

# Code of Ethics and Professional Conduct

Institute of Advanced Architecture of Catalonia

## Letter from our Director

Dear Colleagues,

I am pleased to address you all to present a fundamental document that will guide our actions and relationships within and beyond our academic and professional borders: our Code of Ethics and Professional Conduct.

Our Institute is founded on solid pillars of values that not only define who we are but also how we interact with the world around us. Innovation is the driving force behind our progress, and we are committed to promoting a culture that values and fosters creativity and the constant pursuit of new ideas and solutions.

As members of the Institute, we have the responsibility to adhere to the highest standards of ethical and professional conduct. Each of us represents our institution, and we must interact with our colleagues, students, collaborators, and other stakeholders with the utmost integrity. Our commitment to these ethical standards is essential to protect the reputation and success of the IAAC in all our activities.

The Code of Ethics and Professional Conduct applies to all members of the Institute and provides clear guidance on appropriate and expected ethical behavior. I invite you to familiarize yourselves with the content of the Code, adhere to it in all your actions, and discuss any questions or concerns you may have with your Supervisors, Directors, the Human Resources Officer, and other involved parties.

Please join me in committing to act in accordance with and uphold the standards of conduct established in the Code. This commitment is fundamental as we continue to advance our mission of growth and excellence at the Institute for Advanced Architecture of Catalonia (IAAC).

Sincerely,

Daniel Ibañez

Director

## Our values

At IAAC, our actions are guided by a set of values. These ethical values apply to all our activities at every level of the Institute.

**Innovation:** Promote a culture that values and fosters innovation.

**Integrity:** Uphold honesty, transparency, and ethical behavior in all interactions and decisions.

**Diversity, Equity, Inclusion, and Belonging:** Encourage diversity, inclusion, equity, and belonging, ensuring fair treatment, opportunities, and a safe environment for everyone.

**Independence:** Maintain independence and objectivity in research, education, and production activities, avoiding conflicts of interest and undue influences.

**Continuous Learning:** Commit to continuous learning and professional development, fostering a culture of lifelong learning and growth.

**Confidentiality:** Respect and protect the confidentiality and privacy of individuals and the institution, ensuring the secure handling of sensitive information.

**Ethical Leadership:** Lead by example, demonstrating ethical leadership and mentorship to inspire others.

**Global Interconnection:** Embrace and celebrate global interconnectedness, recognizing and valuing the diverse cultures, perspectives, and experiences of people worldwide.

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## Introduction

### Our principles

As employees of IAAC, we must adhere to rigorous standards of ethical and professional conduct in all our interactions. Those with whom we engage and those who are impacted by our work should perceive us as trustworthy. Our principles help us maintain high standards of integrity and are:

**Honesty and Transparency:** Communicate openly and honestly, maintaining transparency in all interactions and transactions.

**Equal Treatment:** Treat all individuals with fairness, dignity, and respect.

**Conflict of Interest:** Avoid situations where personal interests conflict with professional responsibilities, maintaining objectivity and impartiality.

**Excellence in Execution:** Execute all tasks and projects with excellence, ensuring attention to detail and compliance with best practices.

**Data Protection:** Safeguard the privacy and confidentiality of data, adhering to legal and ethical standards of data protection.

**Accountability:** Assuming responsibility for one's own direct actions and the ramifications of the actions of those with whom we associate. It is crucial to take on this responsibility not only as an ethical duty but also as an opportunity to grow, positively contribute to the work environment, and continue being part of the IAAC community.

### About Our Code

The values and principles described above form the basis of our Code of Ethics and Professional Conduct. Our Code reflects the IAAC's expectations regarding our conduct as employees.

This Code helps us make appropriate decisions in complex situations. Its purpose is to provide us with support and guidance on what constitutes ethical and appropriate behavior, as well as to hold us accountable for any misconduct.

Our Code applies to all IAAC employees. This includes staff in all categories of contractual employees who have a direct employment contract or a Services Provision Agreement with the IAAC.

