



IE NON- DISCRIMINATION AND ANTI- HARASSMENT POLICY AND PROCEDURES



PREAMBLE

AS A DIVERSE GLOBAL COMMUNITY, AT IE UNIVERSITY WE FOSTER POSITIVE CHANGE THROUGH EDUCATION, RESEARCH AND INNOVATION WITH RESPECT FOR HUMAN DIGNITY SUPPORT FOR EQUALITY AND PROTECTION AGAINST DISCRIMINATION AS OUTLINED IN THE UN DECLARATION OF HUMAN RIGHTS.

AT IE WE EMBRACE THE FOLLOWING PRINCIPLES:

ETHICS. The IE community is dedicated to the advancement of ethics in the professional world. Professional ethics and integrity are at the core of our community. Every member of the IE community has the right to expect evenhandedness, honesty, and respect for others from their peers.

DIVERSITY. The IE community believes in the importance of diversity. Different opinions, experiences, values and identities enrich the learning process and the shared experience of the whole community, and it is what makes us unique. The IE community promotes a culture within which every member can freely express their opinions regardless of their birth, nationality, culture, race, ethnicity, religious beliefs, diversity of conviction or opinion, gender, gender identity, gender expression, sexual orientation, sexual identity, disability, disease, age, socio-economic status, idiomatic or linguistic, political or syndical affinity, physical appearance, overweight or obesity, or by any other personal or social circumstance or condition.

ACCEPTANCE AND RESPECT. IE is a community built on ideas, and as such, we nurture and cherish academic freedom. We do this by fostering a culture of respect and acceptance of different opinions, experiences, and outlooks and by creating an environment that observes mutual respect.

INCLUSION. The IE community embraces the contribution each individual makes, not simply because humanism is at the heart of our values, but also because it is only by creating an inclusive space that we will thrive. IE University guarantees all members of our community a secure space where they can feel free to express themselves and make their contribution to the common good.

EQUITY AND JUSTICE. As a community we work to support equity and justice. IE is committed to maintain equity in our community by combating discriminatory ideologies, policies and behaviors.

SCOPE OF APPLICATION

THESE PROCEDURES AND POLICIES APPLY TO ALL MEMBERS OF THE IE COMMUNITY: Including Students, Faculty and Staff: IE expects full compliance with the policy from all members of the IE Community.

I.- PROCEDURE REGARDING COMPLAINTS AGAINST STUDENTS:



NOTIFICATION. WHEN AN INDIVIDUAL FEELS HE/SHE HAS BEEN THE OBJECT OF A VIOLATION OF THE ETHICS CODE THROUGH HARASSMENT OR DISCRIMINATION BY A STUDENT, THEY MAY NOTIFY EITHER THE DIVERSITY OFFICE (DO): DIVERSITYLINE@IE.EDU; OR THE OMBUDSPERSON, OMBUDPERSON@IE.EDU.

INVESTIGATION AND RESOLUTION PROCESS. In the first instance, the DO and/or the Ombudsperson will investigate, issue findings and if possible, mediate with the parties to find a solution. In addition to the DO and/ or the Ombudsperson, the academic team with responsibility for the implicated parties could also be involved at the request of the DO and or the Ombudsperson. The inquiry may include written statements, interviews and any other sources of evidence as appropriate.

If the complaint cannot be resolved by mediation, the affected student /faculty or staff can require the DO, or the Ombudsperson to refer the matter to the Community Ethics Committee (see Student's Code of Ethical Conduct), which may, at its discretion, choose to gather additional evidence, including hearing in person from witnesses other than the student involved in the allegations.

The Community Ethics Committee, will have 5 members. 4 permanent members, and a 5th non permanent member, that will be called in each occasion by the plaintiff, from a fixed Resource Group.

After deliberation, the Committee will decide whether there has been an infraction of the standards set forth in the Code and, where appropriate, impose a sanction commensurate with the seriousness of the violation and in accordance with precedent, from among these: a number of working hours for the benefit the IE Community, and/or a formal admonishment letter. (Two admonishment letters, implies the expulsion of the student) and /or the temporary or permanent expulsion of the offender, depending on the seriousness of the violations. .

