

CODE OF ETHICS OF THE UNIVERSITY OF ZARAGOZA

AGREEMENT of 14 December 2022, of the Governing Council of the University of Zaragoza, approving the Code of Ethics of the University of Zaragoza.

Note: This document has been translated from Spanish by using automatic translation from DeepL software

The University of Zaragoza is the public university of Aragon. Rooted in its society and committed to its development, it is a creator of culture, an enhancer of thought and a driving force for economic and social progress, and is configured as a space for permanent change and exchange in which people, science, culture and technology are promoted. It conceives the Knowledge Society as a common good to be created and shared, assuming a leading and proactive role, offering comprehensive quality training through teaching and research by means of an involved and innovative teaching staff.

Its mission, purpose and vision make the University of Zaragoza an institution with values, dynamic, open, sensitive to people's needs and social demands, and involved in the progress of Aragon. At the same time, it develops its national and international vocation, with a special presence in Europe and Latin America, with the aim of being a benchmark of quality and prestige in teaching and research. Mission, purpose and vision are developed within an established regulatory framework, to which it is obliged by its very nature, and which in turn requires a commitment that goes beyond laws and regulations, which is an expression of the vocation and human dimension of the institution: a Code of Ethics. This Code of Ethics of the University of Zaragoza, the result of the work of a team of people belonging to the University and the Social Council, must be the general frame of reference that guides the actions in the performance of university activity.

1. Objectives:

- To achieve the corporate, institutional and strategic aims set out in the University Statutes, in line with generally accepted ethical and social standards.
- To highlight and enhance the reputation of the institution in the eyes of the groups with which it is directly and indirectly related.
- To achieve excellence in democratic and ethical quality with regard to the governance and inherent activities of the University of Zaragoza.

2. Scope of the code:

- University community.
- Governing and representative bodies of the University.
- Individuals and organisations and institutions directly or indirectly related to the University.

3. Bases of the Code of Ethics.

The Code of Ethics, as an express declaration of the values, principles and guidelines of conduct for the development of the University's activities as a whole, is based on the principle of legality, consisting of absolute respect for current legislation, and is

inspired by the declarations of international bodies on human rights, development, sustainability, etc., which are a reference for the achievement of the institution's aims:

- Decree 1/2004, of 13 January, of the Government of Aragon, approving the Statutes of the University of Zaragoza. Chapter I, On the nature and aims of the University of Zaragoza.

- Organic Law 3/2007, of 22 March, for the effective equality of women and men.

- Royal Decree 1791/2010, of 30 December, approving the University Student Statute.

- Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of the Public Employee, articles 52 to 54 of which incorporate ethical principles.

- Law 5/2017, of 1 June, of the Government of Aragon on public integrity and ethics, referring to the Code of Good Governance and Conduct which includes in its scope of application the University of Zaragoza and Public Employees.

- Law 3/2022, of 24 February, on university coexistence.

- Agenda 2030 for sustainable development and the Sustainable Development Goals (SDGs), approved by the UN General Assembly on 25 September 2015.

4. Principles and values.

The University of Zaragoza, committed to the construction and progress of the society it serves, is guided by the general principles of freedom, justice, solidarity, respect for human rights and critical thinking. All of these are embodied in the following principles and values:

Dignity and respect for diversity.

The integral education of people is the main mission of the University, and must be carried out in an environment of respect and dignified treatment of all those who are part of the university community or who are related to it. The University is a place of peaceful coexistence and respect for personal and functional diversity that guarantees ideological and religious freedom, affective-sexual freedom, and non-discrimination based on origin, ethnicity, identity, gender, age or any other personal circumstance.

Equality, inclusion and equity.

The University of Zaragoza guarantees equal rights and obligations for all members of the university community. It will promote measures to ensure that equal opportunities are a fact, regardless of any personal, social or cultural condition or circumstance. Special attention will be devoted to the elimination of those practices contrary to equality in gender identity and expression, social equality and non-discrimination. The institution promotes inclusion as the priority means to develop equality policies that favour the effective incorporation into university life of people with disabilities or with specific educational support needs. In order for equality to be effective, we will act fairly, taking into account personal circumstances and enabling measures to eliminate initial disadvantages.

