

GUIDE OF BEHAVIOR
WITHIN THE

Code of Ethics



Message

Dear members of the Tec community:

Throughout time, Tecnológico de Monterrey has been built with great foundations allowing, over the years, to leave a significant mark on all the people it has touched.

I have worked here for 35 years under different visions that have given us direction.

We have been inspired by the principles and philosophy inherited from Don Eugenio Garza Sada and our founders. They promoted a special focus on values and people as the most important thing. This focus has been strengthened by the contributions of our board members and directors and the greater Tec community members.



In recent years, all of us who work at Tecnológico de Monterrey have reaffirmed our commitment to behave with integrity, guided by the values we have declared and our Code of Ethics, committing ourselves to be an example of what we value most.

This Conduct Guide takes on special relevance, as it gives us clarity about what is expected of our actions, allowing us to be those agents that transform environments, cities, and perspectives, but mainly the lives of many people, by bearing witness to our values.

I invite you to experience each of the following pages that show the ethical commitment we seek in everything we do, always putting people at the center of our decisions and actions. This is an extraordinary opportunity to positively impact our students, patients, and society.

Thank you for your support and commitment.

David Garza Salazar
President and CEO



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Introduction

This Code of Ethics is designed to guide and direct our behavior as members of the Tecnológico de Monterrey community.

People being part of Tecnológico de Monterrey are committed to complying with the guidelines and ethical principles that apply to us in the provisions of this Code of Ethics, as well as the policies, regulations, and procedures that are established in the Institution, so there must be a congruence between what we say and what we do; we must preach through example.

The Code of Ethics is based on the purpose of Tecnológico de Monterrey: education that transforms lives and on the visions of the institutions that comprise it.

Its foundation is immersed in our institutional values and behaviors.

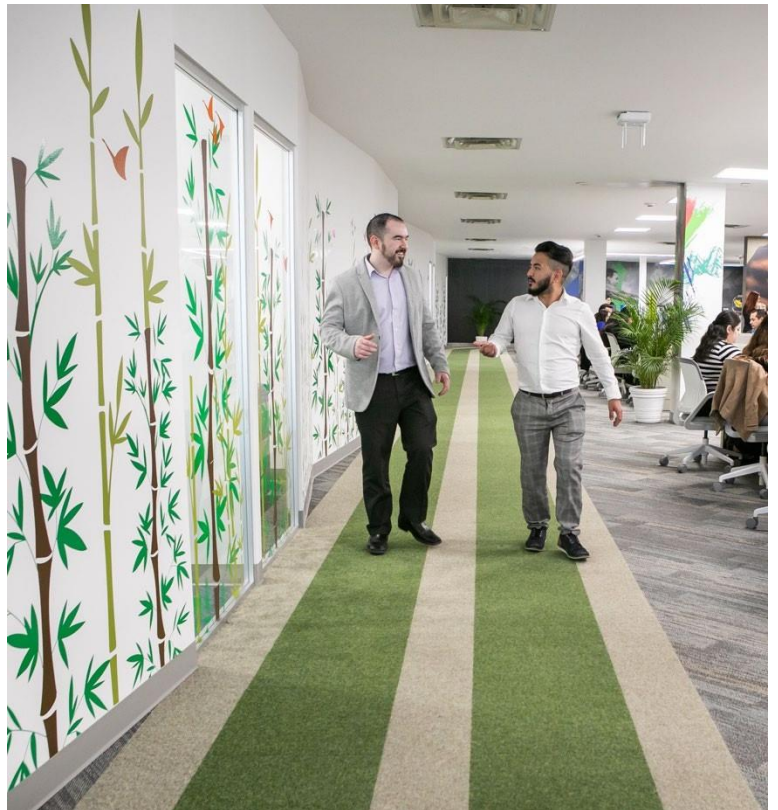
WE ARE BOUND BY THIS CODE OF ETHICS:

**Professors,
Physicians,
Employees,
Team
Leaders,
Trustees.**

This is not, nor does it pretend to be, exhaustive concerning the ethical dilemmas that arise in the scope of activities; for this reason, this Code will be enriched when the daily practice requirements make it necessary.

Our Code of Ethics reaffirms the commitment of our Institution to achieve the highest standards in work conduct in our country. Each person is ultimately responsible for his or her actions; our behavior may affect, directly or indirectly, our different audiences' image of us.

Our Code of Ethics does not include all the rules or regulations that apply to every situation. Its content must be considered together with the policies, practices, regulations, and procedures of Tecnológico de Monterrey and with the requirements of the law.



Our Code of Ethics



This Code of Ethics establishes the guidelines for all of Tecnológico de Monterrey's employees so that our behaviors and decisions are aligned with the institutional values.