Misconduct includes, but is not limited to, non-compliance with this Code or our employment contract. An action does not need to involve malice or fault to be considered Misconduct.

The successful implementation of our Code depends on our shared commitment to abide by the guidelines and obligations it establishes.

We make this commitment upon joining the IAAC, and we reaffirm it each year. It is the responsibility of each of us to read, understand, and commit to the obligations set forth in our Code. Failure to act in accordance with the Code may result in corrective measures or disciplinary action. If we are ever unsure of how to proceed, we will consult with the Human Resources Department.

## An Ethical IAAC

### Guidance pm Ethics and Conduct

We might not be familiar with the details of every rule applicable to each interaction. Therefore, if we have doubts about the ethical way to act, we should seek advice from the Human Resources Department before proceeding. The Head of the Human Resources Department will help us interpret our Code when we are unclear about the appropriate course of action.

The mission of the Human Resources Department is to help us understand our ethical obligations and to prevent and correct Misconduct.

This department answers all questions about the correct application of the Code in the face of dilemmas or particular situations, ensuring that risks are avoided while objectives are met. It is advised to contact the Human Resources Department when we have doubts to help us perform our work better and avoid potential problems.

If we need guidance in our daily work, we can consult any of the following individuals: our Supervisor, Director, or the person responsible for the Human Resources Department.

*If we are unsure whether an action or decision is ethical, let's ask ourselves the following questions:*

*Why do I have doubts?*

*Who will be affected by this decision?*

*Am I considering the long-term impacts of my decision?*

*Who at the IAAC could help me make this decision?*

*Would I be proud to tell my friends and family what I am doing?*

*How would I feel if this decision were reported in the news?*

### Report of Misconduct

If we observe behavior that we know or suspect is unethical, we are encouraged to report it. Raising our concerns is the most effective way to correct irregularities before they become widespread problems.

If we have witnessed or been victims of Misconduct or have concerns about any of the topics covered in this Code, we should convey our concerns to our Supervisor, the person in charge of the Department, or the Human Resources Department.

Anyone listed above who suspects that an act of Misconduct has been committed or who receives a report of Misconduct must inform the Head of Human Resources within three working days or as soon as possible from the moment the suspicion arises or the report is received.

The IAAC expressly prohibits any retaliatory action against anyone who has reported, or is suspected of having reported, Misconduct.

Individuals who breach our Code will face corrective actions and/or disciplinary sanctions, which may include a written warning, reassignment, termination of employment, among other measures. Keep in mind that we may also be subject to civil action or criminal prosecution in the case of violations of local laws.

### Expectations regarding Supervisors

It is expected that our Supervisors:

Act as role models, consistently demonstrating behaviors and attitudes that reflect the standards of our Code.

- Support our Code and ensure that employees understand the behaviors expected of them.
- Foster a positive work environment in which employees feel safe to raise questions and concerns.
- Promptly communicate to the Human Resources Department actual or potential Misconduct.



- Never take or allow retaliation against individuals who have reported suspicions of Misconduct in good faith.

Supervisors have the assistance of the Human Resources Department if they so desire.

Ethical behavior begins with our Supervisors. Leading by example is the best way to inspire ethical behavior in others and maintain a positive and productive work environment.

## A Respectful IAAC

### Respect in the Workplace

We strive to create a positive and professional work environment where everyone is treated with dignity and respect. Considering and promoting the diversity of IAAC employees, we all must show respect for those around us, whether they are our colleagues or other individuals at various IAAC locations or providing services to IAAC. We also aim to maintain conduct that does not negatively impact the integrity, public image, or interests of the Institute. We are all accountable for our actions and, therefore, take responsibility for maintaining professional and respectful behavior, as well as addressing any concerns we may have about disrespectful behaviors we observe and taking steps to correct any misconduct. Disrespectful actions such as insults, offenses, malicious and deliberately false statements about others, and verbal abuse are unacceptable and may constitute Misconduct.