Cooperation, social commitment and public service.

The principle of cooperation with society in its different spheres shall inspire the people who form part of the university community. Interaction with the social environment will express in practice the commitment and vocation of public service, contributing to social, economic and cultural progress and development, through the

generation, dissemination, criticism and transfer of knowledge for a fairer society. To this end, the necessary alliances will be established with the rest of the groups and institutions of civil society and the productive fabric.

Leadership and exemplarity.

The University responsibly assumes the leadership that Aragonese society demands of it in terms of education, training, values, R+D+i, scientific production, transfer and social and cultural development. Leadership established in a framework of thought in which Human Rights, solidarity, civil and social rights and peace are the object of research, training and dissemination in all its fields of action. The members of the university community shall observe exemplary conduct in accordance with the values and rules of this code, contributing to the prestige, dignity and reputation of the institution and avoiding conduct or attitudes that may damage the good name and image of the University of Zaragoza.

Integrity and honesty.

Personal integrity and honesty must govern the performance of the tasks entrusted to them in the different areas of research, teaching, management and educational learning. Plagiarism, deceit and nepotism are behaviours contrary to these values.

Transparency.

The University of Zaragoza will act with total transparency in the exercise of its functions and in the achievement of its objectives. Society must be aware of the resources placed at its disposal, what they are used for, how they are used and what results are obtained. The members of the university community must be accountable and act with the utmost respect for the obligation of transparency, with the exceptions contemplated in the Law.

Loyalty.

The University of Zaragoza undertakes to act loyally, both with the institutions and with the organisations with which it relates, for the proper development of activities, cooperation and mutual respect. Likewise, it extends this principle so that it is assumed by each of the members of the university community with respect to the institution of which they are an active part.

Participation, co-responsibility and dialogue.

The active participation of the members of the university community, individually or representatively, is essential for the proper functioning of the institution. Co-responsibility and dialogue are key to the fulfilment of the aims, principles and values established in the University Statutes and set out in this Code of Ethics.

Quality and excellence.

The University of Zaragoza assumes quality as the norm and excellence as a permanent task in all areas of university management and activity. The entire university community must be involved in achieving high levels of performance and efficiency for the proper functioning of the public service.

Sustainability.

The University of Zaragoza conceives sustainability in the broadest sense as a value that, when applied efficiently, has a positive impact on the economic, territorial, social and environmental spheres, generating social value. The governance, management, study programmes, research, transfer and dissemination of knowledge will be carried out with sustainable development criteria.

5. Guidelines for conduct.

The guidelines indicated here are of a transversal nature; by analogy they can be applied to any activity of the University of Zaragoza and concern all the components of the university community.

In relation to good governance and accountability.

The University has total confidence in the loyalty and commitment of the members of the university community in accordance with the mission, vision and regulatory set that determines the proper functioning of the institution. This is the starting point for implementing certain guidelines for conduct:

- The actions of the members of the university community must be carried out within the principles of confidentiality, secrecy in the handling of information and protection of the privacy of individuals.
- Conflicts of interest, both real and potential, shall be avoided. If such conflicts arise, the person involved must communicate them in accordance with the established protocol, dissociating him/herself from this procedure.
- The relationship with suppliers and collaborators shall not result in obtaining personal or material advantages for themselves or for persons or entities linked to them.
- No benefits or gifts shall be accepted, beyond the usual social or courtesy uses. Exceptionally, the giving and acceptance of gifts and presents shall be permitted when the following circumstances concur simultaneously: they are of negligible or symbolic economic value, they are signs of courtesy or customary business courtesies, and they are not prohibited by law or by generally accepted business practices.
- Personnel selection and recruitment processes shall be carried out with complete objectivity, respecting the principle of equal opportunities and in all cases taking into account the suitability of the candidates' profiles and the needs set out in the call for applications.
- The members of the university community shall carry out their work with efficiency and excellence, fulfilling their objectives within a process of continuous improvement of their personal, professional and technical skills, which contribute value to the University.
- Responsible use will be made of the tools that the institution places at the disposal of the people who make up our university community.
- The professional and personal relationship between superiors, collaborators and any of the members of the community will be based on criteria of mutual respect and reciprocal recognition, not allowing any form of violence, harassment or abuse in the exercise of their respective functions.
- Accountability: Economic, academic, research, knowledge transfer, sustainability and social responsibility information will be published on a regular basis to enable monitoring of the institution's activity.

