CODE OF ETHICS

Escola Superior de Disseny - ESDI

Head of Quality and Legal Services

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ESDI

Preamble

This document supplements the Regulations on the Rights and Responsibilities of ESDI Students and the Code of Professional Ethics for Staff of the ESDI Foundation (FUNDIT) and Its Collaborators, and extends their application to research, knowledge transfer and other activities related to the organisation of the School.

The purpose of this Code is to remind all members of the university community, including students and external collaborators, of the importance of upholding shared ethical values and to set out practical guidelines for their proper application.

ESDI – Escola Superior de Disseny, a university school affiliated with Ramon Llull University, complies with the requirements of applicable legislation and promotes the ethical principles and values inherent in its teaching, research and management activities.

To this end, ESDI is governed by this Code of Ethics and Good Practice, which provides guidance on the rights and responsibilities of the ESDI community in the responsible exercise of academic freedom, with the aim of promoting quality in teaching, research, knowledge transfer and the administration of services.

1. Academic freedom

1.1. Members of the university community have the right to pursue humanities, artistic, scientific and technical work freely, within a framework that respects the dignity, freedom, equality and privacy of all individuals.

1.2. All members of the ESDI community have the right to freedom of expression and association, subject to the limits established by the Statutes of Ramon Llull University, ESDI's internal regulations, applicable legislation and the principles of respect and personal integrity.

1.3. ESDI values and encourages student participation through representative bodies and guarantees freedom of expression, participation and organisation within the relevant academic and institutional settings.

1.4. Academic staff have the right to academic freedom, understood as the freedom to express and disseminate ideas in the course of teaching. This freedom must always be exercised objectively, with scientific rigour, respect for human rights and methods appropriate to the activity. It must be directed towards the pursuit of truth, critical thinking and the holistic education of students.

1.5. ESDI will uphold and promote critical thinking as an essential means of exercising personal freedom, advancing knowledge, pursuing truth and fulfilling the School's social commitment. It will also encourage creativity and the

professional development of future designers, ensuring an inclusive and respectful academic environment aligned with the values of humanism and public service that inspire Ramon Llull University and ESDI.

2. Professional responsibility

2.1. The quality of academic and institutional activities is a shared responsibility of all members of the ESDI community, who have the right to use the School's resources and a duty to use them responsibly.

2.2. All professional activities must comply with applicable regulations and be carried out objectively, impartially and transparently, with respect for individual rights and without conflicts of interest.

2.3. ESDI promotes dialogue, participation and communication as the foundations of a collaborative and responsible environment consistent with its institutional values.

2.4. The conduct of members of the university community must contribute to the effective operation, reputation and mission of the School.

3. Conduct of members of the ESDI community

In accordance with the principles established in this Code of Ethics, and in addition to the Regulations on the Rights and Responsibilities of ESDI Students and the Code of Professional Ethics for Staff of the ESDI Foundation (FUNDIT) and Its Collaborators, all members of the ESDI community assume specific responsibilities according to their roles, in order to ensure effective institutional management, academic quality and a respectful, inclusive and sustainable environment.

All members of the ESDI community must take a proactive approach to potential problems by identifying them early and proposing constructive solutions. It is also essential to foster a culture of continuous improvement throughout academic and institutional life, ensuring high-quality, respectful and efficient support for everyone in the university community.

3.1. Governing bodies and management

- Govern the School in accordance with ESDI's guiding principles and those of Ramon Llull University.

- Act transparently and responsibly, and remain accountable to the university community and society.
- Make decisions based on objective criteria, fostering consensus, dialogue and participation.
- Fulfil their responsibilities with honesty, exemplary conduct and impartiality.
- Respect confidentiality and professional secrecy.
- Prevent, identify and properly manage conflicts of interest.
- Ensure compliance with applicable regulations and university quality standards.
- Guarantee respectful and equitable treatment of all community members.
- Ensure appropriate education and a safe, high-quality learning environment for students.
- Promote a healthy and respectful working and learning environment.
- Promote appropriate working conditions and measures that support work–life balance.
- Establish mechanisms to prevent any form of abuse of power, discrimination, or harassment.
- Promote institutional sustainability and reduce the School's environmental footprint.

3.2. Teaching and research staff

- Teach with rigour and responsibility, keeping course content and teaching methods up to date.
- Conduct research in accordance with the principles of scientific and academic integrity established in this Code.
- Treat all members of the university community with respect, fairness, and professionalism.
- Provide comprehensive, individualised guidance to students, fostering their independence and development.
- Respect confidentiality and professional secrecy.
- Foster professional relationships based on cooperation and mutual respect.
- Respect their own areas of professional competence and those of other professionals.

- Support the induction and integration of new teaching and research staff.
- Pay special attention to people in vulnerable situations.
- Know and comply with applicable academic regulations.
- Actively contribute to ESDI’s sustainability and the reduction of its environmental footprint.

