



IPADE
BUSINESS SCHOOL
UNIVERSIDAD PANAMERICANA

CODE OF ETHICS

IPADE Business School



Dear collaborators:

I am very pleased to inform you that, after going through a collaborative design, IPADE's Code of Ethics (hereafter referred to as CEI) has been completed and approved.

The main objective of the CEI is to capture the values that matter to our institution. Carlos Llano used to say:

“One of the ethical problems in organizations is the lack of knowledge about what should be understood as ethics and its scope for the life of people and the organization.” (cf. Carlos Llano, Dilemas éticos de la empresa contemporánea)

With this effort, we are also looking to benefit future generations of IPADE employees.

Raising awareness about our values, first, allows our community to have a resource that safeguards and protects it against any given circumstance. It also promotes a gradual commitment to behaving in accordance with the values and to avoid, to the extent possible, behavioral deviations.

For IPADE's values to have a real impact, we need to know them, promote them, work on them, and internalize them. Our values must define us and serve as an axis for the growth of the institution; they act as objectives, and virtues facilitate the path to achieve them.

Regards,

Lorenzo Fernández Alonso
Dean
IPADE Business School



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1. INSTITUTIONAL CONTEXT



IPADE is a business school focused on perfecting the management skills of the business community. It was founded by a group of businesspeople in 1967, with the objective of developing Top Management leaders.

OUR MISSION

To educate leaders with a global vision, a sense of social responsibility, and Christian values, who are capable of transforming organizations and society.

OUR VISION

To remain as a world-class business school. To be the best in business humanism.

OUR VALUES

IPADE's philosophy is built upon the Christian humanism principles: we consider the person to be the center and end of every organization. We recognize a relational and perfectible character in all our collaborators and participants, i.e., we live in, develop, and tap into a community that is open to continuous improvement. We remain deeply interested in promoting freedom and personal accountability.

We are committed to living by and transmitting these principles within our day-to-day activities.

OUR VALUES



Spirit of service:

To help righteously and humbly. “To do and disappear”.

Every day, we work with the aim of creating an exceptional service experience, with a permanent vocation to understand and meet the needs of others without expecting personal recognition.

Excellence:

To inspire people to discover and achieve their calling for plenitude.

We value honoring policies, guidelines, and procedures; we act in complete compliance with the institution’s values and principles, and our behaviors are guided by ethics, congruence, honesty, and professional best practices.

Work:

Well done, with purpose and dedication: “to be useful, to serve.”

We are constantly committed to a job well done, with dedication and attention to detail; we always seek to perform our functions with the highest quality standards and the necessary sense of urgency.

Unity:

Supporting plurality strengthens us; being one with the head, the team, and the organization.

We provide support to all those who need it in a determined, anticipated, generous way, and with the firm conviction that better results can be achieved through mutual help.

Self-transcendence:

To try to aim high and broaden our perspectives.

We try to promote people’s personal, familial, and professional improvement. We aspire to an ideal of happiness that serves and develops their human and spiritual dimensions.

2. COMMITMENT TO OUR COMMUNITY



2.1 COLLABORATORS^{1and2}

At IPADE, we are firmly committed to promoting and experiencing an ethical culture through the way we act, rooted in caring for the person's dignity. We promote an environment of tolerance and respect. Acts of discrimination and violence (whether physical, psychological or sexual) toward people are strictly forbidden. Nobody at IPADE has the right to exercise actions and/or express themselves in an offensive or derogatory way toward others.

Our decisions to hire and promote collaborators are based on their proven professional capabilities, competencies, results, and merits; therefore, collaborators and their leaders are committed to personal growth and professional development.

We take on the commitment of operating and maintaining IPADE's facilities by applying the safety and risk prevention measures determined by the competent authorities. We act in accordance with the legal framework that is applicable to our activities, implementing best practices in terms of work, safety, and process hygiene.

2.2 PARTICIPANTS AND ALUMNI³

All our interactions with participants and alumni must honor our institutional values.

We wish to provide our participants and alumni with an exceptional, innovative, and competitive service. All the academic research, courses, and/or programs need to meet the ethical and professional demands of the global market, for which we use cutting-edge pedagogical methodologies and technological tools.

¹Cf. IPADE's Internal Work Guidelines

²Cf. Psychosocial Risk Prevention Policies

³Cf. Sensitive Situation Response Protocol (PASS, for its acronym in Spanish)

2.3 SUPPLIERS, SERVICE PROVIDERS, AND ALLIES⁴



We are responsible for ensuring that the supplier/provider selection process is conducted through a fair and transparent mechanism and that due diligence is performed. We are not allowed to enter into contracts with suppliers/providers who do not have an adequate reputation and integrity and who do not respect our Code of Ethics.

