

# Code of Ethics and Good Governance

University of Castilla-La Mancha (UCLM)

Approved by the Governing Council at its meeting of 3 July 2024



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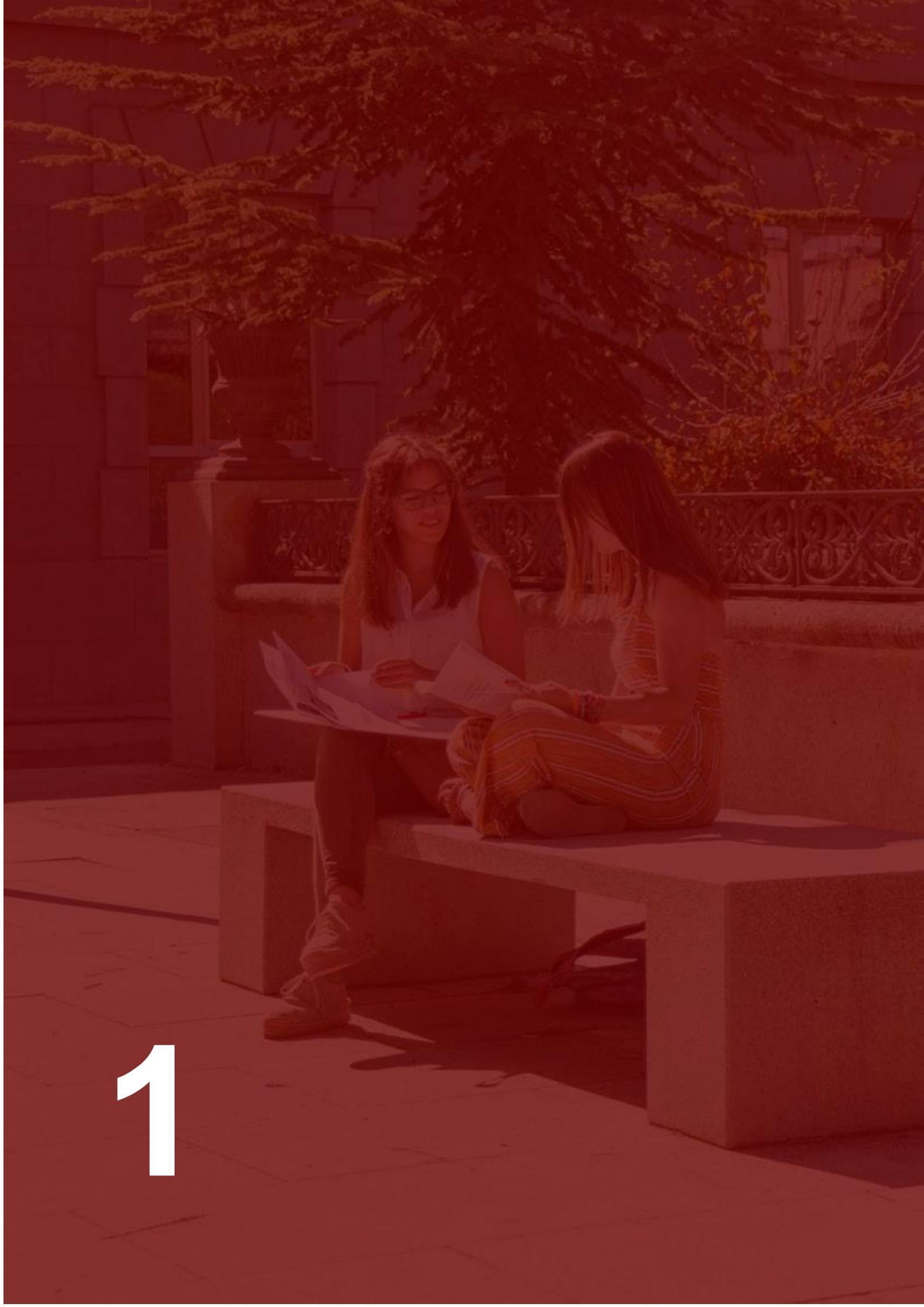
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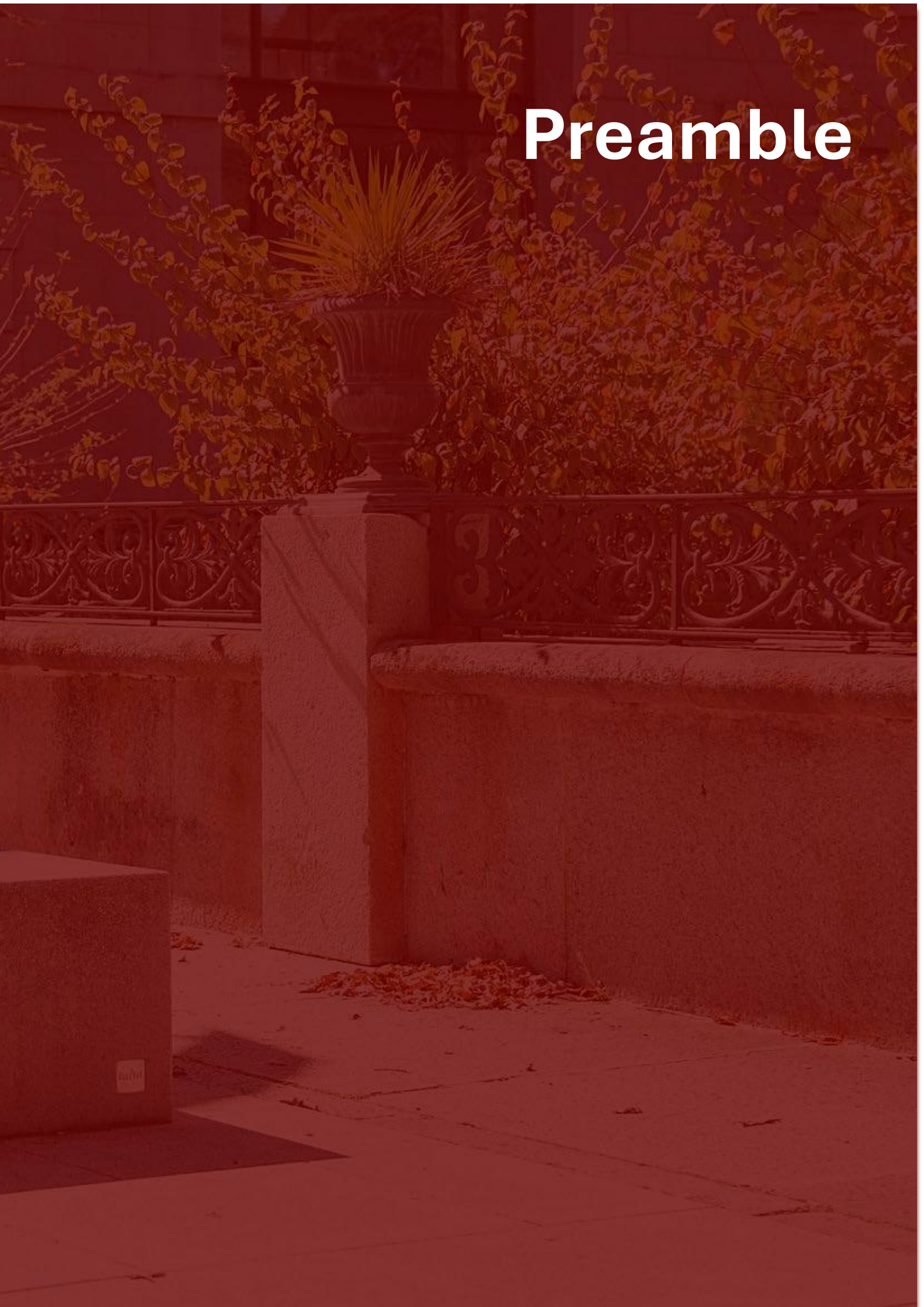
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# Preamble





