the Associate Deans of the respective programs, as they may consider appropriate.

9. APPEALS

A student who has been found responsible for an infraction by the Committee may appeal the Committee's decisions and recommendations to the Dean, whose decision is final. The Dean may delegate this authority to the Dean of Academic Affairs or such other person as the Dean may deem appropriate.

Appeals may only be based on the following grounds:

- If the procedure has not followed the rules and principles set forth in the Code;

- If new evidence becomes available, which was not considered by the Committee;

- If the sanction recommended by the Committee is clearly disproportionate to the infraction committed, taking into account any aggravating and/or mitigating circumstances considered by the Committee.

Appeals must be presented in writing to the Dean or designated person, stating the arguments and evidence in support of one or more of the grounds set forth above. It should be noted that an appeal is not a *de novo* reconsideration of the whole case, nor an examination of the Committee's authority to hear and decide the matter. Instead, the appeal is limited to consideration of whether any of the aforementioned grounds are present in a degree sufficient to justify revising the Committee's decisions or recommendations.

Appeals must be presented within seven (7) calendar days as from the date the Committee decision is notified to the student. Appeals must be resolved by the Dean or designated person within an additional period of seven (7) calendar days as from the date the appeal is presented.

10. - SANCTIONS

One or more sanctions may be imposed in function of the severity and intentional nature of the pertinent infraction, as well as any aggravating or mitigating circumstances present in the particular case. Repeat infractions by the same student are considered an aggravating circumstance.

Grade sanctions in course are determined in accordance with the IE grading scale. If a faculty member proposes to assign a particular grade as a penalty or sanction for misconduct, the Committee may take the faculty proposal into account, but is not bound by it.

Sanctions for infraction of academic standards

- Admonishment;

- Written apology by student to others affected by misconduct;

- Re-submission of the assignment;

- A failing grade on the assignment;

- A failing grade in the course;

- Suspension from IE as a student for a determined period of time, after which the student may inform the Program Directors of his wish to join a new intake after his or her last fully completed term.

- Expulsion from the Program

- Expulsion from IE.

- Any other sanction deemed appropriate by the Committee or Dean.

Sanctions for infraction of community standards

- Admonishment;

- Written apology by student to others affected by misconduct;

- Restitution for loss or damage to property;

- Expulsion from IE.

- Any other sanction deemed appropriate by the Committee or Dean.