



CODE OF ETHICS



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POLYTECHNIC UNIVERSITY OF CARTAGENA

Chair in Management
and Business Culture
and Ethics
Polytechnic University of Cartagena
Cartagena, January 2015



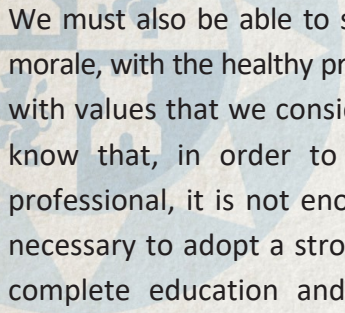
HOTEL CAITANI



Presentation of the Code of Ethics of the Polytechnic University of Cartagena

The Code of Ethics of the Universidad Politécnica de Cartagena (UPCT) is the document that includes the main moral aspirations of the members of the university community in relation to the functions of the University, as set out in article 2 of its Statutes: teaching that provides high quality learning for students, excellent research and the transfer of useful knowledge to society and humanity.

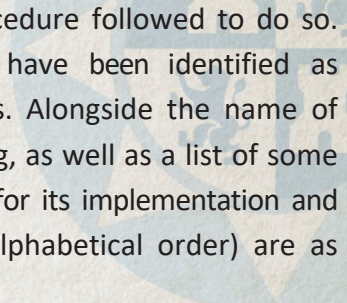
To achieve these objectives and to sustain them over time, all members of the UPCT must be aware of what they have to achieve.

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We must also be able to strengthen each other in order to maintain high morale, with the healthy pride of belonging to an institution that identifies with values that we consider to be exciting and inalienable. Because we know that, in order to be a good university student and a good professional, it is not enough to master knowledge and skills: it is also necessary to adopt a strong ethical commitment, which implies a more complete education and daily training in the realisation of certain values.

For this reason, it was worth reflecting together to put these values in writing through the participatory procedure that preceded the drafting of this Code of Ethics. As a result of this procedure, the members of the UPCT have equipped ourselves with a tool that will serve to remind us of what is essential, what is a priority, what is really important, what we must never forget as university students despite the urgencies of everyday life. It is worth taking the values of this Code seriously to the point of implementing them to the maximum in our attitudes and behaviour, so that they become a hallmark of our University.

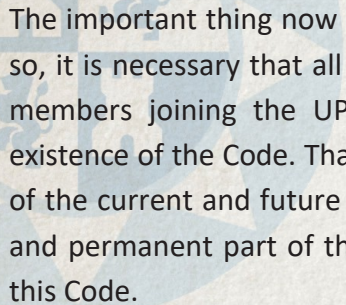
This document is composed of two parts: The Code proper



and a brief methodological note on the procedure followed to do so. The Code sets out the main values that have been identified as fundamental by the various university groups. Alongside the name of each value is a brief description of its meaning, as well as a list of some good practices that can serve as a guideline for its implementation and indicators of its fulfilment. These values (in alphabetical order) are as follows:

- Commitment
- Dialogue
- Honesty
- Respect
- Professional liability
- Teamwork
- Transparency

The methodological note briefly describes the participatory process that has been carried out to draft the Code. In this way, it is made clear that this document was the result of a broad internal debate carried out in 2014, with the participation of all the groups involved in the functioning of the UPCT.

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The important thing now is to put the Code into practice. In order to do so, it is necessary that all groups are aware of it and appreciate it. New members joining the UPCT from now on must be informed of the existence of the Code. That is why ethics training activities, for the whole of the current and future university community, must be a fundamental and permanent part of the process of dissemination and application of this Code.

It is also advisable to broaden and deepen the guidelines contained in the Code by consulting other documents, such as the Psychosocial Policy Manual, the Equality Plan, the Declaration of Principles on Harassment, the Basic Statute of the Public Employee, etc. The Code does not replace such previously available documents, but rather encourages us to study them, to reflect on their contents and to put them into practice in our everyday environment with a broader outlook.

In short, this Code must serve to help us become better professionals, better students and better people. The ultimate goal is to achieve an ever better university, focused on the public service of teaching, research and knowledge transfer.