## 1. Preamble

Organic Law 2/2023 on the University System sets out, within its provisions, a number of objectives, functions, and guiding principles that must direct universities in their public activities. For example, Article 2.2 includes amongst the functions of the university system: educating citizens through the transmission of democratic values and principles; contributing to social wellbeing, economic progress, and the cohesion of society and the territorial environment in which universities operate; and promoting equity and equality, driving sustainability, and combating climate change. Likewise, it calls on universities to guarantee standards of good governance and quality comparable to internationally recognised benchmarks (Article 5.1), to pursue necessary social and territorial cohesion with their environment (Article 18), and to act in accordance with the principles of transparency and accountability.

For its part, the University of Castilla-La Mancha (UCLM), in accordance with its Statutes, is an institution that grounds its actions in a set of principles and values that guide its mission to **provide a public service of higher education** through: freedom; genuine equality between women and men; research ethics; solidarity; respect and recognition of the value of diversity; environmental protection; sustainability; transparency; guaranteed access to information; and good governance (Article 5).

In recent years, UCLM has pursued a determined strategy focused on essential objectives, including accountability, integrity, equality, and social inclusion, positive coexistence, and cohesion with the surrounding territory. In particular, it is hereby noted that on 20 December 2021, UCLM approved, through its Governing Council, an Institutional Anti-Fraud Declaration, which subsequently led to the approval of the Anti-Fraud Plan. This Plan also included amongst its objectives "the approval of a Code of Ethics reforming the existing one, to adapt it to strengthened, up-to-date requirements. Additionally, alongside this firm anti-corruption strategy, UCLM has approved additional instruments that develop the institution's values, either in specific areas or in relation to particular principles. These documents include:

- **The Coexistence Rules**, which establish the foundations that foster and encourage understanding and peaceful coexistence.
- **The Code of Good Scientific Practice**, which constitutes the self-regulatory framework prepared by UCLM with the aim of improving the quality of research conducted at UCLM, and guaranteeing integrity and responsible conduct among research staff.
- **The Equality Plan**, a legal and employment instrument comprising an ordered set of measures, adopted following a situational diagnosis, aimed at achieving equal treatment and equal opportunities between women and men and eliminating discrimination on grounds of sex.
- **The Ethical Code on transparency and anti-fraud in administrative procurement and centralised purchasing.**

## Code of Ethics and Good Governance of the University of Castilla-La Mancha

All of these instruments must guide the conduct of all members who constitute the university community in their respective spheres of action: **individual and collegiate governance and management bodies; academic and research staff (PDI); research staff (PI); technical, management, administrative and services staff (PTGAS); students; and other agents or individuals who**, without belonging to the university community, perform any duly authorised academic or other activity, undertake works, supply goods, or provide services to UCLM.

Based on this work, UCLM has identified its fundamental values. Defining these values in a single Code represents an opportunity to build trust, credibility, and integrity in the University's actions, prevent conflicts, and guarantee high-quality teaching, research, and knowledge transfer, whilst also promoting continuous improvement in the services it provides. Accordingly, this Code of Ethics and Good Governance is a document that defines the principles and values considered by UCLM to be a priority in pursuing the University's main objectives and missions. It therefore aims to:

**Offer** society a clear statement of the shared values at UCLM that guide, and should guide, the actions and decisions of the members of this institution.

**Express** these values publicly so that they are known and observed by other institutions and agents that collaborate with UCLM in the development of its activities

Via the incorporation of rules for applying the various values and principles, this Code sets out behavioural guidance designed both to **help prevent** practices that infringe fundamental rights or run counter to the University's values and principles, and to encourage continuous improvements in activities aimed at achieving excellence in public service and in the conduct of all members and collaborators (direct and indirect) of this institution.

Finally, the Ethics Committee shall be the body responsible for ensuring compliance with and interpreting the Code of Ethics and Good Governance, which serves as guidance regarding the conduct of members of the university community in the performance of their activities and in relations with third parties. Whilst this Code lacks regulatory force, it constitutes an operational guideline for its addressees. Its principles and ethical standards of conduct and action may guide the interpretation and application of disciplinary offences established by the applicable regulations.

This Code replaces the **UCLM Code of Ethics, Good Governance and Good Administration**, approved by the Governing Council on **18 November 2018**.





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# Values and Principles





## **2. Values and Principles**

### **1. Honesty and Integrity**

Members of the UCLM university community shall act with the utmost standards of honesty and integrity. They shall be truthful and shall act with impartiality and transparency in all decisions, actions, and communications, avoiding any form of deception, fraud or plagiarism in any activity whatsoever.

### **2. Freedom**

Members of UCLM shall promote, within the sphere of employment relationships both internally (within the university community) and externally (with third parties and the media), the free exploration, debate, and expression of their individual ideas.

### **3. Responsibility**

Members of UCLM shall fulfil their personal duties and obligations with due diligence, committing themselves to the fulfilment and follow-up of the decisions and actions they undertake, pursue excellence, and, where appropriate, be accountable to the competent person or body for the consequences arising from them.

### **4. Participation and Cooperation**

Members of UCLM must commit themselves to the development of all of the institution's activities and shall cooperate with the rest of the university community in order to achieve the fulfillment of UCLM's missions.