3.3. Administrative and service staff

- Carry out their duties diligently, professionally and with a service-oriented approach.
- Respect privacy, confidentiality and protection of personal data.
- Provide individualised, equitable, clear and reliable support.
- Manage resources and infrastructure efficiently and sustainably.
- Pay special attention to people in vulnerable situations.
- Know and comply with academic and institutional regulations.
- Implement measures aimed at reducing ESDI's ecological footprint.

3.4. Student community

- Treat all members of the university community with respect, fairness and civility.
- Practice academic integrity by submitting original work and properly citing the sources used.
- Take care of the school's material resources and facilities.
- Act in accordance with the principles of equality and non-discrimination, avoiding any form of harassment, defamation or ridicule directed at fellow students.
- Participate actively and responsibly in academic and educational activities.
- Respect the privacy of university community members and the diversity of their opinions.
- Develop independence and support their own personal and professional growth.
- Know and respect current academic regulations.
- Contribute to the sustainability and reduction of ESDI's ecological footprint.

- Help and cooperate with fellow students, encouraging mutual support.
- Report any identified risks, harassment or inappropriate behaviour to teaching staff or the responsible team.

4. Personal, scientific, and academic integrity

4.1. Academic staff must uphold academic and personal integrity in all their activities, acting with honesty, rigour and respect for university and societal values.

4.2. ESDI recognises and encourages individual merit in research, teaching and academic activities, valuing intellectual ability, personal effort and professional honesty. Such recognition will be based on periodic staff assessments and the publication of achievements in accordance with international standards.

4.3. Academic staff must recognise and value students' efforts, nurture their talent and ensure that their work is assessed according to objective, impartial and transparent criteria.

4.4. Teaching staff must ensure that the teaching materials they use are original or appropriately referenced, avoiding plagiarism or the improper appropriation of materials created by others. Teaching materials must be prepared in accordance with the principles of academic integrity and intellectual property.

4.5. Plagiarism of works or ideas is the most serious form of intellectual property misappropriation. Allowing someone to benefit from work without being a co-author is also considered misconduct. All academic work must acknowledge intellectual authorship through accurate citations that distinguish one's own contributions from those of others. Academic staff are responsible for teaching students how to cite sources correctly and prevent plagiarism.

4.6. The School undertakes to identify, report and sanction plagiarism and other forms of academic misconduct. Academic staff must inform new teaching staff, students and early-career researchers that plagiarism is unlawful and emphasise the importance of maintaining academic integrity.

4.7. Unauthorised copying in examinations or assignments constitutes misconduct subject to disciplinary action by the School.

4.8. Teaching and research staff must hold the academic qualifications and official accreditations required for their positions under applicable university regulations.

4.9. Falsifying any academic or administrative document, including CVs, examinations, assignments, reports or certificates, is a serious breach of academic duties and is subject to disciplinary action.

4.10. The publication of research findings must comply with international authorship standards and avoid duplicate publication, data falsification and the concealment of relevant information. All contributors must be acknowledged, and affiliation with ESDI must be indicated where appropriate when the work has been carried out using the School's resources.

4.11. ESDI encourages the inclusion of academic projects developed with companies and institutions in its courses, to enhance student learning through real-world cases and promote knowledge transfer between academic and professional contexts.

4.12. Work placements must be governed by agreements that comply with applicable regulations. Partner organisations must provide appropriate training, and academic staff must supervise and approve students' final reports.

4.13. Teaching and research staff undergoing training are protected by applicable legislation and the Statutes of Ramon Llull University. ESDI must guarantee high-quality training in a research environment that recognises individual merit and provides appropriate academic supervision.

5. Honesty

5.1. University activities must be founded on the intellectual, personal and professional honesty of all community members. Academic authorities must foster and recognise this commitment.

5.2. Working in any area or group within the School provides an opportunity to train competent professionals. Critical reflection, creativity, initiative and professional responsibility must therefore be encouraged. Effort, participation in group activities and commitment to the institution must also be supported and recognised.

5.3. School resources must not be used to advance personal or group interests or benefits that conflict with academic or institutional objectives, or for activities contrary to the School's values.

5.4. All community members must distinguish between acting in a personal capacity and acting on behalf of the institution, while safeguarding the School's reputation. Where a personal conflict of interest arises, they must abstain from decision-making processes to avoid irregularities or the appearance of impropriety.

5.5. Transparency and honesty must guide all academic and administrative activities, ensuring that information provided is accurate, complete and respectful of the rights and responsibilities of everyone involved.

6. Respect

6.1. All members of the university community must treat others respectfully. Students, academic staff and administrative and support staff have the right to respect for their dignity, rights and work.

6.2. Conduct that violates gender equality, involves discrimination on unacceptable grounds, intimidates or coerces others, or uses force or violence to disrupt or prevent the normal conduct of activities on School premises is unacceptable. Academic and administrative authorities must ensure a respectful and safe environment.

6.3. Defamatory statements, whether spoken or written, and any disrespectful conduct towards community members are unacceptable. School representatives and authorities must set an example in this regard.