APPEALS. A student who has been found responsible for an infraction may appeal the decision to the Ethic's Appeal Committee, whose decision is final.

Appeals may only be based on the following grounds:

- If the procedure has not followed the rules and principles set forth in the Code;
- If new evidence becomes available, which was not considered in the proceedings;
- If the sanction imposed is clearly disproportionate to the infraction committed, taking into account any aggravating and/or mitigating circumstances considered in the case.

Appeals must be presented in writing to the Ethics Committee via e-mail to the Deputy Dean for Ethics, Diversity and inclusion (Appeal@ie.edu), stating the arguments and evidence in support of one or more of the grounds set forth above. The appeal is limited to consideration of whether any of the aforementioned grounds are present in a degree sufficient to justify revising the decisions.

Appeals must be presented within five (5) calendar days as from the date the decision is notified to the student. Appeals must be resolved with a final decision by the Ethics Committee within an additional period of fourteen (14) calendar days as from the date the appeal is presented.

The Ethics Appeal Committee is composed of the Vice Rector for Academic Affairs, the Associate Dean for Ethics, Diversity and Inclusion, and the General Counsel.

II.- PROCEDURES REGARDING COMPLAINTS AGAINST FACULTY OR STAFF MEMBERS:

NOTIFICATION. If the affected person is a student, they should notify either the Diversity Office (DO): Diversityline@ie.edu; or the Ombudsperson: Ombudsperson@ie.edu

If the affected person is a staff or faculty member, the individual should make their complaint directly to the Diversity Commission:
ComisiondeDiversidadelgualdad@ie.edu

INVESTIGATION PROCESS. In the case of students, the DO and /or the Ombudsperson, will investigate, issue findings and if possible mediate with the parties to find a solution. If the complaint is not resolved by mediation, the affected student /faculty or staff can require the DO, or the Ombudsperson to refer the matter to the Diversity Commission.

In the case of a staff or faculty member, the Diversity Commission will directly investigate the case (or will designate an individual to do so if appropriate) and will take the measures it considers appropriate.

The Diversity Commission, will have 5 members. 4 permanent members and a 5th non permanent member that will be called in each case by the plaintiff, from a fixed Resource Group.

The Diversity Commission will gather the facts and review all information, and if necessary will ask for additional witness, statements or other information, or request further investigation.

RESOLUTION.

If the Diversity Commission finds that there has been inappropriate behavior, but not a violation of IE University's policies regarding discrimination and/or harassment, in such a case, inappropriate behavior may merit counseling or training, discipline, ongoing monitoring, coaching, or other appropriate action.

If the Diversity Commission finds that there has been a breach of IE University's policies regarding discrimination and harassment, the appropriate corrective actions will be taken in consultation with the head of faculty and/or HHRR.

These may include, but are not limited to, counseling or training, separation of the parties, and/or disciplining of the accused, including a written warning, financial penalty, suspension, demotion or termination in accordance with IE University policy.

Any sanctions will be in accordance with Article 35 of the Collective Agreement of Private Universities, Private University Centers and Centers of Postgraduate Education.

The Diversity Commission may find that there has been no violation of IE University's policy on discrimination and/or harassment. If this is the case both parties will be informed.

APPEALS. A professor or staff member who has been found responsible for an infraction may appeal via e-mail to (Appeal1@ie.edu). The decision of the ethics appeal committee is final. The Ethics Appeal Committee, composed of The General Counsel, the President and the Rector, will jointly review the case and give a final answer within two weeks of the appeal.

Appeals may only be based on the following grounds:

- If the procedure has not followed the rules and principles set forth in the Code;
- If new evidence becomes available that was not considered in the proceedings;
- If the sanction imposed is clearly disproportionate to the infraction committed, taking into account any aggravating and/or mitigating circumstances considered in the case.
- Appeals must be presented in writing stating the arguments and evidence in support of one or more of the grounds set forth above. The appeal is limited to consideration of whether any of the aforementioned grounds are present in a degree sufficient to justify revising the decisions.
- Appeals must be presented within five (5) calendar days as from the date the decision is notified to the student. Appeals must be resolved with a final decision by the Ethics Appeal Committee within an additional period of fourteen (14) calendar days as from the date the appeal is presented.