### **5. Social Commitment and Sustainability**

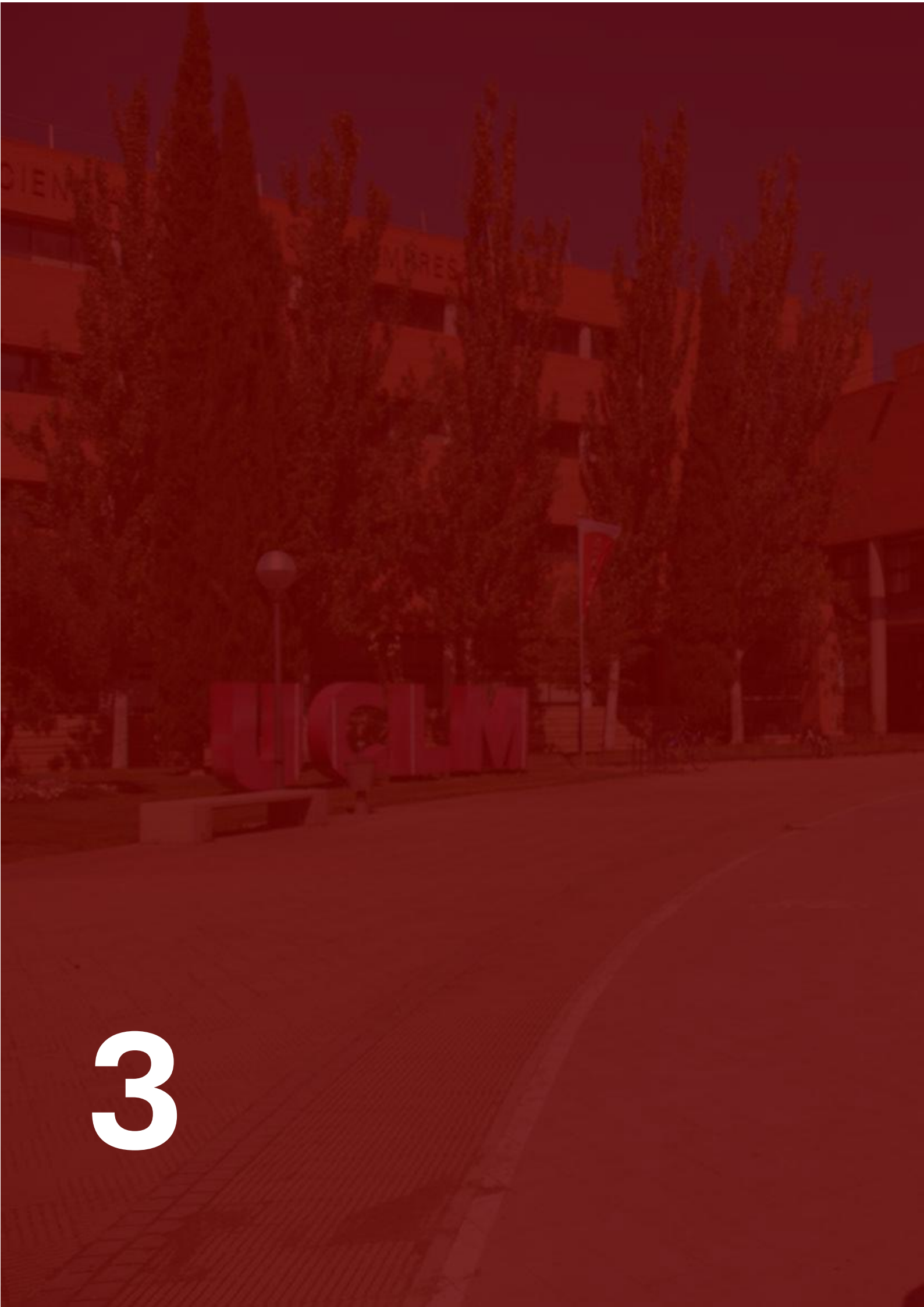
Members of UCLM shall endeavour at all times to contribute to through their activities towards social transformation and the protection of human rights, as well as to sustainable, environmental, economic, and cultural development in their surroundings, seeking solutions and promoting the transmission of knowledge, while supporting and adhering to policies of social commitment and sustainable development.

### **6. Equality, Diversity and Social Inclusion**

Members of UCLM are required to promote the equality, diversity and inclusion of all individuals, with particular regard to the most vulnerable groups. They shall strive to eliminate barriers, obstacles and prejudices that may exclude certain groups and shall strive to ensure that all persons are valued and recognised equally.