Values

1. Commitment

The commitment to the UPCT is shown in the willingness to work for the achievement of its goals, beyond the minimum requirements.

Good practices related to engagement:

- Knowing and fulfilling your basic obligations as a university student and showing interest in doing more than just performing your tasks, even if they extend beyond what you are legally obliged to do.
- Show exemplary behaviour in all university tasks.
- Identify the problems one is facing in one's area of responsibility and put in place the means to resolve them within a reasonable timeframe.
- Do not avoid or delay difficult decisions.
- To seek the views of those involved in making decisions that affect them and to take them into account as far as possible.

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- Strive for continuous professional improvement, including ethical training as well as technical updating.
 - Participate constructively in management bodies, discussions and common tasks.
 - Know the values of the UPCT, appreciate them, disseminate them and strive to fulfil them, as well as to improve the reputation and image of our institution.
 - Putting the public good and the improvement of the University before any particular and private interest.
 - To act actively in the defence of the interests and image of the UPCT.

2. Dialogue

The attitude of dialogue is very necessary in order to be able to deal with conflicts in a peaceful and constructive way. In a pluralistic society, tensions between groups and individuals with different points of view are inevitable, but care must be taken to ensure that these tensions do not degenerate into situations of deterioration of coexistence, damage to the university's work, and even violence; to this end, dialogue is essential.

Good practices related to dialogue:

- Rivalry should not be confused with enmity; we can maintain certain tensions and disagreements as long as we are able to reasonably argue our points of view and maintain cordiality and, in any case, respect.
- Accept constructive criticism willingly and rectify one's own opinions and attitudes when they are shown to be wrong.
- Justify our decisions with arguments that others can reasonably understand, even if they do not always share them.
- Be truthful and transparent in our communication with others, without taking advantage of trust and friendship for unfair ends.
- Listen to people's demands and requests that they legitimately present to us.
- Encourage the free exchange of opinions within and between the different groups of the University, designing the most appropriate channels for this purpose.



3. Honesty

The core of honesty is to speak and act in good faith, and to assume that others also hold the same attitude, unless shown otherwise; such good faith implies not knowingly doing harm, as well as being consistent with one's convictions and maintaining consistency between what one says and what one does.

Good practices related to honesty:

- Do not take advantage of situations where you have an advantage over others to obtain an illegal personal benefit.
- Be rigorous and do not lie or misrepresent any information.
- Comply with the highest standards of academic integrity, always respecting authorship and ownership of knowledge; plagiarism will never be undertaken or accepted.
- Justify one's actions and decisions on the basis of general interests and not on the basis of prejudice or self-interest.
- Not to accept any gift, advantage or favourable treatment which goes beyond the customs of courtesy and which may call into question the impartiality and objectivity of decision-making.

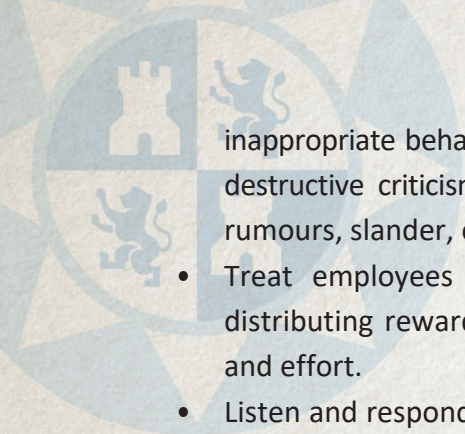
- Fulfil commitments made and promises made.
- Give the benefit of the doubt to apparently unlawful behaviour of others until there is sufficient evidence.

4. Respect

We must recognise the equal dignity of all people, regardless of their status or circumstances, and treat them with the greatest possible empathy and consideration. We must also respect future generations by taking the utmost care to protect the natural environment and cultural heritage. Respect for individuals is compatible with the rejection of opinions, ideologies and attitudes that oppose the equal dignity of all.

