



INSTITUT
BARCELONA
ESTUDIS
INTERNACIONALS

CODE OF ETHICS OF **INSTITUT BARCELONA D'ESTUDIS INTERNACIONALS (IBEI)**

CONTENTS

1. INTRODUCTION	2
2. WHAT IS A CODE OF ETHICS?	2
3. THE FOUNDATION. MISSION AND VISION.....	2
4. AIMS AND ACTIVITIES OF THE FOUNDATION.....	3
5. LEGAL FRAMEWORK.....	4
6. TO WHOM IS THE CODE OF ETHICS ADDRESSED?.....	5
6.1. RELATIONS WITH FACULTY AND WORKERS	5
6.2. RELATIONSHIP WITH STUDENTS	5
6.3. RELATIONSHIP WITH THE FOUNDATION'S PARTNERS.....	6
6.4. RELATIONS WITH PUBLIC BODIES	6
6.5. RELATIONS WITH PRIVATE BODIES.....	7
7. CONDUCT.....	7
8. PRIVACY AND CONFIDENTIALITY	9

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1. INTRODUCTION

The Fundació Institut Barcelona d'Estudis Internacionals (Barcelona Institute of International Studies Foundation; hereinafter, the "**Foundation**") is a private academic foundation established in 2004 by a group of universities located in the metropolitan area of Barcelona and the Barcelona Centre for International Affairs (CIDOB), united by their desire to encourage academic development and research in the field of politics and international relations.

The Foundation has a highly research-oriented teaching faculty. Initially, recruitment was carried out through calls for junior lecturers and postdoctoral positions. Since 2008, recruitment has been complemented by the secondment of researchers from Catalan universities and the incorporation of researchers with external funding.

In the fields of international relations, comparative politics and political economy, the Foundation has more than twenty postdoctoral researchers.

The Foundation continues to believe in attracting talent as the basis of its institutional framework and increasing the quality of its training programmes.

2. WHAT IS A CODE OF ETHICS?

A Code of Ethics is an essential tool for the Foundation. It includes the actions that the Foundation regards as appropriate, as well as the actions it wishes to avoid in its behaviour or the behaviour of its community. Although the Code of Ethics is not a statute or a set of regulations, the institution and the people who make it up are committed to abide by it.

We can therefore say that our Code of Ethics is an essential tool both for our organisation and for the professionals who are part of it.

Through the Code of Ethics we show our strong commitment to our values and principles. It is a document meant to be updated to current circumstances so that it does not become an obsolete, lifeless document.

This Code of Ethics is a formal statement of the principles that define the Foundation's specific standards of behaviour and has been implemented within the framework of the current Strategic Plan 2015-2020.

3. THE FOUNDATION. MISSION AND VISION

The Foundation is a non-profit entity and enjoys – since the execution of its Founding Charter in a public deed and its registration in the Register of Foundations of the

Generalitat de Catalunya – full legal personality and capacity to act. The Foundation, as established in Article 1 of Order UNI/253/2004, of 16 July, has the status of an inter-university research institute, in accordance with Article 10 of Organic Law 6/2001, of 21 December, on Universities and Article 23 of Law 1/2003, of 19 February, governing Catalan universities.

Mission

The Foundation's mission is to foster scientific knowledge, through advanced research and postgraduate training, with the aim of promoting understanding of the global challenges facing our world in the field of politics and international relations.

Vision

The Foundation's vision is to become a reference point in Europe in the training of professionals and scientific inquiry in the field of international studies:

- Offering training programmes of academic excellence, with the capacity to adapt to changing realities and demands.
- Stimulating and producing competitive research which, at the same time, generates international academic attraction.
- Becoming an inter-university organisational model of reference, integrating the shared objectives and values of the universities and patron institutions.

4. AIMS AND ACTIVITIES OF THE FOUNDATION

One of its aims is to be a centre of prestige and excellence and a leading reference point in the field of international relations, a centre that prepares the experts required by the global conception of international relations and that makes Barcelona a pole of international attraction in this area.

Specifically, in order to carry out its foundational purpose, the Foundation shall perform the activities listed below, to name but a few:

- The creation of an open platform of the highest academic standard, a forum for research and training.
- The integration of academic and university knowledge with knowledge from the business world and experience in governmental and institutional practice.
- A willingness to serve the public and to respond to the demand for research emanating from its environment, both public and private. In other words, research that responds to the concerns of public and private institutions and that is disseminated to a wide audience interested in international affairs.