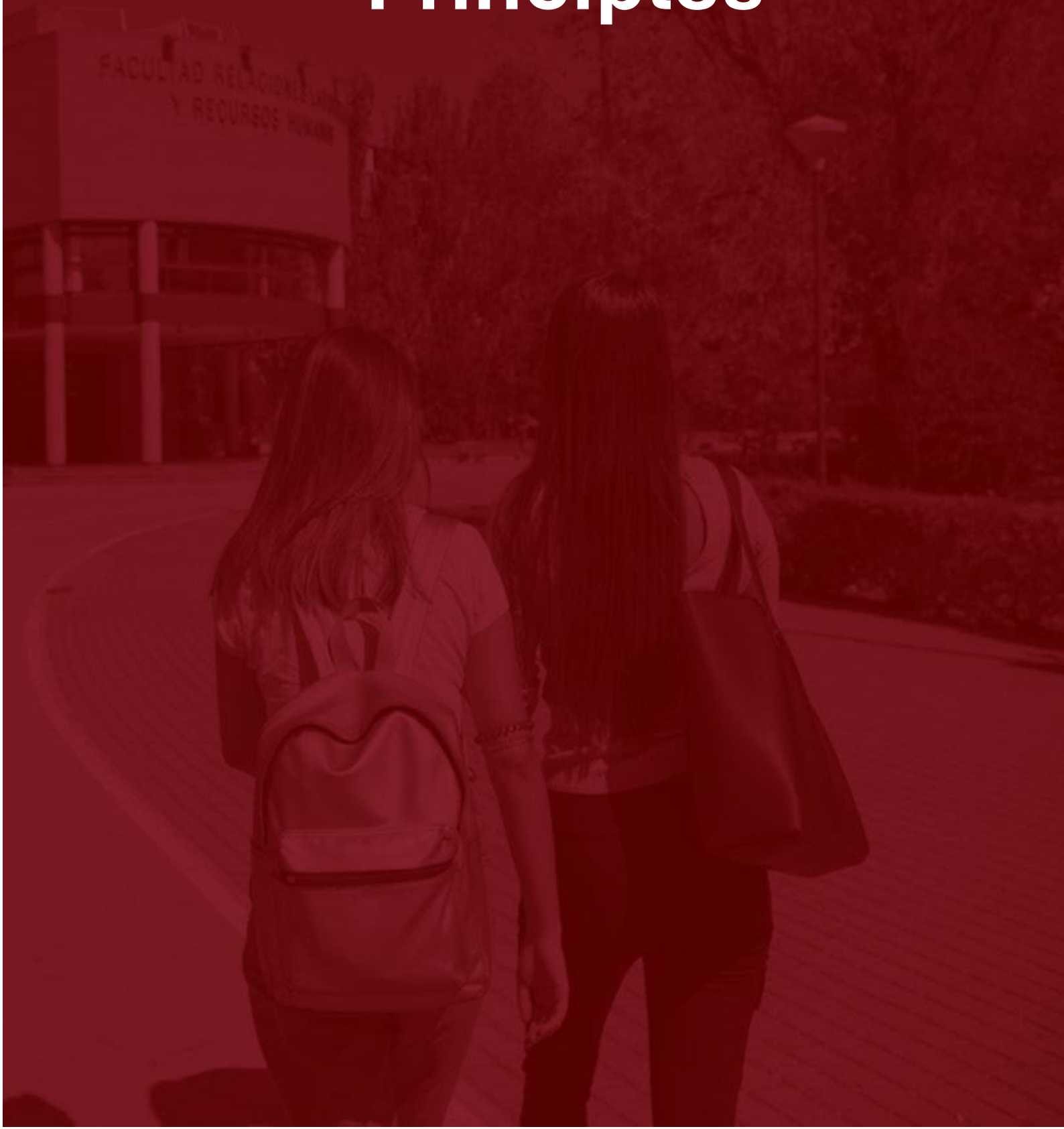
### **7. Respect and Dignity**

Members of UCLM must act with respect in all their communications (personal or professional), regardless of the means of expression (oral, written, or digital). They shall recognise the value and dignity of every individual and shall respect, at all times, the possible diversity of opinions, beliefs, and attitudes.



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# Application of Values and Principles



### 3. Application of Values and Principles

1.

#### Honesty and Integrity

Members of the UCLM university community shall act with the highest standards of honesty and integrity. They shall be truthful and shall act with impartiality and transparency in all decisions, actions, and communications, avoiding any form of deception, fraud, or plagiarism in any form of activity.

- **Act sincerely in interactions with others, avoiding ulterior motives, fraud or deception.**
- **Avoid conduct intended to secure personal benefit at the expense of others or of organisations (including the falsification of documents or research results, identity plagiarism, copying in examinations or coursework, among other practices).**
- **Perform any assigned task with objectivity and refrain from any conduct intended to secure personal advantage.**

#### Key areas and guidance arising from this principle:

- Carry out the assigned role, whether in management, research, teaching or study, with honesty, sincerity and without any intention to mislead.
- Act in accordance with applicable law and on the basis of objective, properly evidenced criteria, avoiding favouritism and acting with impartiality and fairness.
- Perform any assigned task objectively, avoiding conflicts of interest arising from personal, family or professional relationships and, where relevant, declaring them to your line manager or the competent body.
- Where required, communicate and make publicly available the actions and decisions taken in the course of your duties, together with the procedures and methods followed in reaching them.
- Do not allow yourself to be influenced by pressure to engage in improper, irregular or unethical conduct, whether such pressure is internal or external to UCLM.
- Refrain from offering or accepting gifts (whether in kind or in cash), favours or services that may influence a decision or action or be used to obtain an improper personal advantage.
- Strive for work of the highest standard, safeguarding UCLM's prestige, dignity, and good name, and place this duty above any personal interest.
- Not misuse a position of authority by intimidating others in order to secure personal or professional advantage

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- Act with sincerity in dealings with others, avoiding ulterior motives, fraud or deception.
- Refrain from any conduct intended to secure personal benefit at the expense of other individuals or organisations, including (by way of example) falsifying documents or research results, identity theft, or cheating in examinations or coursework.
- Respect intellectual property rights in relation to work produced by third parties, whether within or outside UCLM.
- Avoid plagiarism or fraud in the preparation and dissemination of content.
- Refrain from claiming authorship of any work, activity, or decision in which they have not participated.
- Where regularly involved in public procurement procedures, review and adhere to the actions and measures set out in UCLM's Ethical Code on transparency and anti-fraud in administrative procurement and centralised purchasing.

### **Examples of what applying this value in practice involves for...**

#### **• Individual and Collegiate Governance and Management Bodies**

- Convene sessions of collegiate bodies with sufficient advance notice, preparing the agenda and matters to be addressed diligently and transparently.
- Reject clientelism and favouritism in decision-making and in the exercise of leadership and governance functions across the relevant areas or spheres entrusted to them.
- Make decisions in the best interests of the centre, department, institute, or group represented by the body, while always safeguarding UCLM's overall interests.
- Take into consideration all affected interests when making decisions. Provide clear, accessible, and reliable information amongst members of the university community and to society in general regarding the development of activities, expenditure, results, policies, or any decision implemented.
- Ensure appropriate transparency in decision-making processes, informing the university community and using participatory procedures for groups affected by such decisions.
- Ensure selection and promotion processes are transparent, honest and impartial, enabling candidates to be assessed based on merit, knowledge and skills, and not personal relationships.
- Abstain from participating in votes or decisions that may personally affect an individual.

### **3. Application of Values and Principles**

- Avoid exerting undue influence over the positions of other members of the collegiate body or management team.
- Refuse gifts or favours beyond normal social usage that may be intended to influence their decisions.

#### **• Teaching and Research Staff (PDI) and Research Staff (PI)**

- Adhere to the highest standards of integrity, avoiding plagiarism, fraud, and any form of dishonesty in research, teaching, and knowledge transfer.
- Ensure that personal data is processed appropriately in scientific studies, in accordance with legislation and UCLM's Code of Good Scientific Practice.
- Publish results honestly and accurately and cite appropriately the sources used in academic work.
- Perform teaching duties in a manner that facilitates students' learning and seeks to enable them to develop the skills and abilities specific to their degree.
- Abstain from assessing any student with whom there is a conflict of interest, and inform the competent body accordingly, including cases where a conflict exists in relation to the supervisor or tutor of a research project.
- Refrain from exerting pressures on other colleagues or on University bodies to obtain personal benefits.
- Refuse gifts or favours beyond normal social usage that may be intended to influence their decisions.
- Avoid any form of favouritism or unfair treatment, ensuring equal opportunities for each student's learning and development.

#### **• Technical, Management, Administrative, and Services Staff (PTGAS)**

- Fulfill their obligations transparently and honestly, acting truthfully and avoiding all forms of fraud and deception.
- Apply transparent and honest methods employed for the procurement of goods and services and in other administrative tasks.
- Avoid payments and receipts outside established procedures and ensure that all transactions are recorded clearly and accurately in the accounting records.
- Refuse gifts or favours beyond normal social usage that may be intended to influence their decisions.
- Refrain from exerting pressure on colleagues or on University bodies in order to obtain personal benefit.

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- Inform the competent body in the event of the potential existence of a conflict of interest, in such situations.

### **• Students of the University of Castilla-La Mancha**

- Avoid plagiarism or copying in examinations and coursework, and do not submit assignments, essays, or projects without giving due credit to the rightful author(s).
- Report any misappropriation of tests, questionnaires, or examination papers of which they are aware or in which they participate, and inform the affected person(s) or relevant bodies accordingly.
- Avoid falsifying or inventing data or results in research, reports, or any other academic task or activity.
- Abstain from exerting pressure on any other student, member of teaching staff, or University bodies to obtain personal benefits.
- Avoid theft, document forgery, or any other form of fraud.