- Society will be provided with detailed information on the cost of the services provided by the institution and the destination of the income received, through the publication of the corresponding analytical and management accounting reports.
- The economic and financial information shall give a true and fair view of its economic, financial and equity reality, in accordance with generally accepted accounting principles and the General Accounting Plan. To this end, no member shall conceal or distort the information in the accounting records and documentation, which shall be complete and accurate.
- In general, payments and receipts arising from commercial transactions in cash shall be avoided. To this end, procedures shall be adapted so that both payments and receipts are computerised. These transactions shall be clearly and accurately reflected in the accounting records.
- All members of the institution shall proactively cooperate with the obligations of transparency.

In the teaching-learning process.

It is a priority objective of the University of Zaragoza, while respecting academic freedom, to offer a comprehensive education that, in addition to scientific and professional training, includes education in values and personal development, while facilitating the social and occupational integration of graduates and responding to the demands of updating through a range of lifelong learning.

Guidelines for achieving these objectives:

- Teaching practice will be immersed in the continuous improvement of the quality of teaching, adapted to changes and committed to innovation.
- In updating, improving and disseminating the rules that channel the teaching and learning processes, the opinions of the student body expressed in the forums that are established, or through the participation bodies, will be taken into account. To this end, critical and constructive thinking will be encouraged.
- Maximum respect will be shown for all types of diversity: ideological, religious, ethnic-cultural, affective-sexual and gender. Any discrimination, harassment or violence on these grounds and also for reasons of age or economic status will be avoided.
- The teaching-learning processes, especially those of evaluation, shall be guided by integrity, objectivity, impartiality and transparency, thus ensuring respect for equal opportunities both in the learning of students and in the assessment of the results of their efforts and their individual capacity.
- Teaching that involves interaction with animals, human beings or cadavers donated to science will be carried out with the same ethical and deontological standards as in research-transfer processes.
- A collaborative spirit will be promoted as a necessary element for training; honesty will be encouraged and any form of academic and scientific fraud will be rejected.
- Access to the resources necessary for the development of the teaching and learning processes will be guaranteed, while at the same time using them responsibly and sustainably.

In research-transfer processes.

The teaching and research staff and the technical, management and administration and services staff will pursue the continuous improvement of teaching and research

practice in an honest, rigorous, transparent, confidential, methodical and truthful manner through their personal effort, lifelong learning, study, updating their curriculum, innovation, creativity and entrepreneurship.

- He/she will contribute to the training and mutual collaboration between the members of the research team, will supervise and accompany the staff in training, and will be responsible for the correct maintenance of the equipment, infrastructures and spaces in which he/she carries out his/her research activity.

- The researcher in charge will make appropriate use of the budget allocations that, for reasons of research and/or transfer management, are entrusted to him/her.

- Those performing research and transfer contracts may not accept or give any kind of gift or present from or to the natural or legal persons with whom they provide services, unless the exceptional circumstances established in relation to good governance and accountability are met.

- The principle of intellectual honesty shall govern, rejecting plagiarism, the intellectual appropriation of the work of others and the attribution of authorship of results in which one has not participated. Transparency in methods, sources and results will be encouraged, and the work of all those who have collaborated in a project will be acknowledged.

- Research staff are not only responsible for their own activities, but must also denounce and combat any cases of fraud they become aware of, including plagiarism, falsification of sources, working methods, results, or fabrication of third party projects.

- Publications and academic communications resulting from a research process shall avoid conflicts of interest and, should they occur, they shall be stated in the aforementioned documents.

