



STUDENT GUIDE TO THE INSTITUTO DE EMPRESA CODE OF ETHICAL CONDUCT

The IE Code of Ethics is to be signed by all entering students

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Introduction:

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

The Instituto de Empresa Business School 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 business 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 does the Code of Ethical Conduct do?

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 uphold. 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.

Cheating is basically when a student in an exam or formal assignment (i) uses a resource or information that has not been authorized by the professor, (ii) uses or submits falsified data, or (iii) is providing unauthorized help to another student. Cheating is unfair because it gives one student an unfair advantage over his or her classmates. Please note that things like “cheat sheets”, obtaining past examinations (without the professor’s consent), forwarding exams or exam answers to students in one’s section or another section, using other students’ work, or sharing or obtaining case solutions (without the professor’s consent) fall in this category and are prohibited.

Another form of cheating is when a student turns in the same piece of work in two different courses without notifying the professors in charge. Say for example that a student has done a report on a particular company in Operations Management, and then decides to submit the same report (or a version with slight changes) in Strategic Management. This would not be acceptable, as each professor right assumes that all work submitted for his or her class is original, meaning it has been prepared specifically for this class. If a student does want to submit the same piece of work twice, he or she must first obtain approval from both professors. If a student merely wishes to reference a small portion of a previous assignment, he or she may do so.

However, rules of proper citation have to be observed to avoid plagiarism (see below), even in the case of one's own work.

When in doubt, always ask the professor or program manager for guidance.

Plagiarism, in its most rudimentary definition, is passing off another's work as if it were one's own. Management education, like most education, involves drawing and building on other people's ideas and insights. The important thing is therefore to properly identify and cite where ideas or exact words are taken from somebody or somewhere else to give proper credit to the original author or originator. This can be done simply by (i) directly quoting the original work and then properly making reference to the original, (ii) expressing those ideas in one's own words and then referencing the original, or (iii) acknowledging the help or input of a collaborator. 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.

Please note 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.

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 is the Ethics Committee?

The Ethics Committee is a committee made up of IE professors and students that meets to advise on issues of ethical conduct and hears specific cases of potential violations of the Code of Ethical Conduct. It derives its legitimacy from the fact that both sets of critical stakeholders at the school – students and teachers – are represented.

The student representatives are elected from among the members of each section and hold office until the end of their respective programs. Faculty members are appointed by the Dean, who may also appoint an alternate faculty member. The Ethics Committee is chaired by a Vice Dean of IE. When the Ethics Committee meets, it only discusses matters that fall within the scope of the Code.

How does the process work?

When a student, professor, or staff member witnesses a potential infraction to the Code of Ethical Conduct, he or she should report the infraction to the program director. The program director evaluates the issue, makes an initial assessment of the alleged infraction, and determines whether the allegation falls within the scope of the Code. Depending on this initial assessment, the program director can refer the matter to the Ethics Committee. The Chair then

calls a meeting of the Committee and the program director presents the case to the Committee.

Concurrently, the Chair of the Committee informs the student in writing of the charges against him or her and provides the student with an opportunity to respond in writing within a reasonable time period. The written exchange may occur via e-mail. The student can also request to present his or her case to the Committee in person. The decision about this is the Committee's. In general, the Committee can gather as much evidence as it wants, including hearing from the student in person as well as any witnesses either the student or the program director suggests. All deliberations of the Ethics Committee are strictly confidential.

Following its review, the Ethics Committee advises the program director whether an infraction of academic or community standards has occurred. Should it decide that an infraction has indeed occurred, the Committee also recommends a sanction or remedy.

Students may appeal a substantive finding and recommendation of the Ethics Committee to the Dean of IE, whose decision in such matters is final. If a student believes the process laid out in the Code of Ethical Conduct has not been properly followed, he or she may refer the matter to the Ombudsperson whose job it is to ensure the rights of students are properly respected.

What kind of issues would the program director refer to the Ethics Committee?

The Ethics Committee is invoked to deal with serious violations of academic and community standards, not for petty issues that are best resolved informally. Generally speaking, the program director refers issues to the Ethics Committee when (i) the matter is particularly serious, such as in the case of blatant cheating or plagiarism, harassment, or abuse, (ii) a student engages in offensive or otherwise unacceptable behavior repeatedly despite prior warning from program managers to cease such behavior, or (iii) the facts of a particular matter are unclear or disputed.

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

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. A student who has been accused should keep in mind his or her rights in this process. These include:

- the right to be presented with a detailed written statement of the charges against the student;
- the right to respond to any allegations in writing;
- the right to request to be heard in person (the decision, however, is the Committee's);
- the right to be presented with all relevant evidence, both damaging and exculpatory;
- the right to suggest witnesses the committee should hear from;
- the right to appeal to the Dean findings and recommendations by the Committee;
- the right to appeal to the Ombudsperson if the student believe the process laid out in the Code has not been properly followed or student rights have been violated.