### 3. Application of Values and Principles

#### 2. Freedom

Members of UCLM shall promote, within professional relationships both internally (within the university community) and externally (with third parties and the media), the free exploration, debate, and expression of their own ideas.

**Help to promote freedom of expression in any setting or area in which they are operating.**

**Avoid manipulating or instrumentalising others, whether within or outside the institution.**

**Use dialogue as the primary means of achieving personal or group objectives within the institution.**

**Remain open to others' contributions and criticism, whether internal or external, as a means of improving UCLM's work.**

#### **Key areas and guidance arising from this principle:**

- Participate actively in institutional activities by proposing improvements to day-to-day operations and to the institution's reputation.
- Respect the freedom of expression of all members of the institution, as well as suppliers and collaborators, even where opinions or beliefs differ, provided such expression does not incite violence or promote hatred.
- Remain open to feedback and criticism regarding procedures, methods or work carried out by themselves or by others.
- Encourage and practise critical thinking, debate and dialogue, and support the free expression of ideas across all activities and functions within the institution.
- Promote an environment in which individuals can express themselves freely, choose and act voluntarily in accordance with decisions taken, without undue personal, institutional, social, economic, or political pressure.

- Support and promote the use of mechanisms and channels that enable others—whether within or outside the institution—to communicate criticism, opinions, and ideas.
- Refrain from imposing opinions, ideas or decisions coercively, and listen to and address the legitimate concerns of others.

... or psychological) intended to restrict the freedom of others, even where the aims may appear to benefit UCLM.

- Exercise freedom of expression in accordance with the law and University regulations, avoiding opinions or activities that may be offensive, discriminatory or harmful to third parties.

### **Examples of what applying this value in practice involves for...**

- **Individual and Collegiate Governance and Management Bodies**

- Respect the freedom of expression and opinions of other members of the management team or collegiate body, even where these differ from the majority view, fostering debate on strategy and seeking to reach consensus where possible.
- Respect the management autonomy of PTGAS staff and the academic freedom of PDI staff.
- Encourage open dialogue with students, PDI, PI and PTGAS staff, and remain open to their contributions and feedback as a means of improving UCLM.
- Promote policies and practices that support the free expression of opinions and the free participation of all members of the institution in debates and discussions.
- Work towards a university environment free from any form of censorship or unjustified restriction on freedom of thought and expression.

- **Teaching and Research Staff (PDI) and Research Staff (PI)**

- Respect the views and opinions expressed by colleagues in University forums (including conferences and events) and within representative bodies.
- Respect the management autonomy of PTGAS staff.
- Refrain from imposing particular ideological positions or opinions on students or on staff who report to them and avoid attaching negative consequences to dissenting views.
- Ensure that legitimate criticism does not become offensive towards other members of the University or towards the name and image of the institution (UCLM).

- **Technical, Management, Administrative and Services Staff (PTGAS)**

- Respect the opinions and beliefs of other members of the university community, including PDI staff and students.
- Promote free expression by supporting the open communication of opinions and the free participation in debates and discussions regarding working methods.  
report to them and avoid attaching negative consequences to dissenting views.
- Accept legitimate criticism and avoid turning it into offence against other members of the University or against the name and image of the institution (UCLM).

- **Students of the University of Castilla-La Mancha**

- Promote environments for debate, the free exchange of ideas, and respect for differing opinions.
- Respect the management autonomy of PTGAS staff and the academic freedom of teaching staff.
- Respect the freedom of expression of fellow students, ensuring that legitimate criticism does not become offensive towards other members of the University or towards the name and image of the institution (UCLM).

## Code of Ethics and Good Governance of the University of Castilla-La Mancha

3.

### Responsibility

Members of UCLM shall fulfil their duties and obligations with due diligence, follow through on and monitor the decisions and actions they undertake, strive for excellence, and, where necessary, be accountable to the appropriate person or body for the consequences arising from them.

**Carry out their responsibilities professionally and to the highest possible standard.**

**Keep the outcomes of any decision, activity or action under ongoing review.**

**Accept the need to account for the consequences of decisions or actions taken.**

### Key areas and guidance arising from this principle:

- Strive for excellence in the creation, dissemination, and transfer of knowledge to address current and future societal challenges.
- Within the scope of their work, ensure the delivery of high-quality services for students and for other groups within the university community.
- Pursue excellence in the performance of their functions in each case (research, knowledge transfer, management, study, training, etc.).
- Take personal responsibility for tasks or activities assigned to them, and for commitments they have undertaken.
- Attend meetings, events, teaching activities, and any other relevant activities punctually, giving full attention, contributing constructively, and acting with appropriate diligence.
- Work to design actions and procedures that foster and incentivise talent and the fulfilment of professional responsibilities.

- Maintain high standards of performance and professionalism and seek continuous professional improvement.
- Avoid taking advantage of others' work and act actively to eliminate such poor practice from the working environment.
- Promote and participate at all times in a culture of accountability in relation to activities assigned and undertaken within the institution (UCLM).

### **Individual and Collegiate Governance and Management Bodies**

- Devote full attention to public service in carrying out the management or leadership responsibilities assigned to them.
- Use, organise and manage available resources efficiently, ensuring their use by the university community supports academic excellence.
- Pursue professionalism, excellence, commitment, and continuous improvement in the performance of their duties and promote this approach at all levels of the institution, to achieve the highest quality of service to society in higher education, research, and knowledge transfer.

### **• Teaching and Research Staff (PDI) and Research Staff (PI)**

- Commit to quality and continuous improvement in teaching and learning processes, and to fostering research within their field of expertise.
- Adapt to changes in responsibilities and tasks required in the performance of their public duties.
- Ensure high-quality, student-centred teaching, applying rigorous teaching-evaluation criteria.
- Where required, obtain a favourable opinion from UCLM's Research Ethics Committee before commencing research.

### **• Technical, Management, Administrative and Services Staff (PTGAS)**

- Commit to improving the quality of the management processes and service activities associated with their role within the institution.
- Fulfill their employment duties with a service-oriented approach, rigour, and due diligence.
- Engage actively in established institutional plans and strive for excellence in the tasks and responsibilities assigned to them.

- Adapt to possible changes in responsibilities, tasks, and working conditions in line with their training and professional classification.
- Meet their employment responsibilities by attending work punctually and adhering to established deadlines and objectives.
- Seek ongoing opportunities for training and professional development within their field, to strengthen skills and knowledge.

- **Students of the University of Castilla-La Mancha**

- Commit to the teaching and learning process, demonstrating curiosity and a genuine desire to deepen their knowledge and understanding, particularly in the classroom.
- Be willing to work hard and dedicate themselves to study and continuous improvement, with a view to contributing as much as possible to the University's academic reputation.
- Meet academic obligations in both the quantity and quality of work produced, submit work by the required deadlines, and apply careful attention and diligence to their learning.