- The identification and development of work programmes linked to institutional and business initiatives, to which it provides an analytical and methodological perspective, maintaining the principles and objectives of academic excellence.
- The offer of postgraduate training that combines academic excellence and practical orientation, also incorporating educational opportunities for those who are already working professionally on international issues.
- Research aimed at decision-making and the formulation of ideas and proposals on the functioning and evolution of the international system, on issues on the international agenda and on the international positioning of Barcelona, Catalonia, Spain and the European Union.
- The development of an educational offer around interdisciplinary and specialised international study programmes, fully incorporating the knowledge of different academic disciplines and specific techniques, as well as foreign languages.
- As an inter-university research institute, the Foundation will offer courses leading to official postgraduate and doctoral degrees.
- The Foundation will also offer courses aimed at obtaining diplomas and postgraduate degrees recognised by the founding universities, as well as lifelong learning courses. These degrees shall be awarded by the rectors of the founding universities.
- The endorsement and academic recognition of the training activities that are approved for the Foundation will be similar to those that would apply if the activities were carried out at the heart of the University itself.

5. LEGAL FRAMEWORK

The Foundation is governed by:

- Organic Law 6/2001, of 21 December 2001, on Universities and its implementing regulations.
- Law 1/2003, of 19 February 2003, governing Catalan universities and its implementing regulations.
- The Statutes of the Foundation, approved by the Board of Trustees on 11 July 2011.
- The Rules of Procedure of the Foundation.
- Other legal provisions applicable to it.
- The resolutions adopted by the Board of Trustees of the Foundation in the exercise of its functions.

6. TO WHOM IS THE CODE OF ETHICS ADDRESSED?

This Code of Ethics is aimed at the people who make up the Foundation. It is intended to be a tool that serves as a guide of conduct for the Foundation in its relations with all the people and groups listed below:

6.1. RELATIONS WITH FACULTY AND WORKERS

The Foundation considers its human team to be its main asset and is committed to always treating people with honesty, respect, dialogue, transparency, equality and sensitivity, assuming the following commitments:

- It shall comply with current legislation on labour, social security, occupational health and safety and gender equality, with the aim of providing decent, fair, equitable and satisfactory working conditions.
- It shall support employees and their managers in their actions and decisions, within its sphere of competence, provided that they comply with the Foundation's code of ethics.
- Keep employees informed of changes in plans, projects and objectives relevant to their professional performance and the improvement of the quality of their job, committing to listen to and value different opinions and proposals.
- It will foster an atmosphere of fellowship and teamwork.
- It shall provide workers with the appropriate tools and working conditions for the proper performance of their tasks.
- It will be concerned with the development of the professional careers of its employees as well as their personal advancement, providing adequate continuous training for all and complying with the principles of equality.
- It will make it easier to reconcile work and family life.
- It shall ensure equal opportunities in recruitment, training, activity, remuneration and retirement, avoiding negative discrimination on grounds of gender, race, religion, convictions, disability, age and sexual orientation, applying positive discrimination measures where necessary.
- It shall respect the privacy of the information provided by workers, as well as the confidentiality of the work it carries out.

6.2. RELATIONSHIP WITH STUDENTS

The Foundation has a relationship with its students that can be seen from a double perspective: (i) on the one hand, a personal relationship; and (ii) on the other hand, a professional-academic relationship, without losing sight of the fact that each student has values of his/her own and a unique identity.

As regards the personal relationship with the student, it is the Foundation's aim to get to know the student in such a way that no one is prejudged in an atmosphere of equality. The Foundation seeks to get to know the students well so that their academic work is as comfortable as possible.

Concerning the academic relationship, the Foundation is committed to providing students with the material and non-material resources necessary for them to make the most of their stay at the University, so that they can receive a complete academic education in the postgraduate course they are studying, and thus be prepared for their future professional life.

The relationship with students, both from a personal and academic perspective, will always be guided by the principles of equality and non-discrimination. The Foundation is committed to the students' learning process, promoting channels of participation and communication between the Foundation and the students, fostering a climate of trust and collaboration.

6.3. RELATIONSHIP WITH THE FOUNDATION'S PARTNERS

There are different ways to collaborate with the Foundation in addition to the work it carries out. Anyone can provide financial support to the Foundation.

In order to achieve employee loyalty and involvement, continuous information must be provided to help build credibility, trust and transparency.

The Foundation will collaborate in the promotion of civic attitudes and values, transmitting the Foundation's Mission and Vision to society.