III.- COMMON RULES FOR BOTH PROCEDURES



LENGTH OF THE PROCESS.

Every effort will be made to conclude the process within 20 business days of receipt of the complaint. However, the length of the process will depend on the nature and extent of the allegations, the number of parties and witnesses involved, and their availability.

CONFIDENTIALITY.

A confidential submission might entail- but is not limited to a written report made by the plaintiff, (rather than a recorded verbal testimony, and written questioning by the Commission if the affected person prefers not to give the testimony verbally). The investigation of complaints may also require disclosure to the person being accused and to other witnesses for the purpose of gathering pertinent information. In such cases, disclosure will be limited to the minimum.

PROTECTION FROM RETALIATION.

When appropriate, prior to or during an investigation, IE University may take reasonable and appropriate interim steps to protect the safety and well-being of members of the university community, safeguard the investigation and/or resolution, and prevent retaliation. These steps may include- but are not exclusive to- being changed from the work group in case of two students or being removed from the class for the duration of the complaint process, or continuous checkups on the affected person (being student, faculty or staff) throughout the rest of his/her semester.

(In cases involving the judicial authorities, it is possible to decide to stay the proceedings along with any precautionary measures).

PROCEDURE FOR COMPLAINTS MADE IN BAD FAITH.

IE University accepts its responsibility to balance the rights of all parties. Therefore, if an investigation reveals that a complaint is malicious or knowingly false, such charges will be dismissed and the person who filed the complaint may be subject to sanctions. depending on the transgression- which may be as serious as suspension or expulsion.

SUSPENSION.

Both procedures may be suspended if there is a pending judicial action and until a final decision is taken by the courts.

ANNEX 1 - DEFINITIONS

Discrimination: IE University defines this as adverse behaviors or treatments based not on merits but by reason of birth, nationality, culture, race, ethnicity, religious beliefs, diversity of conviction or opinion, gender, gender Identity, gender expression, sexual orientation, sexual identity, disability, disease, age, socio-economic status, idiomatic or linguistic, political or syndical affinity, physical appearance, overweight or obesity, or by any other personal or social circumstance or condition. IE University requires acceptance of the democratic norms and respect of others as outlined in the Spanish Constitution.

Harassment: IE University defines this as unwelcome behavior or speech including:

- Sexual harassment: This is harassment, either verbal or physical, of a sexual nature, with the intention or the effect of undermining the victim's dignity and of creating an intimidating, degrading or offensive situation.
- Moral harassment, bullying or mobbing: This is systematic and reiterated harassment that takes place over a prolonged period of time, which may be incited by, colleagues and/or superiors, and is based on physical and/or psychological actions aimed at making the victim give up his/her position or simply at deriving pleasure from the victim's suffering.
- Harassment on the basis of personal or social circumstance: This type of harassment comprises unwelcome behavior or speech based on diversity of opinions, backgrounds, nationalities, cultures, race, ethnicity, religious beliefs, professional and personal experiences, gender, gender Identity, gender expression, sexual orientation, sexual identity, disability, age, socio-economic status, idiomatic or linguistic, political or syndical affinity, physical appearance, overweight or obesity, or by any other personal or social circumstance or condition and directed at an individual, in such an extreme or persistent manner that it interferes with that person's ability to work, terms of employment, participation in an educational program, or creates an intimidating, hostile, or offensive environment for study, work, or living.

In determining whether reported speech or conduct qualifies as harassment under this policy, IE University will consider all circumstances surrounding allegations, including the frequency, location, severity, context, and nature of the speech or behavior, including whether they are physically intimidating or humiliating, as opposed to an offensive remark. IE University will also take into account the intent of the speaker(s).

This will also include any communication, digital or otherwise, including e-mail, telephone or voicemail, text messaging, social media or other internet instruments and means that violate IE University's policy.