### 3. Application of Values and Principles

#### 4. Participation and Cooperation

Members of UCLM shall engage in the development of the institution's activities and remain open to cooperation with the rest of the university community in order to fulfil UCLM's mission.

**Participate actively and voluntarily in the tasks and activities required to deliver UCLM's mission.**

**Work as part of a team with empathy, seeking to understand others' perspectives and opinions.**

**Engage in open dialogue, sharing information and ideas to improve how UCLM operates.**

**Resolve differences with others in a constructive manner.**

#### Key areas and guidance arising from this principle:

- Use the institution's participation and communication mechanisms and channels to submit proposals and actions aimed at improving UCLM's activities and working methods.
- Attend meetings, events, and institutional activities where feasible, to participate attentively, actively, and collaboratively.
- Take an active interest in the University's day-to-day activities, seeking to work in a coordinated manner with others.
- Participate actively in the activities and decisions of the bodies or units of which they are a member (centre, department, programme, course, etc.) and accept the rights and responsibilities arising from that membership.

- Cooperate and engage in teaching, scientific, administrative or cultural activities organized by the institution, and by the centre, department, or institute to which they belong.
- Encourage the participation and collaboration of others in decision-making, particularly those affected by the decisions concerned.
- Maintain a proactive, constructive and collaborative approach in decision-making relating to their role or function within the institution.

role (as a student, PTGAS, PDI, PI, or member of governance bodies) and is consistent with the values set out in this Code of Ethics.

- Demonstrate a willingness to work as part of a team, sharing knowledge and using respectful, constructive communication with other members of the university community to achieve agreed objectives.
- Commit personally to carrying out tasks properly and with due care and attention to detail, including where their work is not directly supervised.

#### **Examples of what applying this value in practice involves for...**

- **Individual and Collegiate Governance and Management Bodies**

- Discharge representation and leadership responsibilities with commitment and due diligence.
- Maintain effective and ongoing communication with other administrative bodies of the University.
- Respond to requests from other University bodies and provide the assistance, information or support necessary for their proper functioning.
- Promote joint initiatives with other centres, schools, institutes or bodies within UCLM in pursuit of shared objectives.
- Foster a climate of trust and cooperation between governance bodies, the University's leadership and the institution's other groups.
- Demonstrate a clear commitment to participatory governance, grounded in participation and cooperation, avoiding the concentration of power, seeking consensus, and acting in the interests of the well-being of the university community.

- Establish mechanisms that facilitate the participation and cooperation of each of UCLM's constituent groups in decisions that directly affect them.
- Seek to take decisions and promote actions through participation, consultation, and established communication channels, avoiding unilateral decision-making.

- **Teaching and Research Staff (PDI) and Research Staff (PI)**

- Participate in UCLM's consultation and decision-making processes that affect teaching, research or matters of general institutional interest.
- Help to establish and maintain a climate of trust and cooperation between teaching staff and other groups within the university community.

student in the teaching and learning process, promoting and recognising a diversity of ideas and perspectives.

- **Technical, Management, Administrative and Services Staff (PTGAS)**

- Participate in UCLM consultation and decision-making forums that affect their areas of responsibility or are of general institutional interest.
- Contribute to fostering a climate of trust and cooperation within PTGAS, and with the other groups that make up the university community.
- Share knowledge and experience to support continuous improvement in UCLM's administrative and service functions.
- Work cooperatively with all members and groups within UCLM so that shared objectives, as well as group-specific objectives, can be achieved effectively.

- **Students of the University of Castilla-La Mancha**

- Engage actively in proposing suggestions to improve the quality of UCLM's education, using the participation and communication channels made available by the University.
- Work to foster a climate of trust, cooperation, and teamwork with other students and with additional groups within the university community.
- Attend academic activities organised by the University where feasible, participating attentively, actively and collaboratively.

## Code of Ethics and Good Governance of the University of Castilla-La Mancha

### 5. Social Commitment and Sustainability

Members of UCLM shall, through their activities, seek at all times to contribute to social progress and the protection of human rights, and to the environmental, economic and cultural sustainability of their surrounding context. They shall do so by identifying solutions, supporting the transmission of knowledge, and promoting and complying with policies on social responsibility and sustainable development.

**Engage actively and voluntarily in the tasks and activities necessary to deliver UCLM's mission.**

**Develop solutions that respond to the needs of society and the regional and local community.**

**Minimise any adverse social and environmental impact arising from the performance of their duties.**

**Use available resources efficiently and responsibly in carrying out their assigned work or function.**

**Safeguard the economic, social and environmental sustainability of the activities and responsibilities they undertake.**

#### **Key areas and guidance arising from this principle:**

- Proactively identify ways to respond to societal needs and to contribute to the economic, social, environmental, and cultural development of the surrounding context.
- Support and take part in activities aimed at transferring knowledge generated by the University to public and private bodies.

- Promote collaboration agreements with other institutions, thereby strengthening research and knowledge transfer, building cultural links, and fostering mutual learning.
- Seek opportunities to cooperate with local institutions, organisations, and stakeholders to support social, cultural, and economic transformation.
- Participate in social volunteering and community service initiatives that reinforce the University's links with the local and regional community.
- Contribute to the care and protection of the university environment, the natural environment and cultural heritage.
- Promote and comply with programmes for recycling and re-use of resources and encourage the use of sustainable modes of transport (public transport, cycling, etc.).
- Promote and comply with effective water-, energy- and resource-efficiency practices, minimising as far as practicable any environmental risks arising from the performance of assigned duties.
- Manage resources in accordance with principles of effectiveness, efficiency, sustainability, and value for money, ensuring expenditure is proportionate and properly justified.
- Take appropriate steps to reduce, so far as practicable, the carbon footprint of activities undertaken personally and of UCLM as a whole.

#### **Examples of what applying this value in practice involves for...**

- **Individual and Collegiate Governance and Management Bodies**
  - Manage resources in accordance with principles of effectiveness, efficiency, economy, sustainability, and value for money, approving and maintaining appropriate policies and strategies to that end.
  - Promote cooperation with public bodies, organisations, and civil society to advance social improvement and transformation, in line with the values set out in this Code.
  - Promote environmentally responsible policies and investment decisions, including measures to reduce resource consumption, ensure sustainable waste management, and embed sustainability across all areas of University activity.
- **Teaching and Research Staff (PDI) and Research Staff (PI)**
  - Deliver teaching which promotes ethical values and embeds social responsibility and sustainability as core elements of students' education and training.