### Respect in Communication

Members of the Institute of Advanced Architecture of Catalonia (IAAC) are expected to maintain professionalism and integrity in their communication, both within the organization and externally. This includes refraining from speaking ill of individuals, whether they are colleagues, students, or external partners, and avoiding derogatory comments about IAAC as an organization. Suggestions, criticisms, and constructive feedback are encouraged, but any communication that is disrespectful, defamatory, or aimed at harming the reputation of individuals or IAAC as a whole will not be tolerated. Violations of this principle will result in disciplinary action.

### Against Harrassment

Harassment cannot exist in a respectful work environment and will not be tolerated at IAAC. Harassment is understood as any unsolicited verbal or physical conduct that interferes with work or aims to create an intimidating, hostile, or offensive work environment. Such behavior interferes with our ability to perform optimally and can negatively impact a person's employment opportunities. Harassment can occur in different settings, both within and outside the formal workplace.

Typically, harassment involves a series of incidents, although a single incident may be considered harassment if it is severe enough to adversely and significantly affect the person or work environment. Disrespectful treatment may constitute harassment if it occurs repeatedly. Regardless of its form, harassment is unacceptable and requires an immediate response. It is everyone's responsibility to clearly communicate to our colleagues any behavior we find objectionable, request that such behavior cease, and seek assistance if it persists.

The following behaviors are examples of harassment:

- Severe or repeated insults associated with personal traits or professional competence
- Negative stereotypes, epithets, or slurs
- Threatening, insulting, or hostile comments or actions
- Degrading jokes and the display or circulation in the workplace of written or graphic material that denigrates or shows hostility toward a person or group
- Intimidation, including physical or verbal abuse
- Behavior intended to isolate or humiliate a person or group, such as unjustified exclusion from meetings or unfair denial of information or equipment necessary for performing our duties
- Threats or adverse actions against a person or group for opposing or refusing to participate in Misconduct
- Unjustified adverse employment actions, such as removing someone from a work project or denying them benefits without a valid business reason
- Condescending remarks about personal beliefs, values, or ideologies

Sexual harassment is a form of harassment that includes unwanted sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature.

Sexual harassment can encompass a range of behaviors and involve individuals of the same or different genders.

Depending on the circumstances, these behaviors may include:

- Invitations to social activities or dates if they continue after the recipient has made it clear they are not interested
- Sexual jokes or innuendos
- Comments about a person's body, sexual prowess, or sexual inadequacy
- Unwanted touching or other forms of unwanted physical contact
- Insulting or obscene comments or gestures
- Display or circulation in the workplace of sexually suggestive objects or images
- Any situation where the acceptance or rejection of sexual propositions is used, implied, or threatened to be used as a basis in employment decisions

Disrespectful behaviors and harassment will not be tolerated at IAAC. If we believe we have witnessed or been a victim of such behavior, we will report these concerns, which will be taken seriously and addressed promptly.

For the prevention and management of harassment, IAAC has two protocols: the "Protocolo preventivo y de gestion del acoso laboral" and the "Protocolo preventivo y de gestion del acoso sexual y por razón de sexo."

Supervisors play an essential role, which includes:

- Communicating that disrespectful behavior and harassment will not be tolerated
- Ensuring that individuals raising concerns receive support and are not subject to retaliation
- Never excusing or minimizing inappropriate behavior
- When necessary, bringing complaints and concerns to the attention of the Human Resources Department.

#### Responsible Authority

Those of us entrusted with authority over others at IAAC have the responsibility to exercise authority wisely. Even those of us who do not formally act as supervisors must ensure that we do not leverage our authority or position to pursue inappropriate ends.

The following are examples of abuse of authority:

- Engaging in intimidation or harassment
- Interfering with others' ability to work effectively, such as obstructing their access to information or resources
- Assigning personal tasks or favors to subordinates
- Habitually making unreasonable work demands
- Using credentials or position at IAAC to seek special attention or treatment

#### Against Discrimination

IAAC respects and values diversity. Maintaining a discrimination-free workplace is a fundamental duty that we all share. We must strive to ensure an inclusive work environment that promotes respect for all our coworkers, clients, and business partners, while also reflecting the diversity of the communities in which we operate. We do not unfairly discriminate against any person based on nationality, race, gender, religion, age, sexual orientation, or disability.