We protect the information of our suppliers/providers by not disclosing or disseminating information about them. Likewise, our suppliers/providers cannot make use of our information such as our: processes, technology, organizational structure, and personal data. When required, we adhere to the terms of the applicable laws and act in accordance with the agreed-upon confidentiality.

3. SUSTAINABILITY

3.1 ENVIRONMENTAL CARE

We want to take care of our common home, so we keep our operations and processes from negatively impacting the environment, and we strive to incorporate environmental best practices: use of clean energy, energy saving systems, waste reduction, and water treatment, saving, and reusing.

3.2 SOCIAL INITIATIVE

We are interested in being an active part of the efforts made to benefit the culture of social responsibility together with our employees, suppliers/providers, and communities that are directly related to IPADE's purpose, through social participation and volunteering programs.

⁴Cf. Purchasing Policies

3.3 PRESERVATION OF OUR HERITAGE

We strive for the long-term sustainability of IPADE through the values of fairness, honesty, and loyalty, so we do not allow actions that undermine the Institution's value and heritage, nor do we tolerate the loss, theft or misuse of IPADE's assets, trademarks, and copyrights.

4. INFORMATION TECHNOLOGIES AND PERSONAL DATA PROTECTION

4.1 INFORMATION TECHNOLOGIES⁵

IPADE's information, data, and digital infrastructure are fundamental assets that we all must protect. They are continuously monitored to identify, handle, and contain any cybersecurity threats. Thus, unauthorized access, use, alteration, modification, extraction, or destruction can be prevented.

It is forbidden to issue, store or distribute messages and/or files that are harassing, discriminatory, offensive, defamatory, pornographic, fraudulent, intimidating or affect the values that guide our actions, through any device or service provided by IPADE to its collaborators for communication and storage purposes.

⁵Cf. Cybersecurity Policies



User accounts and passwords (access codes) are personal and non-transferable, i.e., each employee is responsible for using his or her user account exclusively for work purposes, should never share his/her passwords, and should always follow the recommendations and best practices for the use of secure passwords, as the actions generated with these access codes are the responsibility of the employee to whom they were assigned.

4.2 COMMUNICATION AND SOCIAL NETWORKS⁶

We want our communications to aim to preserve and unify IPADE's corporate and brand identity and take care of its positioning and reputation. The Corporate Communications Department is in charge of issuing or authorizing official statements, announcements, and messages through its different dissemination channels.

In case our posts on social networks are associated with IPADE's activities and brand presence, they must always reflect congruence with the values and principles described in this Code.

4.3 PERSONAL DATA⁷

Personal data management must comply with the guidelines of the current legislation. IPADE's collaborators, candidates, participants, and alumni may exercise their rights of access, rectification, suppression, limitation, opposition, and data portability, as well as any other right recognized by data protection regulations at any time.

⁶Cf. "Corporate Communication Policies" and "Social Network Good Practice guidelines"

⁷Cf. Data Protection Policies

5. CONFLICT OF INTEREST



5.1 ADDITIONAL WORK

A conflict of interest arises when our personal interests or behaviors compromise, or appear to compromise, our ability to act in IPADE's best interests. We do not use the position we hold to gain an advantage either for our own benefit or that of third parties. We avoid any situation in which our loyalty could be, or appear to be, in doubt. We must not work in businesses or activities that involve competing with IPADE.

5.2 RELATIONSHIP WITH COLLABORATORS, FAMILY MEMBERS, AND FRIENDS

A conflict of interest exists if any collaborator, family member or close friend works for or has any involvement with one of IPADE's suppliers/providers or competitors. When a possible conflict of interest is identified, the employee must refrain from participating in any type of decision related to the matter in question. If the employee believes that he/she is in the aforementioned situation, he/she must communicate this in writing to the director of his/her area or to the Talent

5.3 FAIR COMPETITION

We promote free market access and economic competition by preventing monopolistic practices that seek to prevent competitors' access or limit their ability to compete in the markets. It is forbidden to support any activity that represents unfair competition.

6. INTEGRITY



6.1 ACADEMIC RESEARCH⁸

It is in IPADE's interest to promote an environment that is conducive to research, supported by a culture of integrity based on best practices and the support of researcher development. In line with this, all research conducted by IPADE faculty, academic collaborators, and participants must follow the international standards of respect toward copyright, methodological rigor, and adherence to the truth, as established in the "Research Ethics Policies" and in the current regulations of all our programs. Plagiarism or any other type of academic dishonesty will not be tolerated.

6.2 ANTICORRUPTION

We want to contribute to a climate of honesty. Under no circumstance do we accept the offer, payment, request, or reception of any kind of bribe, reward, gift, benefit, or any similar type of unlawful or unethical disguised payments.

We have zero tolerance for corruption. No exceptions apply, including possible local customs or particular competitive conditions.