- Contribute to societal development through the generation and transfer of knowledge and through collaboration with organisations and local authorities, identifying needs and proposing solutions in a spirit of solidarity.
  - Initiate and develop research projects that promote social responsibility and economic, environmental, and cultural sustainability.
  - Where research or teaching involves interaction with animals, human participants or donated cadavers used for teaching, comply with applicable ethical and professional standards and, where appropriate, employ alternative methods or simulations.
  - Use available resources responsibly and sustainably in the delivery of teaching and learning activities.
  - Ensure compliance with the sustainability measures in place within University buildings (paper recycling, energy-efficiency practices, etc.).
  - Take and promote actions that encourage colleagues, PDI and PI staff, students and others to participate in community and volunteering initiatives that benefit society.
- **Students of the University of Castilla-La Mancha**
    - Contribute positively to the university community and to society by taking part in extracurricular activities, events or community initiatives that promote social, cultural and environmental value.
    - Act in a sustainable and socially responsible manner, particularly in relation to the use of resources made available by the institution.

### 3. Application of Values and Principles

#### 6. Equality, Diversity and Inclusion

Members of UCLM shall promote equality, diversity, and inclusion for all, with particular protection for the most vulnerable groups. They shall work to remove barriers, obstacles, and prejudices that may exclude individuals or groups, and shall strive to ensure that everyone is valued and treated with equal respect.

**Foster an environment in which all individuals feel valued, included, and respected.**

**Respect and recognise differences, irrespective of background or personal characteristics, and promote non-discrimination.**

**Identify and remove barriers, ensuring equitable access to resources and opportunities for all.**

**Promote an environment in which individuals feel safe to be themselves, and in which diverse perspectives, values and ideas are recognised and respected.**

#### **Key areas and guidance arising from this principle:**

- Treat all individuals fairly and equally, regardless of age, ethnicity, sexual orientation, religion, belief or ideology, and foster an equitable environment in which individuals can develop professionally and personally.
- Recognise, respect and value the diversity of all members of the university community.
- Take part in diversity and inclusion initiatives, including awareness-raising talks, training courses, conferences, and related events.
- Ensure, so far as practicable, that persons with and without disabilities can access the University's learning spaces and its material and non-material resources, removing physical, sensory, and cognitive barriers.
- Provide appropriate support to enable colleagues, students, and others to reach their full potential, with particular regard to individuals from vulnerable groups.
- Report and take appropriate action in response to discrimination, particularly where it affects individuals in situations of heightened vulnerability.
- Build understanding of the different forms of exclusion and discrimination in order to recognise the barriers and challenges faced on the basis of ethnicity, sexual orientation/identity, disability and other characteristics.

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- Treat each person appropriately and with respect, regardless of the gender with which they identify, and do not discriminate on the grounds of origin, ethnicity, age, religion, beliefs, culture, or any other personal circumstance.
- Review and comply with the actions and measures set out in the University of Castilla-La Mancha's Equality Plan for Women and Men.
- Promote pluralism and respect for the ideas of all members of the institution, to support peaceful coexistence and democratic functioning.
- Be familiar with and comply with UCLM's Coexistence Rules and all other regulations aimed at promoting coexistence, inclusion, and diversity.

### **Examples of what applying this value in practice involves for...**

#### **• Individual and Collegiate Governance and Management Bodies**

- Ensure fair working conditions, promoting equal pay, equal opportunities for training and professional development, a healthy work-life balance, and appropriate workplace safety systems and policies.
- Implement plans and strategies enabling all members of the university community, regardless of origin, race, sexual orientation, age, ability, etc., to access the resources, spaces, materials, and means required to perform their role at UCLM effectively.
- Promote access to, and full integration within, university life for all individuals, regardless of origin, race, sexual orientation, age, ability, etc., and implement training programmes for teaching staff and PTGAS staff to ensure they can properly address any specific needs.
- Nurture the talent of the university community as a whole by ensuring equal opportunities and embracing pluralism (the diversity of positions, views, and beliefs in society) as a commitment to society.
- Foster decision-making and action grounded in respect for pluralism (the diversity of positions, views, and beliefs within society).
- Ensure equal access to high-quality education by removing barriers and, where necessary, providing ongoing inclusive support and reasonable adjustments to learning.

#### **• Teaching and Research Staff (PDI) and Research Staff (PI)**

- Deliver and innovate in teaching practice in a way that promotes the value of diversity and treats diversity as a core element of students' education and training.

### **3. Application of Values and Principles**

- Initiate and develop, where feasible, research projects and work that respect and promote diversity of origin, ethnicity, age, religion, beliefs, culture or any other personal circumstance.
- Plan and organise teaching and research activity in a way that respects and promotes diversity, including when forming groups for academic projects and when organising events such as study days, conferences or symposia.
- Give due consideration, where feasible, to individual circumstances such as disabilities or illness, support reasonable adjustments, and assist with adapting spaces for persons with reduced mobility, providing support in line with identified needs.

#### **• Technical, Management, Administrative and Services Staff (PTGAS)**

- Respect others' views and contributions, promote diversity of ideas, and support consensus-based decision-making with other groups, regardless of origin, ethnicity, age, religion, beliefs, culture or any other personal circumstance.
- Work actively to create an inclusive environment in which all members of the community—regardless of origin, ethnicity, age, religion, beliefs, culture or any other personal circumstance—feel welcome and accepted.
- Give due consideration, where feasible, to individual circumstances such as disabilities or illness, support reasonable adjustments, and assist with adapting spaces for persons with reduced mobility, providing support in line with identified needs.

#### **• Students of the University of Castilla-La Mancha**

- Seek to participate in groups, organisations, or movements which promote social justice and equal opportunities.
- Offer support and show solidarity towards groups in situations of heightened vulnerability.
- Take action and show leadership within their course, programme, or centre to help build a more inclusive, diverse, and equitable university community.
- Avoid comments or behaviour that are offensive, hurtful, or exclusionary.
- Promote the integration and inclusion of groups that experience discrimination or exclusion.

## Code of Ethics and Good Governance of the University of Castilla-La Mancha

7.

### Respect and Dignity

Members of UCLM shall communicate respectfully at all times, whether in a personal or professional capacity, regardless of the medium (oral or written). They shall recognise the inherent value and dignity of every person and shall respect diversity of opinions, beliefs, and attitudes at all times.

**Acknowledge that every individual has equal dignity and reflect this principle in all interactions with others.**

**Listen to and give due regard to other individuals ideas and feelings, without belittling, dismissing, or judging them.**

**Respect and value different ways of living and thinking.**

**Maintain respectful conduct in all dealings with others, both in speech and in conduct.**

- Uphold human rights and support initiatives that promote respect for all individuals.
- Use UCLM's facilities, spaces, resources, and materials carefully, responsibly, and professionally, to perform assigned duties.
- Reject and challenge any form of violence, intimidation, discrimination, or harassment that undermines respect for human dignity.
- Use respectful and inclusive language and practise active listening and constructive dialogue.

### Examples of what applying this value in practice involves for...

#### • Individual and Collegiate Governance and Management Bodies

- Avoid authoritarian, coercive, or abusive conduct towards other members of the body or management team, and towards the wider university community.
- Recognise and value high-quality work by members of governance bodies and by collaborators working with the University.
- Work to ensure a safe environment free from harassment, abuse or ill-treatment, and promote the implementation of incident-response measures and education programmes for the entire university community.