Retaliation: IE University is committed to providing an environment where those with most power in the community are responsible for creating a safe campus. For that reason, IE University expressly prohibits any form of retaliation against any member of the university community who in good faith initiates a process under this policy; and /or participates in university investigations, compliance reviews, or discipline proceedings under this policy.

Depending on the circumstances referred to above, retaliatory acts may include (but are not limited to):

- Removal from an educational or working program;
- Interference with the academic or professional career of another individual;
- Engaging in conduct which constitutes stalking, harassment, or assault;
- Encouraging others to engage in retaliatory behavior..

Complaints of retaliation should be reported as violations of this policy. Retaliatory conduct may result in serious disciplinary sanctions.



IE NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND PROCEDURES



As a diverse global community, at IE University we foster positive change through education, research and innovation with respect for human dignity support for equality and protection against discrimination as outlined in the UN Declaration of Human Rights.

ETHICS.

The IE community is dedicated to the advancement of ethics in the professional world. Professional ethics and integrity are at the core of our community. Every member of the IE community has the right to expect evenhandedness, honesty, and respect for others from their peers.

DIVERSITY.

The IE community believes in the importance of diversity. Different opinions, experiences, values and identities enrich the learning process and the shared experience of the whole community, and it is what it makes us unique. The IE community promotes a culture within which every member can freely express their opinions regardless of their birth, nationality, culture, race, ethnicity, religious beliefs, diversity of conviction or opinion, gender, gender Identity, gender expression, sexual orientation, sexual identity, disability,

disease, age, socio-economic status, idiomatic or linguistic, political or syndical affinity, or linguistic, political or syndical affinity, physical appearance, overweight or obesity, or by any other personal or social circumstance or condition.

ACCEPTANCE AND RESPECT.

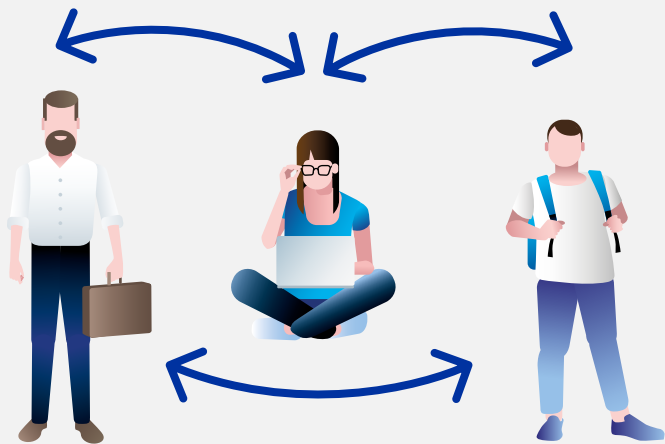
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INCLUSION.

The IE community embraces the contribution each individual makes, not simply because humanism is at the heart of our values, but also because it is only by creating an inclusive space that we will thrive. IE University guarantees all members of our community a secure space where they can feel free to express themselves and make their contribution to the common good.