Good practices related to respect:

- Do not discriminate against people on the basis of religion, race, ethnicity, sexual orientation, gender, etc.
- Inform individuals of decisions affecting them, while respecting confidentiality.
- Practising constructive criticism (sticking to the facts, pointing out

The logo of the University of Pretoria is a circular emblem divided into four quadrants. The top-left quadrant features a white castle tower on a blue background. The top-right quadrant shows a white lion rampant on a blue background. The bottom-left quadrant features a white lion passant guardant on a blue background. The bottom-right quadrant shows a white castle tower on a blue background. The entire emblem is set against a light blue background with a subtle pattern of overlapping circles.

inappropriate behaviour, proposing alternatives, etc.) and avoiding destructive criticism (personal disqualifications, insults, spreading rumours, slander, etc.).

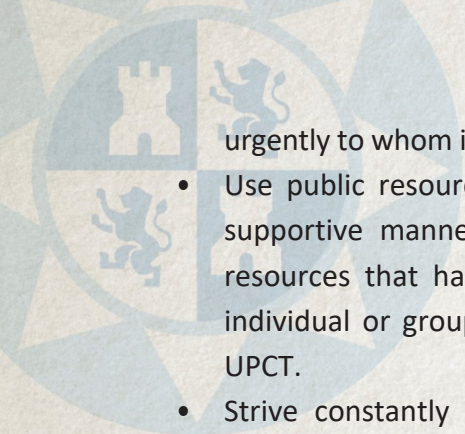
- Treat employees according to principles of fairness, i.e. by distributing rewards and burdens in proportion to merit, ability and effort.
- Listen and respond, as far as possible, to the legitimate demands of others.
- Do not impose one's own ideas, opinions or decisions in an authoritarian manner, or interfere illegitimately in the life choices and decisions of others.
- Respect the freedoms of UPCT professors, professionals and students, inducing others to do the same.
- Do not use a position of superiority to intimidate or intimidate colleagues or students.
- To denounce, through the channels legally established for this purpose, any behaviour that violates the dignity of persons.

5. Professional liability

A responsible professional is someone who is well aware of the possible benefits and risks involved in any technical decision in his or her speciality, and puts this knowledge at the service of the common good. In the case of students, on the one hand, they must take their studies as their current profession (making the most of the opportunity that society has given them to study at the UPCT), and on the other hand, they must prepare themselves to be a responsible professional when the time comes.

Good practices related to Professional Responsibility:

- Calculate well the possible consequences of our decisions before we make them and take on board the real consequences of those decisions once they have been taken.
- Do not shirk responsibility for making decisions that are appropriate to the position you hold.
- Explain well, where relevant and to the people concerned, the reasons we have had for making academic or professional decisions.
- Acknowledging one's own mistakes and, if necessary, warning

The logo of the University of Pavia is a circular emblem divided into four quadrants. The top-left quadrant contains a white castle tower on a blue background. The top-right quadrant contains a white rampant lion on a blue background. The bottom-left quadrant contains a white rampant lion on a blue background. The bottom-right quadrant contains a white castle tower on a blue background. The entire emblem is set against a light blue background with a subtle floral pattern.

urgently to whom it may concern of their existence.

- Use public resources in an effective, efficient, sustainable and supportive manner. This may mean, in certain cases, sharing resources that have been initially allocated for the use of an individual or group with other individuals or groups within the UPCT.
- Strive constantly to maintain and improve one's professional knowledge and skills.
- To exercise management positions in a spirit of service to the UPCT and to society, remembering that responsibility is proportional to the decision-making capacity available.
- Assuming scientific, technical and managerial functions for which he/she has appropriate preparation and experience, considering that the good name of the Institution is at stake.
- Comply with the deadlines established for the completion and approval of academic work, providing adequate justification for any delays.
- The provision of services and collaborations with companies or other institutions shall always be carried out in accordance with the highest scientific standards, the rules of legitimate competition and putting the interest and good name of the University before any other purpose.

6. Teamwork

To achieve the goals of the UPCT, the groups that make up the UPCT need to act in a cooperative and coordinated way, each contributing the best of themselves and helping others to get the best out of themselves, with an eye to the service provided to society.

Good practices related to teamwork:

- Adequately distribute responsibilities among team members, periodically checking that the distribution of tasks is appropriate.
- To positively reinforce the development of personal skills in the distribution of tasks among the members of a working group.
- Appropriate publication of the names of the persons involved in the projects and their respective contributions as a token of recognition for the work carried out.
- Encourage the integration of diversity in the composition of work teams.
- Promote interdisciplinarity in working teams.