- In compliance with current legislation, research staff shall be free to develop their projects, guiding them as far as possible within the framework of sustainability with the principles defined in the mission, vision and values of the University, and in this Code of Ethics.

- Research involving experimentation with animals, human beings or cadavers donated to science will always take into account the corresponding ethical and deontological norms, the legal framework, and the standards set by the institution's advisory Ethics Committee for experimentation. Any action involving living beings shall take into consideration the principles of replacement, reduction, refinement and accountability in the execution and dissemination of research results. Wherever possible, and without detriment to the quality of the research, other methods, simulations, procedures or visualisations shall be substituted.

- Participation in scientific, technical, cultural and civic dissemination activities will be encouraged, as far as possible, as part of the University's commitment to transferring knowledge to the business and economic fabric, to society in general and to Aragonese society in particular.

- The use and dissemination of information, especially personal information, shall take into consideration the legislation in force, as well as the indications of the University's Data Protection Unit. Information or results classified as confidential will not be disclosed.

- Those who work or collaborate with the University shall never use privileged information, whether confidential or not, for personal gain or for the benefit of third parties.

- In research and transfer contracts and projects, individuals shall not take advantage of their position to obtain personal or material benefits for themselves or for persons or entities related to them.

In relations with society.

The University of Zaragoza, consistent with its social commitment and its nature as a public service, will cooperate with transparency and loyalty with public administrations, institutions, social organisations and civil society in general in order to advance together in the transformation and improvement of society.

- The participation or collaboration of the University in clusters, platforms, companies, associations and in any type of space that requests its presence, will be decided in coherence with the provisions of this Code of Ethics.

- The relationship with those organisations and institutions that, like the University of Zaragoza, work for equality and the elimination of all discriminatory barriers for any reason or personal or social circumstance, will be prioritised and promoted.

- In contracts for the provision of services and/or supplies of goods to the University, the suitability of the bidding companies or individuals in relation to the values and guidelines of this Code of Ethics shall be taken into account.

- As far as possible, tender documents shall include social and environmental clauses and the presentation of the latest Sustainability Report. The participation of social economy enterprises will be facilitated.

- Any conduct that involves, even indirectly, influence peddling or bribery shall be rejected; likewise, the receipt of commissions related to the activities, purchases or services provided by the institution shall be renounced.

- The principles and guidelines of this Code of Ethics shall apply to the raising of private funds to improve the financing of the University.

- Investment funds and financial assets. If, for whatever reason, the University has to contract any of these products, it shall give priority to ethical and sustainable funds known as Socially Responsible Investment.

- Honorary awards and institutional distinctions. These shall be awarded to individuals and institutions that, in addition to the merits inherent to the object of the recognition, do not contravene the principles and conduct of the Code of Ethics.

- When members of the University community, representing the University, intervene in the media, social networks or other acts of a similar nature, they shall convey the position of the institution; otherwise, they shall make it clear that this is a personal opinion.

6. Follow-up of the code of ethics.

University of Zaragoza Ethics Committee.

The Ethics Committee of the University of Zaragoza is the body responsible for monitoring, interpreting and ensuring compliance with this Code of Ethics. Its function is to channel, consult, deliberate and resolve any proposals, consultations or complaints that may be made for the proper application of the Code of Ethics. It shall be made up of four full members and four substitutes, appointed in equal parts by the Social Council and by the Governing Board of the University of Zaragoza. Communication channel. All those persons or groups who wish to address the Ethics Committee must do so through the General Registry of the University of Zaragoza or its auxiliary registries and other channels that may be set up with due guarantees.

Annual report.

The University of Zaragoza Ethics Committee will draw up an annual report, referring to the corresponding academic year, which will include the incidents that have occurred, the actions carried out, an assessment of the degree of compliance and, if considered necessary, proposals for improvement and/or updating of this Code. This report shall be submitted to the Governing Council and the Social Council of the University.

Zaragoza, 14 December 2022.- The Rector, José Antonio Mayoral Murillo.