⁸Cf. Research Ethics Policy

6.3 MONEY LAUNDERING PREVENTION



Business and service transactions should only be made with companies, candidates that are planning to participate in our programs or suppliers/providers whose identity, reputation, and activities are legitimate. We aim to comply with the regulations for the prevention of money laundering and terrorist financing.

7. OUTREACH AND TRAINING

We implement permanent actions of outreach, training, and compliance with this Code to promote ethical behaviors and integrity.

To effectively promote the Code of Ethics, we will carry out processes related to awareness raising, provision of information, commitment acquisition, assimilation, reinforcement, and evaluation.

8. PENALTIES

Failure to comply with this Code of Ethics will result in a reprimand, a reduction or cancellation of incentives, termination of employment or the commercial/contractual relationship and, if applicable, civil, or criminal penalties, in accordance with the corresponding legislation.

9. ETHICAL CHANNEL AND FEEDBACK



IPADE employees are committed to feedback, so we speak out about possible misconduct and violations of the Code of Ethics or applicable laws. Failure to act in the face of possible misconduct could have serious consequences for the individuals who suffer the wrongful action, as well as for IPADE. Reporting possible misconduct helps us to address problems before they become more serious.

The ethical channel also responds to doubts, queries, or lines of enquiry with ethical implications that employees may wish to address in a preventive manner.

The ethical channel can be contacted through the following email:
codigoetica@ipade.mx

CONFIDENTIALITY

All the information related to any feedback will be properly safeguarded by all the people involved in the communication, investigation, and resolution process.

PRIVACY

IPADE avoids acts of retaliation against any employee for having reported, in good faith, ethically questionable situations or irregularities that he/she identified.

RESPECT

All reports are important, and they are analyzed and investigated while always respecting the principles of due process and presumption of innocence. Those involved in the complaint will never be required to confront each other.



ETHICS COMMITTEE

IPADE has an Ethics Committee that is in charge of ensuring compliance with the guidelines of this Code, as well as responding to and handling whatever is received through the ethics channel. The Committee is composed of the people appointed by the IPADE Board of Directors for a period of three years, with the possibility of being re-elected.

Once a year, the Ethics Committee will be responsible for reviewing and proposing changes to improve this Code.

The Ethics Committee does not replace the functions and bodies of the “Sensitive Situation Response Protocol” (PASS) and the “Safe Whistleblower Protocol for IPADE Employees”.

GLOSSARY



The objective of this glossary is to explain the key elements of IPADE's mission.

Company

A company is a community of people (who jointly contribute their managerial work, their operational work, and their investments) in order to generate economic value added, service to the community, human development, and the achievement of its own continuity.

Train / Develop

To provoke a process of transformation in each of our participants throughout their time at IPADE. To perfect the whole person, in each of its dimensions: professional, personal, spiritual, social, and familial.

Leaders

The word “leadership” defines an influence that is exerted over people and that allows us to incentivize them to work towards a common goal. In our programs, we train those who are already leaders and those who aspire to be leaders to become competent agents of change.

Person

A creature, a synthesis of matter and spirit with a personal, non-transferable, and transcendent vocation. A free subject that owns its actions and is capable of making decisions about itself, through which it acquires a commitment, it becomes accountable and, therefore, it possesses an inalienable dignity.

The human person is geared toward its relationships with others; it is dialogic and sociable by nature.



Social Responsibility

Commitment toward the development of a fairer society. Our own way of doing things and managing a company is based on a particular notion of service: service that is not limited to the mere delivery of added value, but which, based on a specific conception of the person and of work, understands that it is in the company's business activity that the person finds his/her own development and, in doing so, contributes to the development of other workers and of those who benefit from the work that is done in that company.

Christian Values

The managerial duty finds its greatest breadth and depth when it is conceived as a continuity of God's creative act and a generator of the specific space for the personal encounter between God and person.

We follow the teachings of Christ: love God above all else and your neighbor as yourself. And we transmit the knowledge of business management from the perspective of the Social Doctrine of the Church.

The company manager must protect and promote the dignity of the person (of men and women, creatures made in the image and likeness of God), live in solidarity and subsidiarity, and strive for the common good.

From this perspective, the person is the center and purpose of the company and the measure of the managerial duty: it is from him/her that the company stems and at him/her that it is aimed.

Global Vision

Broad contextual-historical perspective of the business reality in the world to consider the richness and diversity of different cultures in different latitudes, but, above all, the awareness of the fundamental and irreplaceable work that the management role is called to perform in relation to the global panorama.

EXHIBIT 1



Policies with a special link to the Code of Ethics:

- IPADE's Internal Work Guidelines
- Purchasing Policies
- Cybersecurity Policies
- “Corporate Communication Policies” and “Social Network Good Practice Guidelines”
- Data Protection Policies
- Sensitive Situation Response Protocol (PASS)
- Psychosocial Risk Prevention Policies (NOM 035)

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