#### Against Workplace Violence

IAAC is committed to providing all its employees with a safe work environment where violence is unacceptable. Workplace violence is any action, incident, or conduct that reasonably causes us to fear for our personal safety or the safety of our coworkers, family, friends, or property. Workplace violence can occur at various IAAC locations or outside of them under certain circumstances and may include the following actions:

- Physical assault
- Physically threatening or aggressive contact directed at another person
- Threatening to harm a person, their family, friends, associates, or their property
- Intentional destruction or threat of destruction of property belonging to IAAC or others
- Harassment or threatening phone calls

Respect for Facilities and Their Proper Functioning

In the exercise of our professional duties and activities, we recognize and value the importance of respecting all IAAC facilities, both those where we carry out our work and those we may visit occasionally. Committed to the proper functioning and integrity of these places, we ensure to act responsibly and carefully, avoiding any actions that could interfere with their normal operation.

We also recognize the value of the people who work in these facilities and commit to treating them with courtesy, respect, and consideration at all times.

In case of doubts about the rules or procedures at a facility, we will approach the relevant authorities or responsible persons to obtain the necessary guidance and act according to the directives received.

It is important to note that, while we strive to maintain exemplary and respectful behavior, IAAC reserves the right of admission to its facilities to ensure safety and order in these places.

## An Honest IAAC

### Conflict of Interest

A conflict of interest is a situation where there is a clash between our personal interests and the interests of IAAC. Such situations undermine our adherence to the Code and our duties as employees of the Institute. It is everyone's responsibility to keep our organization free from the harm that can arise from real or apparent conflicts of interest.

To this end, it is our duty to avoid any situation that presents a conflict (or the appearance of a conflict) between our personal interests and our obligations to IAAC. In any instance where a potential conflict arises, IAAC's interests must take precedence over our personal interests. An apparent conflict of interest can be as serious as a real one.

Conflicts of interest can take many forms. If we encounter a conflict of interest, we should seek guidance from the Human Resources Department.

### Appropriate use of Information

Integrity and discretion guide our actions when providing information to others, both within and outside IAAC. In every circumstance where we communicate information about the Institute to IAAC or third parties, we must never intentionally misrepresent the truth. We must provide IAAC with true, accurate, and timely information in the performance of our duties or in other situations where disclosure of information is required.

To ensure clear and consistent communication from IAAC, we do not make public statements on behalf of the Institute or about it unless expressly authorized to do so. It's important to note that opinions or information shared on the internet in the name of or about IAAC also constitute public statements.

When using information obtained during our employment with IAAC, we must differentiate:

- (1) Publicly available information: Information obtained in the performance of our duties may be used for personal purposes or for the benefit of others only if such information is publicly available.
- (2) Copyrighted information: IAAC owns the copyright to all material we produce as part of our duties and therefore has the exclusive right to publish or use such material as it sees fit. If we wish to publish or use material not produced as part of our duties at IAAC but related to it, we must obtain prior authorization. Additionally, we must respect the copyrights of others. We all have a responsibility to comply with the law, or make inquiries when they are not clear, when reproducing or transmitting printed or electronic literary material provided to us by IAAC.

It is our obligation to protect the confidentiality of information entrusted to us as IAAC employees, both within and outside the workplace. We will only share non-public information with other IAAC employees on a need-to-know basis, and we will never disclose such information outside the Institute without prior approval. We must not access any confidential information (or information that we should know is confidential) or share such information with any unauthorized recipient. These obligations remain in effect even after the termination of our employment with IAAC.

To protect our integrity, we must not use (or provide to others for their use) any confidential or proprietary information to which we may have access by virtue of our work at IAAC for our own benefit. This practice is known as insider trading and violates our values as an institution.