The logo of the University of Pavia, featuring a shield with a castle tower and a lion, set against a circular background with a sunburst pattern.

7. Transparency

The principle of university autonomy, set out in article 3 of the Statutes, has as its counterpart the need to be an organisation that practices transparency and accountability. We must therefore inform of our decisions and the reasons behind them, as well as diligently and rigorously transmit the information necessary for the achievement of the organisation's aims, always respecting the confidentiality and privacy of the relevant data.

Good practices in relation to transparency:

- Keep relevant public information on the institutions and activities for which we are responsible up to date through the relevant media (institutional websites, notice boards, corporate intranet, etc.). Clearly establish the minimum information that must be available at all times on the institutional website as a summary of the main economic, social and environmental impacts of the UPCT.
- Respond diligently and promptly to legitimate requests for relevant information from individuals and institutions.

- Do not conceal or manipulate relevant information that others have a right to know.
- To be accountable to the relevant individuals and institutions, and to society at large, for our use of public resources.
- Ensure that the information provided is simple and easy to understand, both in the university context and for society as a whole.



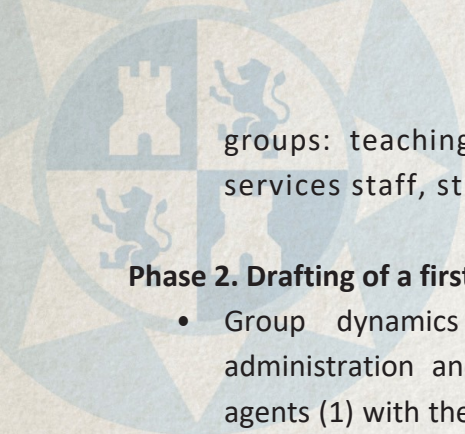
Methodological Note

The creation of the UPCT Code of Ethics has taken into account the need to achieve the participation of the greatest possible number of members of the university community and of those groups interested in its evolution, since the values we adopt as our own commit us to strive for their fulfilment; therefore, it is necessary that these values arise from a participative and dialogical process among the UPCT's interest groups.

The methodology developed by the research team of the UPCT Chair of Management and Business Culture and Ethics, formed for the elaboration of this Code, can be summarised in the following phases:

Phase 1. Analysis of the institution and its environment.

- Study of the relevant UPCT documentation; Statutes, Equality Plan, etc.
- Review of initiatives of the Codes of Ethics of other university institutions.
- In-depth interviews (19) with stakeholder members acting as representatives of their respective stakeholder groups.

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groups: teaching and research staff, administration and services staff, students and members of the Social Council.

Phase 2. Drafting of a first proposal.

- Group dynamics with teaching and research staff (2), administration and services staff (1), students (1) and social agents (1) with the aim of capturing the values and ethical issues among relevant UPCT stakeholders. A total of 41 members of the UPCT participated.
- Online questionnaire sent to all members of the UPCT, with the aim of analysing their evaluations on moral issues. The sample finally obtained was 412 students, 231 administrative and service staff and 178 teaching and research staff.
- Drafting of the first proposal.
- Meeting of the task force with the Governing Board to discuss the first proposal.

Phase 3. Drafting of the final proposal.

- Analysis of the initial proposal with the Board of Teaching and Research Staff, Board of Administration and Services Staff, Student Council, Heads of Centres and Departments and Heads of Units and Services of the UPCT. Drafting of the final formulation.
- Discussion of the initial proposal with independent experts. The Foundation for Business and Organisational Ethics ETNOR, through its director, Adela Cortina, has reported favourably on the content and methodology of this Code of Ethics.
- Presentation and discussion of the final proposal with the Governing Board.

Phase 4. Development of the Code of Ethics.

- Publication and public presentation of the Code of Ethics.
- Organisation of the internal and external dissemination of the Code of Ethics.
- Proposal for the development of the values of the Code of Ethics.
- Creation of an Ethics Committee to ensure compliance with and development of the Code of Ethics.



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