

ENAE Business School

CODES OF ETHICS

FACULTY
&
SUPPORTIVE PROFESSIONAL
STAFF

FACULTY

STATEMENT OF PROFESSIONAL ETHICS

FOR FACULTY AT ENAE BUSINESS SCHOOL

- I. Faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge and skills and practical abilities, recognize the special responsibilities placed upon them. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and practical experience. They practice intellectual honesty.
- II. The teachers have to know and put into practice the best scholarly and ethical standards of their discipline. Faculty make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They do not discriminate against, exploit or harass students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- III. Faculty do not discriminate against, exploit or harass other faculty member or staff. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty show due respect for the opinions of others. Faculty acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of an academic institution, faculty seek above all to be effective teachers and scholars. Although faculty observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. When considering the interruption or termination of their service, faculty recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, faculty have the right and obligations of other citizens. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or ENAE Business School. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. Approved by the University

SUPPORTIVE PROFESSIONAL STAFF

A Statement of Professional Ethics for Members of the Supportive Professional Staff at ENAE BUSINESS SCHOOL

Approved May 2, 2011

Introduction

Members of the Supportive Professional Staff (SPS) perform a wide variety of duties and functions within the community of learners at ENAE. Recognizing our responsibilities to this Business School, to the ENAE community generally, to our respective professions, and to society as a whole..

The principles that follow are standards that are intended to define, broadly, the essentials of appropriate and honorable conduct for SPS members. No statement of standards can cover all possible eventualities or address all situations with ethical implications, and we are not trying to do that here. At base all the standards set forth in the following statement derive:

1. Do no harm;
2. Act to benefit others;
3. Act to promote justice and fairness;
4. Be respectful of autonomy (of self and others); and
5. Act with integrity.

The following statement is proffered as a minimum standard of professionalism, not as an objective to be achieved in itself.

Statement of Principles

SPS members will strive to apply the following principles in their work, whether that work is with students, ENAE administrators or officials, faculty, Operating Staff, other SPS, or the general public:

- I. SPS members shall be dedicated to providing and maintaining excellence in the area(s) of their particular responsibility. They accept the need for critical selfknowledge, discipline, and judgment in all that they do.
- II. SPS members shall abide by the standards of professionalism which apply to them—as members of a given profession or occupation. They shall be honest intellectually and professionally in their work, and will strive to uphold that honesty by taking appropriate corrective steps with respect to those who may be deficient in character or competence, or who may be engaging in fraud, deception, or other dishonest practices.

- III. SPS members shall respect and abide by the laws, policies, and regulations in force at all times. They shall also recognize an obligation to evaluate those laws, policies, or regulations critically, and to seek needed revisions looking for the best interests of the community.
- IV. SPS members shall behave respectfully toward all with whom they interact. They shall strive to remain objective in their dealings with others, and to avoid any harassing or disrespectful behavior.
- V. SPS members shall respect, within the constraints of applicable law (and ENAE policies, published standards of appropriate professional organizations, etc.), the confidences and the privacy of others.
- VI. SPS members shall continue to study, apply, and advance knowledge whenever possible. They shall consult other professionals and NIU employees as necessary and appropriate, and shall not fail to give proper credit to those with whom they consult or on whose expertise they draw.
- VII. SPS members shall accept their responsibility, to the extent allowed by their primary duties and responsibilities, to participate in activities which contribute to the improvement of ENAE and to the betterment of the community as a whole, including university governance.
- VIII. As teachers, SPS members shall encourage freedom of inquiry in their students, and respect it in their colleagues. SPS members with teaching responsibilities shall demonstrate respect for their students and those students' rights, and will ensure that the students' grades or evaluations will be based solely and fairly on the merits of the students being graded.
- IX. To the extent that they do not interfere with their primary duties and responsibilities to the university, SPS members may pursue other interests and activities while employed at ENAE. SPS members shall not make inappropriate use of university facilities or resources, or of ENAE's name, in the pursuit of outside interests.
- X. SPS members are also members of society as a whole, and as such they enjoy the rights and obligations of any other citizen.

