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PRESENTATION

Those of us who manage **WORLD BONSAI UNIVERSITY** are convinced of the need to extend through the University, quality of civic education to as many people as possible. Hence the central role of ethics codes, implicit or explicit, asked to turn educational institutions into true citizenship schools, inspired by an authentic freedom spirit, in which they teach to learn and think correctly in order to live righteously, where free and correct participation right in daily life is taught.

That is the why after the ethical, theoretical inquiry “how to live?”, comes the moral, practical question of “ what should I do in this specific circumstance?” The paradox of morality is that it is only valid in the first person but it is universal (since every human being is an "I"). So I personally submit to a law or norms that I believe are valid, or should be valid, for everyone.

We therefore hope that the code that we present here, will contribute to the conscience of each one of the members of our university community.

Luis Vila Gonzales

Academic Director

OBJECTIVES AND SCOPE

It is necessary to create and promote practices that contribute to strengthen healthy relationships among members of the university community, generating an atmosphere of harmony within the institution. The ethical and moral principles must support all the activities carried out by the organization, which contributes to establishing a solid organizational culture.

The purpose of the **WORLD BONSAI UNIVERSITY** Code of Ethics is to make explicit the principles that govern it and that guide its daily work. These principles contribute to the fulfillment of the mission and achievement of the vision; likewise, they are aligned with the values of the University, statutes and regulations.

ETHICAL GUIDELINES

Individual morals involve putting into practice ethical principles proposed by university values. In this way, it places guidelines that guide our daily behavior and help us to distinguish correct from incorrect.

PERSONAL BEHAVIOR

Community members should:

- a) Ensure compliance of Statute, rules and University regulations.
- b) Be honest and trustworthy.
- c) Be respectful to people they interact with and to the institution in order to guarantee a suitable working environment.

CONFLICT OF INTERESTS

The following actions are considered conflicts of interest:

- a) Use University property for personal gain.
- b) Participate in fixed transactions to benefit certain customers or suppliers.
- c) Accept bribes from University clients and suppliers.
- d) Participate in the management of another higher education institution.

CONFIDENTIAL INFORMATION

Confidential information of the institution should not be utilized to obtain any personal benefit or to benefit a third party. Nor should any information that may affect interests of the institution be disclosed, such as:

- a) Personal data of students, graduates, professors and non-professors of the University.
- b) Academic record of students, enrolled or not enrolled, and graduates, including partial and final grades of subjects, as well as placement ranking.
- c) Research, projects and other activities that are protected as intellectual property.
- d) Staff and instructors remuneration.
- e) Access codes to computer systems. The personnel that works with such information have the obligation not to reveal it without the corresponding approval of university authorities.

ACADEMICAL DISHONESTY ACTS

WORLD BONSAI UNIVERSITY condemns any dishonest practice that involves any of the following actions:

- a) Commit plagiarism or another type of analogous procedure, either during academic evaluations or in the preparation of works.
- b) Disturb the normal development of academic or institutional activities.
- c) Contravene Principles, purposes or provisions of the University contained in its Statute and its regulations.
- d) Acquire or improperly disclose content of academic tests.
- e) Access and misuse academic or administrative University information.
- f) Carry out any type or form of party political activism or proselytism.
- g) Use false, fraudulent or adulterated documents to prove a fact or obtain any type of academic or economic advantage or benefit.

h) Any type of identity theft.

INSTITUTION ETHICS

RIGHT OF WORKERS

Every **WORLD BONSAI UNIVERSITY** worker, professor or not, has the right to:

- a) Be treated with dignity and respect by all members of the university community.
- b) Participate actively in the University life, contributing with ideas and proposals aimed to management improvement.
- c) Be evaluated objectively, fairly and impartially

RIGHTS OF STUDENTS

WORLD BONSAI UNIVERSITY has the duty and commitment to provide its students with:

- a) A qualified education in the art of bonsai and complementary subjects.
- b) Equal opportunities in the exercise of their rights.
- c) The possibility of representing students in the governing bodies of the University.
- d) Advice and assistance from professors, as well as relevant guidance and required information.
- e) The freedom to express oneself and to carry out activities in study circles.

ABOUT THE ETHICS COMMITTEE

There will be an Ethics Committee that will be the internal control body that aims to ensure compliance with the rules of the Code of Ethics, as well as the interpretation, management and supervision of action standards contained therein and resolution of the conflicts that its application may raise.

All unethical conduct reported by any means will be handled with the utmost discretion and protection for the collaborator, so that he is not harmed. For this reason, the Ethics Committee will analyze and review the reported unethical conduct, in order to apply correction and improvement measures when appropriate. The composition of the Ethics Committee will be formed by university authorities.

Functions of the Ethics Committee will be the following:

- a) Ensure compliance with the University Code of Ethics, its values and main principles.
- b) Receive and coordinate actions to be followed in the investigation of complaints received through the different channels established by the University, respecting the rights of the

workers, among them: the right to be heard as well as to adequately defend themselves and to obtain adverse resolutions that are well founded.

c) The Ethics Committee will meet each time a complaint is received from a member of the university community, and a record must be drawn up of everything that has been done in it.

d) Rule in a timely and proper manner on received complaints, respecting the rights of workers, especially the right to be heard, to defend adequately and to obtain a well founded resolution.

f) Become aware and resolve conflicts of interest as well as recommend to investigate any suspicious act and / or behavior.

g) To meet periodically and record each session in minutes.

h) Solve all doubts that may arise during the application of this Code.