6.4. Sexual harassment, workplace harassment and other forms of harassment, understood as persistent pressure on a person to submit to another person's demands, are prohibited by the institution and applicable legislation. Authorities and senior management must act diligently to prevent, address and report such conduct in accordance with established procedures.

6.5. It is unacceptable to prevent or interfere with the organisation or conduct of university activities (scientific, cultural, artistic, sporting, social or civic) on supposedly overriding grounds, provided that those activities comply with the School's mission and regulations and do not adversely affect academic programmes or community members.

7. Equality of rights

7.1. All ESDI members have the right not to be discriminated against on grounds of birth, racial or ethnic origin, ideology, language, religion, sex, gender identity, age, disability, socioeconomic status or any other personal or social circumstance, while respecting the School's regulations and democratic principles.

7.2. ESDI's governing bodies must uphold respect for differences and dissent in interpersonal relations, protect the right to equality and promote diversity. They must take the necessary measures to prevent discrimination and encourage free and respectful debate within ESDI.

7.3. No one has the right to disparage another person or prevent them from expressing themselves freely, provided that the rights of all community members are respected.

7.4. ESDI must guarantee equal opportunities and fairness in the treatment of individuals and the allocation of resources.

7.5. As an inclusive institution, ESDI must endeavour to provide support and assistance appropriate to each individual's needs, fostering an accessible and equitable environment for all.

8. Privacy and confidentiality

8.1. Privacy and personal data must be strictly protected, as must the confidentiality, where applicable, of information provided by ESDI members or external collaborators. The School must safeguard this right through appropriate rules and procedures, preventing the disclosure of personal data to third parties without the data subject's consent. Where no specific rule applies, decisions must be guided by sound judgement, prudence and respect for the ethical principles of the university community.

8.2. Identifying individuals or organisations outside the School, or disclosing information about them that is not publicly available, must be avoided.

8.3. ESDI staff may disclose personal academic information, such as assessment results, examinations, exercises or assignments, only in circumstances permitted by applicable legislation.

8.4. Students undertaking placements inside or outside the School must respect the confidentiality of restricted information belonging to their host institution. Breaching this obligation may harm those involved and jeopardise future collaboration.

8.5. Information submitted by internal or external participants in competitions or committees must remain confidential, in accordance with applicable transparency and data protection legislation.

9. Sustainability and solidarity

9.1. All ESDI members must, in carrying out their activities, adopt practices and measures that respect and protect the environment, using available resources responsibly and sustainably.

9.2. In keeping with its social responsibility, the School must promote academic, social, economic and environmental values and initiatives consistent with ecological design and sustainable development.

9.3. As an institution dedicated to knowledge, ESDI and its governing bodies must support services and projects that benefit society, and encourage and facilitate initiatives with this aim.

9.4. As a higher education institution, ESDI and its governing bodies must promote solidarity with disadvantaged groups, both within the country and abroad, by supporting cooperation and solidarity initiatives.

10. Practices to avoid

10.1. Libraries, archives, computer systems, technological equipment, laboratories, studios, workshops and other infrastructure provided by ESDI must be used appropriately. Basic rules for the use of resources and established opening hours must be respected.

10.2. Materials provided to students by academic and support staff to facilitate learning must not be misused. Careless or fraudulent use, or any use that infringes intellectual property rights, must be avoided.

10.3. The buying and selling of academic work, including examinations, essays, undergraduate or master's final projects and doctoral theses, is prohibited.

10.4. The illegal, fraudulent or inappropriate use of university facilities, whether for teaching, research, administration, culture, sport, catering or other purposes, is prohibited. All operating rules and required authorisations must be observed. Facilities must never be used for unauthorised activities or activities contrary to individual rights and respectful coexistence.

10.5. Infrastructure and facilities must be maintained in proper condition, and safety practices must be adopted to prevent or address occupational risks. Community members must report hazards to the relevant safety services and participate in emergency and evacuation plans.

10.6. Any form of misappropriation, theft or robbery on university premises is unacceptable and may constitute a criminal offence.

10.7. Academic freedom does not permit the formation of sectarian organisations or support for groups that, under the pretext of study or research, pursue ideas, methods or conduct contrary to fundamental individual rights, the School's scientific and social mission or the institution's reputation.

11. Interpretation of the Code

11.1. Breaches of this Code by members of the university community may lead to the initiation of disciplinary proceedings and the imposition of sanctions.

11.2. Responsibility for interpreting this Code of Ethics rests with the governing bodies of ESDI and FUNDIT, which must ensure its proper application and compliance with applicable legislation.

12. Breaches and initiation of proceedings

12.1. Any conduct that breaches this Code of Ethics must be reported to the governing bodies, which will determine whether to initiate an expedited procedure or appoint an investigator to conduct a preliminary inquiry.

12.2. A preliminary inquiry may result in the case being closed, a settlement agreed between the parties, or formal disciplinary proceedings initiated by FUNDIT's General Management.

Students may find further information on these procedures in the Regulations on the Rights and Responsibilities of Students.