

Fundación Universidad de las Américas Puebla		
CODE OF ETHICS		
Authorized by: Dr. Luis Ernesto Derbez Bautista President	Date: 08/22/2012	
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Article 1. All members of the university community are subject to this Code of Ethics.

Article 2. The purpose of this Code is to acknowledge the ethical principles that are the basis for the behavior of members of the university community in order to achieve the university's mission: striving for excellence through education, transmission of knowledge and promoting culture.

Article 3. The university community is governed by the following values:

- a) **Freedom with responsibility.** Members of the university community will act with independence and creativity, responsibly using freedom of thought, research, and expression. The university community will foster research and academic freedom as pillars for the creation of knowledge.
- b) **Tolerance and non-discrimination.** Genuine knowledge is created and shared only in an environment of respect for others, for their opinions and their diversity. Because of this, the university community will search for plurality and tolerance, outright rejecting any type of discrimination, whether by nationality or ethnic origin, gender, age, disabilities, social or economic condition, health, religion, opinions or preferences, marital status or any other form of discrimination that is against human dignity.
- c) **Honesty and Integrity.** Members of the university community commit themselves to seek justice and act honestly.
- d) **Solidarity.** The university community will participate in joint actions in favor of itself and its environment.
- e) **Transparency.** Members of the university community commit themselves to share knowledge by providing true, complete, clear, and timely information pertaining to their own activities and functions, through transmission mechanisms adequate to circumstances.

Article 4. Members of the university community, according to their function and activities must:

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- a) Perform their duties in a committed, orderly, and creative manner, acting with integrity and truth.
- b) Respect academic and research freedom to form students that have social, environmental, political, cultural, and economic responsibility.
- c) Acknowledge, respect, and promote everyone's right to express ideas and opinions freely and respectfully.
- d) Respect intellectual property and condemn any type of plagiarism, fraud, or other infringement of the rights of others.
- e) Promote an environment of trust and open dialogue, where respectful and positive criticism is a necessary characteristic of the communication process.
- f) Reject and fight against any action, activity or rule that discriminates by ethnic or national origin, gender, age, disability, social or economic condition, health, religion, opinions, preferences, marital status, or political inclinations, among others.
- g) Share knowledge and favor human development in accordance with this Code.
- h) Cooperate as much as possible with other members of the university community, by giving them appropriate support and refrain from impeding their work by giving them partial, false, or fraudulent information.
- i) Recognize the work, development, creativity, effort, and merit of others, without prejudice, condition, or preferences.
- j) Keep secret all information about the university or third parties that is confidential, and to which they have access due to their academic, administrative, or other type of activity.
- k) Protect personal data that their job at the university gives them access to, as a means to respect the fundamental right to privacy of human beings.
- l) Avoid situations that may be interpreted as a conflict of interest, understanding as such those cases in which their personal interest may affect their activity,

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job, or position in detriment of the university. When such a situation arises, they have an obligation to inform the Committee of University Ethics about it.

- m) Become familiar with this Code of Ethics, ask questions about concrete situations in which there are doubts about possible conflict with this Code, as well as to inform the Committee of University Ethics of situations of members of the university community contrary to it.

Article 5. Prohibitions are set for members of the university community to:

- a) Promote, allow, or exert verbal, psychological, physical or any type of violence, including harassment of all kinds.
- b) Communicate or provide false information that may damage the reputation or image of the university or of any of its members.
- c) Use confidential information of the university or of third parties that is received as such for a different purpose than that which it was intended for.
- d) Participate in any matter or business where a conflict of interest may exist in carrying out their duties because of personal, family, or other concerns and the university.
- e) Receive or solicit bribes, honors, gifts, donations or tips for themselves or others, for activities or functions related to the university community.
- f) Retaliate against any member of the university community that has informed the Committee of University Ethics or university authorities of a fact or behavior against the rules of this Code of Ethics.

Article 6. The Committee of University Ethics will consist of three representatives of academic employees, three representatives of administrative employees, three student representatives and, as a permanent member with voice but no vote, a representative of the Legal Department. All members of the Committee for University Ethics will be freely elected by their peers.

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Article 7. It is the duty of the Committee of University Ethics to rule about the scope or interpretation of this Code of Ethics, as well as to communicate possible sanctions through recommendations that its members consider pertinent regarding infringements of this Code. These recommendations may be of different kinds, levels, and considerations--including sanctions--, always within the legal framework. The representative of the Legal Department of the Committee of University Ethics will follow up on deadlines and/or timelines to cover, to which the Committee should submit independently and separate from the terms of compliance or execution of different administrative areas of the university.

All recommendations will be communicated directly to the corresponding administrative area for their evaluation and execution in the proper terms for each case. If these recommendations are not followed by some administrative area after they are in charge of carrying them out, the area must respond at once to the head of the Committee of University Ethics as for the technical or legal reasons that support the failure to comply. Once this explanation is given, the Committee of University Ethics will determine by simple majority that such explanation is be presented to the Academic and Administrative Councils of the university.

The resulting decision, already evaluated by the administrative area and derived from a Committee's recommendation, should be carried out, communicated and defended as an institutional decision on its own terms, according to the rules.

Article 8. Any member of the university community that has not complied with this Code, and depending on the seriousness of his/her behavior, may be subject to recommendations on the terms of the previous article.

Article 9. This Code does not substitute the obligation to comply with the national legal framework or the rules of the university.

TRANSITORY ARTICLES

FIRST. This Code will come into force beginning on the day of publication on the Intranet page, once it is approved by the Academic and Administrative Councils of Universidad de las Américas Puebla.

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DOCUMENT MODIFICATIONS

Edition Number	Description of Modification	Date of Modification
1	Background Document	August, 2010
1.1	<p>The constitution of the Ethics Committee was modified and the scope of its functions (Articles 7,8 and 9)</p> <p>The second transitory article, which stated that the University Ethics Committee had to be designated within the first 30 days after the publication of this Code, was eliminated as the Committee had already been named.</p>	August, 2012