Respectfully submitted
Enrique Egea

ETHICAL CODE OF ENAE STUDENTS

ENAE as business school has a commitment to act ethically and with integrity in all its actions. This commitment is to provide a set of values to students who pass through their classrooms so they can contribute to improve management of their businesses in particular and society in general.

The IE community has established standards of academic and community conduct as the prestige of the institution is conditioned by the actions of each of its members.

ENAE undertakes, therefore, to promote these values among their students:

I. STUDENT CODE OF ETHICS

The Code of Ethics defines the standards of conduct, rights and obligations of students. As members of ENAE, students undertake to behave in ways that can thrive values of the institution. This commitment includes adhering to the rules detailed below.

This commitment must be manifested through the signing of a document acknowledging that they have received a copy of the Code of Ethics and the commitment to respect the ethical standards that this institution stands.

II. ABSENCES

Participants must attend classes and may only stop, with or without justification to 10 % of the total class hours, so that further absences may be cause for failure to obtain the Diploma.

III. TIMELINESS

Every day will be a checklist of punctuality in the classroom during the first 15 minutes. Once this time has passed, ENAE staff will collect it. Students **must arrive on time** to class for not interrupting the development of it. Do not forget that arriving late is rude to those already in lesson. Which is contrary to the quality of the course that corresponds to this School of Business.

IV. CONTROL OF SIGNATURES

Daily and along the duration of the training, **attendance and activities will be monitored** through a sign – up sheet designed by timely and personalized with the names of students enrolled in the course. This sign – up sheet may be circulated several times in an afternoon

or morning session if deemed appropriate. If so, the participant will sign both times, otherwise this will not be considered.

The signature in the enrolment will be considered the original one to compare with others along the course at random.

The student will be informed quarterly of the status of absences, if requested.

It is forbidden to ask for the sign - up sheet to the organization in case of delay or if the student leaves before the sign – up sheet has been given in class.

It is strictly forbidden to fake attendance records or sign the sheet on behalf of another.

V. PLAGIARISM OR DECEPTION IN ESSAYS OR IN TESTS

Students are expected to make every ENAE test, quizzes, cases or any other work of similar nature without deception or plagiarism.

Students may not distribute the solutions of cases to problems raised in class that may impair the learning of student taking advantage.

Nor may deliver academic work done by someone else.

VI. MATERIALS AND TEACHER EVALUATION

Evaluation surveys of subjects and teachers will be **anonymous and must be conducted mandatorily with an objective** regardless of the sympathies and antipathies that can generate the professor personally.

VII. ATTITUDES AND VALUES

It is the responsibility of the participant to demonstrate an attitude of attention for encouraging his/her active participation in the learning process. Throughout the program will be the responsibility of each student to ensure that there are not constant interruptions disturbing the attention and focus of the group. The phones must remain in silent or vibrate mode and answer them only in cases of emergency, quietly leaving the room.

Participants must maintain a respectful attitude towards the views of other participants.

Using the computer will only be allowed for academic needs and at the request of the professors access to the Internet will not be available to students during class.

VIII. OTHER RULES

It is **totally prohibited using phones** in class and out of the classroom to answer calls for respect to the teacher and other classmates. They will be sure that any security warning in case of emergency will be given through the school.

IX. Smoking is forbidden inside the school building.

Students must respect the building, facilities, furnishing and other ENAE material.

X. ETHICS COMMITTEE

The Ethics Committee is a body of teachers and ENAE students coming together to assess issues of ethics and attention to specific cases of violation of the Code of Ethics.

When a student witnesses a violation of the Code of Ethics is mandatory to report it to the Committee who will make an initial evaluation and convene a meeting if deemed necessary.

Any student who allegedly is the author of a violation of ethical standards, ENAE is entitled to make allegations, present witnesses, and appeal the committee's decision to the Head of ENAE