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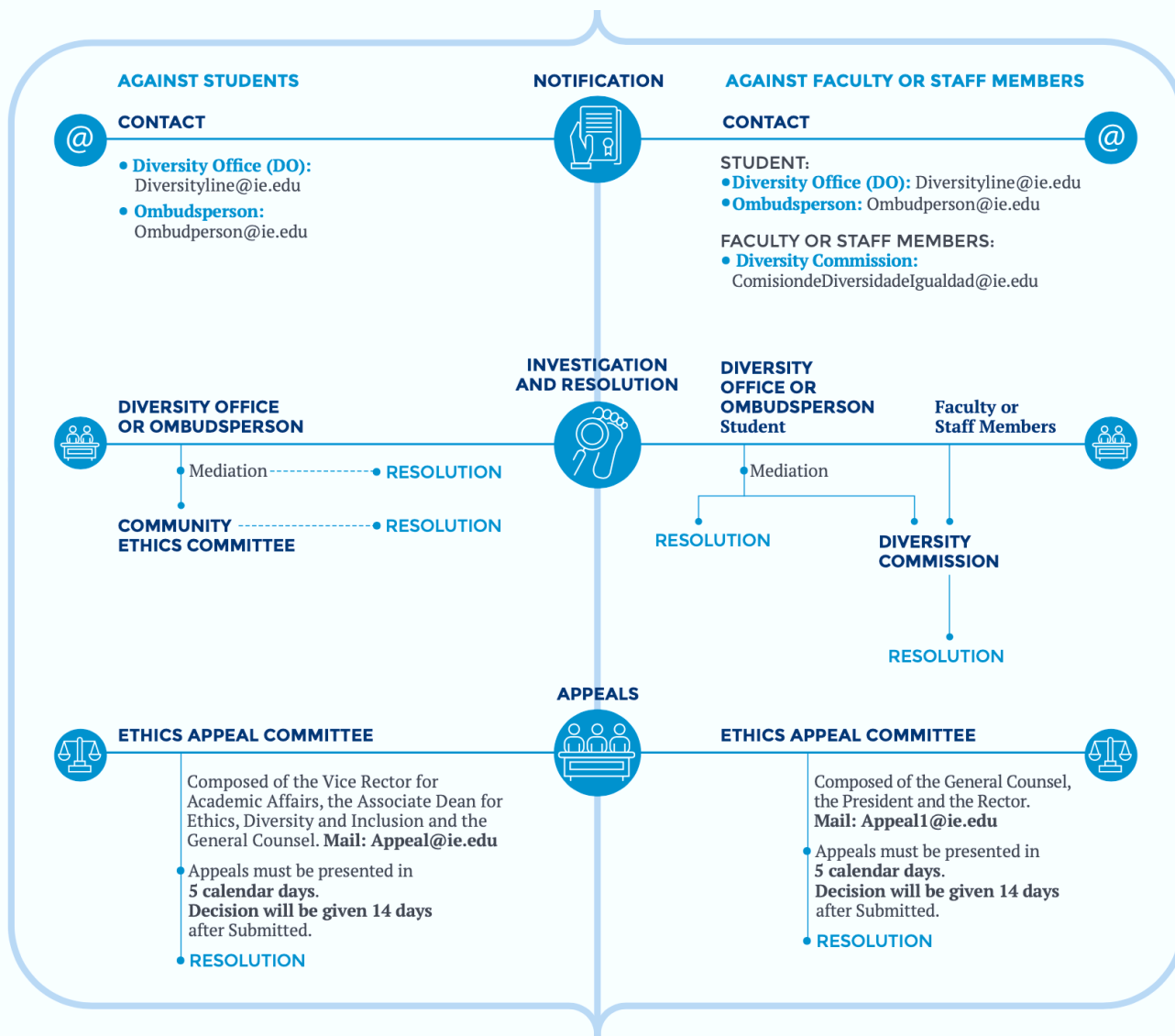
- Students
- Faculty and staff

IE expects full compliance with the policy from all members of the IE Community.



PROCEDURE REGARDING COMPLAINTS

If you feel you have been discriminated or harassed, in line with the **Students' Ethics Code and the Staff and Faculty Ethics Code** and the IE Code for the Prevention of Harassment in the Workplace, you have the following mechanisms put in place to help you in the process.



Every effort will be made to conclude the process within 20 business days of receipt of the complaint. However the length of the process will depend on the nature and extent of the allegations, the number of parties and witnesses involved, and their availability.

**CONFIDENTIALITY.**

Complaints must be made by the person alleging harassment or discrimination (anonymous or indirect complaints will not be accepted). Allegations of discrimination or harassment brought to the attention of IE University will be investigated in a confidential manner to the fullest extent possible. The investigation of complaints may also require disclosure to the person being accused and to other witnesses for the purpose of gathering pertinent information. In such cases, disclosure will be limited to the minimum.

**PROTECTION FROM RETALIATION.**

When appropriate, prior to or during an investigation, IE University may take reasonable and appropriate interim steps to protect the safety and well-being of members of the university community, safeguard the investigation and/or resolution, and prevent retaliation. (In cases involving the judicial authorities, it is possible to decide to stay the proceedings along with any precautionary measures).

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**SUSPENSION.**

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