The help and financial support of the collaborators will be acknowledged in all possible media in which the Foundation appears.

6.4. RELATIONS WITH PUBLIC BODIES

The Foundation has to maintain a warm but also critical relationship with public bodies, based on the values of clarity, coordination and complementarity. For the relationship to be sustainable and long-lasting, it will have to promote a continuous dialogue with the Administration that helps to generate credibility, trust and transparency.

The involvement of the different administrations is only possible with the knowledge of the Foundation's daily work, so fluent communication will be maintained, providing transparent information on its management.

Collaboration is also needed for the promotion of civic attitudes and values, encouraging the rational use of public services and goods.

The presence of the Foundation in public entities and events organised by the Administration will be encouraged.

Diversification of the Foundation's sources of funding will be pursued in order to avoid dependence on public organisations.

Finally, the Administration's aid and financial support to the Foundation will be duly acknowledged.

6.5. RELATIONS WITH PRIVATE BODIES

Private organisations are understood to be all those companies, foundations, social works or other organisations with which the Foundation can establish links, mainly economic or financial, or in which Corporate Social Responsibility is promoted.

An ongoing dialogue will be promoted with private organisations to help generate credibility, trust and transparency. The involvement of these private organisations is only possible with the knowledge of the Foundation's daily work, and therefore fluent communication will be maintained, providing transparent information on its management.

Efforts will be made to increase the amount of funding from private bodies in order to increase the Foundation's social projection.

The efforts of private organisations in the implementation of Corporate Social Responsibility will be duly acknowledged.

The Foundation will not maintain any links with private organisations whose actions have a negative impact on the construction of a more just society, in that they are directly or indirectly involved in the exploitation of child labour, arms trafficking, health or environmental damage or any kind of discrimination based on gender, sexual orientation, ethnicity, religion or physical or mental disability.

7. CONDUCT

Respect for the law, integrity, accountability and transparency are unacceptable non-compliance issues. Similarly, respect, dignity, non-discrimination and ethical behaviour are key to creating a healthy relationship with all Stakeholders that enables the establishment of avenues for cooperation and development.

The Foundation undertakes to:

Compliance with legislation

The commitment to comply with applicable legislation in all areas and to do so when the work or activities are carried out through a third party, is inexcusable and relevant for creating an image of involvement and responsibility in the defence of society and the people who belong to it.

Integrity, accountability and transparency

The employees, managers and patrons of the Foundation undertake to fulfil their functions and responsibilities in compliance with the established procedures. Disqualifications or criticism that may undermine its stability will be avoided. All this will improve its reputation as an integrating organisation, respectful of its customers, suppliers and other stakeholders with whom it has a relationship. People must be committed to transparency in the performance of their activities.

A commitment must be kept not to transmit or disseminate any private or confidential information of the Foundation itself or of individuals or organisations related to the Foundation.

The information provided must always be up to date with the comprehension capacity of its recipients.

Dialogue is an essential tool in establishing professional and care links between the members of the Foundation.

Respect, dignity and non-discrimination

All employees of the Foundation must show respect and courtesy towards their colleagues, clients or stakeholders with whom they have or may have any kind of relationship. Any fruitful and satisfactory relationship must be based on respect for the dignity of people, equal opportunities, dialogue and the absence of discriminatory or derogatory behaviour. All employees of the Foundation are entitled to a pleasant and respectful environment.

Threats, violence or intimidation of any kind will not be tolerated. Abusive, humiliating or offensive behaviour, whether verbal or physical, will not be tolerated, nor will any kind of discrimination or harassment based on race, sex, age, nationality, religion or opinion in any personal or group condition or circumstance.

Ethical Behaviour

In the course of work, as well as in the decisions taken, and in the relationships maintained in the professional sphere, in addition to fulfilling legal obligations, honest and transparent behaviour must be observed.

8. PRIVACY AND CONFIDENTIALITY

The Foundation undertakes to scrupulously respect the privacy, personal data and, if necessary, the confidentiality of information given by its members or by external co-operators. The Foundation shall promote and guarantee this right with the appropriate rules and means, avoiding disseminating personal information to third parties without the consent of the interested party.

The Foundation will take the utmost care to avoid the identification and exposure of data of people or entities outside the Universitat Pompeu Fabra that are not widely disseminated.

Foundation staff may provide personal academic information, such as information relating to assessments, examinations, exercises or tests, only in the cases provided for in the legislation in force.