### **3. Application of Values and Principles**

- Establish policies and incentive/recognition schemes for members' professional activity, based on criteria such as achievement, commitment, merit and objectives met.
- Put in place systems and tools to respond to queries and concerns and to support problem-solving for all members of the institution.

#### **• Teaching and Research Staff (PDI) and Research Staff (PI)**

- Foster an environment of mutual respect, recognition and support among colleagues, encouraging knowledge-sharing and the collective development of knowledge.
- Communicate respectfully and professionally in all interactions with students, teaching and research colleagues and PTGAS staff, regardless of role or status.
- Maintain the confidentiality of sensitive third-party information accessed through their role, using it only for legitimate purposes and in accordance with data protection legislation.
- Avoid offensive, sarcastic or disrespectful language, and promote active listening and constructive dialogue.
- Take due care of equipment acquired by research groups and all other University resources, using them only for their intended purpose.

#### **• Technical, Management, Administrative and Services Staff (PTGAS)**

- Communicate clearly, courteously and effectively in all interactions.
- Maintain the confidentiality of sensitive third-party information accessed through their role, using it only for legitimate purposes and in accordance with data protection legislation.
- Avoid offensive, sarcastic or disrespectful language, and promote active listening and constructive dialogue.
- Contribute to, and promote, an inclusive and collaborative working environment in which mutual respect prevails.
- Take due care of equipment provided by UCLM and use it only for its intended purpose.
- Use office materials, equipment, physical spaces, and other resources responsibly and with due care, avoiding personal use or use inconsistent with the University's purposes.

## **Code of Ethics and Good Governance of the University of Castilla-La Mancha**

- Maintain respectful, courteous and considerate communication in all interactions with students, teaching and research colleagues and PTGAS staff, regardless of role or status.

### **• Students of the University of Castilla-La Mancha**

- Recognise, uphold, protect and promote respect towards other students, PTGAS staff and teaching staff.
- Maintain respectful, courteous, and considerate communication in all interactions with teaching staff, PTGAS staff, and other students, regardless of role or status.
- Respect the confidentiality and privacy of any personal and academic information relating to other students, teaching staff, or others within the university environment.
- Use University resources appropriately and avoid vandalism or misuse.
- Avoid offensive, sarcastic or disrespectful language, promoting active listening and constructive dialogue.

4

# Monitoring of the Code of Ethics and Good Governance



#### 4. Monitoring of the Code of Ethics and Good Governance

The Ethics Committee is the body responsible for ensuring compliance with and interpreting the Code of Ethics and Good Governance, as well as addressing and following up on queries, requests for clarification, and any related incidents. The Committee is an institutional entity. Its composition is representative of the different sectors of the university community, and it operates independently and on an interdisciplinary basis, acting in an advisory and deliberative capacity.

The Committee comprises:

**Chairperson:** The person holding the Vice-Rectorship with responsibilities for social responsibility.

**Members:**

- The person holding the University Ombudsperson position.
- The person holding the Chairpersonship of the Coexistence Committee.
- The person holding the Secretariat of the Research Ethics Committee.
- A member of UCLM's Social Council, nominated by that body.
- Two representatives of the PDI sector, appointed by the Governing Council.
- Two representatives of the PTGAS sector, appointed by the Governing Council.
- Two student representatives, appointed by the Governing Council.

**Secretary:**

- The person holding the Secretary General position, or a person delegated them.
- In cases where the matter to be addressed so requires, the person holding the Directorship of the Equality Unit may attend, with the right to speak but without voting rights.

The functions of the Ethics Committee are as follows:

- Foster the dissemination, knowledge, training, and compliance with the Code, which includes proposing tools for decision-making and actions within the institution (**DECISION-MAKING GUIDE**).
- Interpret the Code of Ethics and Good Governance and provide guidance where there is uncertainty as to its application.
- Facilitate the resolution of conflicts related to the application of the Code, provided that related competence correspond to another body.
- Maintain a channel of communication with staff, suppliers and partner organisations or external persons to submit queries, requests for clarification, suggestions and reports of alleged non-compliance with the Code of Ethics and Good Governance.
- Respond to queries, observations and suggestions from members of the university community regarding ethical conduct in the performance of their duties.
- Review the Code periodically and make recommendations to improve and keep it up to date, including submitting proposals for updates to the Governing Council.

## **Code of Ethics and Good Governance of the University of Castilla-La Mancha**

- Meet periodically, at least once per semester and, in any event, whenever requested by two-thirds of its members or when so agreed by the Chairperson.
- The Ethics Committee shall prepare an annual report setting out actions undertaken, incidents recorded, and recommendations made. This report shall be forwarded to the Anti-Fraud Committee and published on UCLM's Transparency Portal. The Anti-Fraud Committee shall include such information as it considers relevant regarding monitoring of the Code of Ethics within its annual report on the monitoring and updating of the anti-fraud system, which it must submit to the Governing Council within the framework of UCLM's Anti-Fraud Plan.

The Code of Ethics and Good Governance is the hallmark of UCLM's identity. It is a living, evolving document that requires the commitment of the whole university community; accordingly, all members share responsibility for complying with it and for ensuring it remains up to date. The standards set out when launched are deemed only a starting point. The Code may, and must be, progressively adjusted and updated to reflect the demands of the environment, the evolving nature of the principles and values, and the interpretation adopted by the bodies entrusted with its application and oversight.

Participation in monitoring the Code shall be organised through an open procedure, thus enabling the university community to address queries, proposals, and alerts regarding potential non-compliance with the Code to the Ethics Committee. All members are expected to participate actively: by contributing suggestions for improvement; submitting queries and concerns which may arise from the Code's application, interpretation, or understanding, and, where appropriate, by reporting situations in which there is a lack of Code compliance. Communications should be addressed to the attention of the Ethics Committee via the Ethics Mailbox or other designated reporting channel.





5



# Decision- Making Guide

## 5. Decision-Making Guide

The following questions may serve as a practical guide to ascertain whether a decision or action is ethically appropriate.

### • The Mirror Test

- How would I feel if my decision were published on social media and/or in the local newspaper?
- Would I feel comfortable describing this decision or action to the university community, a supervisory body or my superior?
- Would I feel comfortable if my family knew about the decision taken?
- Would it make me proud?

### • The Golden Rule Test

- Would I want to be treated in the same way?

### • The Personal Gain Test

- Would it result in personal gain if I decide not make the decision taken public?

### • The Legality Test

- Is it contrary to the standards and codes of conduct established by the University of Castilla-La Mancha?
- Would I be violating applicable law or regulations?

### • The Balance Test

- Is it fair for all parties involved, both in the short and the long term?
- Is there a clear winner and a clear loser?
- Could it negatively affect the reputation of the University of Castilla-La Mancha?
- Could it have negative repercussions on other stakeholders who may be affected, such as students, service providers or others who may be impacted?



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