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 behavior. 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 assistance. 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 good judgment. 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. In most circumstances of cheating and plagiarism, the penalty for a first offense is a failing grade for the course, not just for the assignment in question.

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.

INSTITUTO DE EMPRESA

CODE OF ETHICAL CONDUCT

1.- PREAMBLE

All members of this 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 Instituto de Empresa (IE). Through this 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.

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

This Code applies to all IE students, including visiting or exchange students from other institutions. All students are expected to sign a statement of adherence to this Code.

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).

2.(a).- Plagiarism

Students shall refrain from plagiarism, 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.

2.(b).- 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;
- 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;
- Intentional interference with others' work, including the concealment of publicly-available books, papers or other information;
- Misrepresenting or falsifying data or academic records, including attendance records.

3.- COMMUNITY STANDARDS

The following community standards apply to activities during a student's enrolment in an IE program, whether on-campus or off-campus.

3.(a).- Respect and Tolerance

As members of a diverse academic community, and in all aspects of their relationship with IE, other students, faculty, administrators and staff, students shall conduct themselves so as to maintain an environment of respect and tolerance for all individuals.

3.(b).- 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 behaviour 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, intentional degradation, intimidation, or abuse of another person;
- Conduct of an offensive, demeaning, intimidating or hostile nature based on race, colour, ethnic or national origin, nationality, religion, gender, sexual orientation, age or disability;
- Verbal abuse, threats of violence, persistent and unwanted phone calls or emails, or use of sexually degrading language.

In all cases of alleged harassment, the Ethics 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 this Code, and to the community standards prevalent at IE.

3.(c).- 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.(d).- 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 this Code, so long as it is determined by resolution of the Ethics 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 THIS CODE

As members of the IE community, students share responsibility for the implementation of this 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 this Code. Meeting this responsibility may entail:

- Asking the Program Direction, the Ethics Committee, a professor, or a fellow student for advice and clarification when unsure about how this Code applies in a given situation;
- Helping other students understand and adhere by the rules set forth in this Code;
- Informing the Program Direction, the Ethics 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 this Code;
- Serving on the Ethics Committee.

6.- ETHICS COMMITTEE

Each academic program shall have an Ethics Committee, which shall be composed of an equal and balanced number of students and faculty members, plus a Vice Dean, who shall chair the committee and who is also a member. There shall be at least one (1) student member from each section of the respective academic program and a minimum of two (2) student members in total. Meetings shall be quorate when all members are in attendance. The Chair shall appoint one member as Secretary. The Ethics Committee shall adopt its resolutions by simple majority vote of its members.

Student representatives are elected from among the members of each section of each program, and shall hold office until the end of their respective programs. Faculty members are appointed by the Dean, who may also appoint an alternate faculty member.

Deliberations of the Ethics Committee shall be held in strict confidence.

7.- PROCEDURE

Upon receiving notice of a suspected infraction of academic or community standards espoused in this code, the program director decides whether to refer the issue to the Ethics Committee. Should he or she choose to refer a matter to the Ethics Committee, the Vice Dean calls the meeting and the program director presents the evidence to the Committee.

The Chair of the Committee shall inform a student charged with an infraction in writing of the charges 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. The written exchange may occur via e-mail. The student's response shall be made available to all Committee members prior to its deliberation. The Ethics Committee may choose to gather additional evidence, including hearing in person from the student who has been charged.

Following review, the Ethics Committee advises the program director if an infraction of academic or community standards has occurred and, where appropriate, recommends a sanction to be imposed. Section 8 sets forth a range of sanctions. Sanctions shall be imposed and carried out by the program director in the name of the Dean of IE.

Students may appeal decisions of the Ethics Committee to the Dean of IE, whose decision shall be final.

8.- SANCTIONS

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 shall be considered an aggravating circumstance.

Sanctions for infraction of academic standards

- Re-submission of assignment;
- A failing grade on the assignment;
- A failing grade in the course;
- Dismissal from Instituto de Empresa;
- Any other sanction deemed appropriate by the Ethics Committee or Dean.

The standard penalty for cheating on exams or plagiarizing assignments shall be a failing grade for the course, though the Ethics Committee may opt for more lenient or more severe sanctions depending on the particular circumstances.

Sanctions for infraction of community standards

- Admonishment;
- Written apology by student to others affected by misconduct;
- Restitution for loss or damage to property;
- Dismissal from Instituto de Empresa;
- Any other sanction deemed appropriate by the Ethics Committee or Dean.

The Ethics Committee or the Dean may also decide to:

- Impose probation, and determine the conditions and duration of such probation;
- Include an annotation of misconduct in the offender's permanent record;
- Grant leave to reapply after three (3) years, in cases of dismissal from IE.