#### Appropriate Use of IAAC Property

We all have a duty to protect and preserve IAAC's property, especially when it has been entrusted or provided to us by the institution. This means using such property appropriately and solely for professional purposes.



IAAC's property includes facilities, equipment provided by the Institute, office materials, machinery, and computers. We have been entrusted with the use of these assets in the best interest of IAAC and to enable us to carry out our work, so it is our responsibility to protect them against damage, loss, theft, or misuse.

Access to IAAC facilities for recreational, educational, or other purposes is permitted as long as the availability of facilities designated for such purposes is respected, and prior authorization is obtained.

IAAC's intellectual property is another valuable asset that we must protect with great care at all times. Intellectual property includes copyrights, patents, trademarks, design rights, logos, and distinctive names and symbols of IAAC. When we create work as part of our employment at IAAC, using IAAC's resources or during IAAC's time, the intellectual property rights belong to the Institute of Advanced Architecture of Catalonia.

We are also expected to respect and responsibly use the intellectual property of others. Therefore, when using any material subject to intellectual property rights, we must properly cite sources, acknowledge the work of others, and, when necessary, obtain relevant permissions to avoid improper use of such materials, such as plagiarism or copyright infringement, which is considered Misconduct under this Code.

IAAC's property also includes its computer systems, hardware, software, email, internet access, phones, and any other electronic devices for communication and information storage.

We may use IAAC's equipment and electronic systems for personal purposes, as long as:

- It does not interfere with or conflict with our work duties
- It is not associated with illegal or improper acts
- It does not reflect adversely on the integrity, public image, or interests of IAAC

It is our responsibility to use IAAC's equipment in a professional, ethical, and lawful manner. It is prohibited to create, download, view, store, copy, or transmit material that

is sexually explicit or that displays or promotes racial, ethnic, religious, or other forms of discrimination. In all circumstances, good judgment is expected when using IAAC's property, taking into account the possibility that the use and transmission of certain contents may offend or discomfort others.

#### Appropriate Use of Social Media

When using social media platforms, whether associated with IAAC or not, we must adhere to the following rules:

- Always protect IAAC's assets, reputation, and confidential information, remembering that the internet is a public space.
- Do not publish any official information about IAAC without prior authorization.
- Guide our decisions with our Code of Ethics.
- Follow IAAC's policies and standards in our use of technology.

## Additional Guidance on Ethics and Professional Conducts

The Human Resources Manager is tasked with receiving inquiries and requests for interpretation of the Code, receiving reports of Misconduct as described in the Code, and contributing to the interpretation, implementation, and enforcement of it. The Human Resources Manager may act on their own initiative, at the request of any employee, or based on information provided by third parties.

This Code of Ethics and Professional Conduct is supported by a set of procedures that describe the processes to be followed to ensure fair treatment in cases of alleged Misconduct. These procedures cover the following aspects:

- Receipt of inquiries and reports
- Investigation of reports of Misconduct
- Decision-making
- Implementation of decisions, including corrective actions or disciplinary sanctions.

We can seek advice or report Misconduct by contacting the Human Resources Department directly by phone, email, or in person.

## Additional Documents

To support the compliance with this Code of Ethics and Professional Conduct, a series of complementary documents are available, providing additional guidelines, specific details on various aspects of expected behavior, and the specific procedures and actions to be taken in different situations.

Among these documents are:

- **Guidelines for Interactions between Employees and Students:** This document offers detailed guidelines on how interactions between employees and students should be conducted ethically and respectfully. It is recommended that all IAAC members familiarize themselves with this document to promote a positive and professional work and learning environment.
- **Protocolo de Acoso Laboral:** This document establishes the procedures and actions to prevent and manage cases of workplace harassment, ensuring a safe and respectful work environment for all employees.
- **Protocolo de Acoso Secual y en Razón del Sexo:** This document establishes the procedures and actions to prevent and manage cases of sexual harassment and gender-based harassment, promoting and ensuring a safe environment for all IAAC members.