It helps to create a positive organizational climate within the organization, aligns our behaviors to optimal conditions within our work, and at the same time contributes to our cultural transformation process.

As members of Tecnológico de Monterrey, we are committed to directing our actions toward the common good and the transformation of our society. Therefore, all of us, professors, doctors, employees, leaders, and trustees, put into practice the following guidelines of the Code of Ethics:

- 1** We recognize the dignity of people and treat them with respect and justice.
- 2** We treat everyone with equity and avoid any discrimination.
- 3** We act with integrity, honesty, responsibility, objectivity, unity, and impartiality.
- 4** We recognize and respect the intellectual property and merit of others.
- 5** We avoid conflicts of interest; if they arise, we report them to the corresponding authorities.
- 6** We are committed to transparency of information and respect the confidentiality of the matters determined by the Institution.
- 7** We use resources responsibly, austerely, and efficiently.
- 8** We protect the environment.
- 9** We seek the benefit of the Institution over personal use..
- 10** We comply with the laws, regulations, and policies that govern our activities at the institutional, national, and international levels.

As professors, physicians, employees, leaders, and trustees of Tecnológico de Monterrey, we are committed to complying with these guidelines and making them part of our daily life and work. In this way, we orient our actions towards the common good and the transformation of our society.

We are aware that the limit of our freedom of expression ends when we affect the dignity of others; in good faith, we report any act or omission that violates the guidelines of this Code of Ethics.

OUR ETHICAL FOUNDATION

Relation with the audiences we serve

The members of our community promote respect for people's dignity by valuing diversity and recognizing that our differences, whether due to beliefs, age, religion, ethnic origins, language, culture, nationality, marital status, social condition, health, physical appearance, political doctrine, disability, sex, gender, sexual orientation, gender identity and/or gender expression, enrich us and are an innovation and development enhancer for our society.

Relation with colleagues

- We maintain respectful and inclusive conduct and language, treating our coworkers and the people we interact with dignity.
- We conduct ourselves with sincerity and truthfulness, prioritizing the common good even when our interests or those of third parties are affected.
- We have zero tolerance for violence or gender-based violence such as intimidation, aggression, verbal abuse, harassment, or bullying.
- Team leaders must respect the employees in their charge, evaluate their performance, identify their areas of opportunity, provide them with feedback at appropriate times, and express recognition for a job well done.
- We promote an environment where people are not used, deceived, or treated as a means to achieve personal or group goals and for purposes unrelated to the Institution.
- We always give credit to the contributions of others, recognizing at all times to whom they belong.
- We offer equal opportunities based on people's talent and effort, without prejudice or favoritism, in our recruitment and selection, hiring, induction, training, promotion, compensation, performance evaluation, and retirement processes.



Relation with students

- We assume our position when discussing issues with students, always aware of our authority and hierarchy in educational spaces..
- We always hold conversations in a polite tone to promote harmony, using inclusive language at all times and avoiding misogynistic, homophobic, classist, and/or racist phrases without giving or receiving compliments or flirting.
- When identifying inappropriate behavior, we seek to provide feedback by pointing out the fact and not by labeling or passing judgment on the student.
- If our academic or research work requires taking photographs, we request the people's consent.
- We avoid being in an enclosed space alone with any student. If required, we ask for their consent before conducting the meeting.
- If our interaction requires digital media, we try to use official means such as institutional email, canvas, Blackboard, etc., guaranteeing the security of the students, information, and systems.
- If using digital media or non-institutional social networks, we do so through groups without having individual conversations. We do not send images, comments, or jokes outside the teaching context.
- On trips and off-campus activities, we must guarantee private spaces for students (Ex. rooms); if we do not have them, we notify them in advance and before the activity. When we coexist and socialize with students, we do so in a respectful and empathetic manner. We do not attend exclusive social spaces for them, such as parties, nightclubs, where alcoholic beverages are consumed, etc.



Relation with business partners

In acquiring goods and services, we offer and demand professional and honest treatment, seeking the Institution's best interests within the framework of the law, making this clear to our value partners through signing the Code of Ethics for suppliers).

We do not offer or receive money, gifts, or presents if the act's purpose is to obtain personal benefits..

The processes for acquiring goods and services shall be carried out transparently, ensuring suppliers' fair and equitable participation and complying at all times with the established internal control guidelines..

When hiring services and considering the Federal Labor Law in force, we will not engage in illegal practices of subcontracting employees since they are unfair and fail to recognize the workers' rights..

The hiring of services that do not constitute employment relations and that, due to their specialization, require a third-party expert to provide them is a valid and permitted practice in the Institution only if such contracts are duly reviewed and authorized by the corresponding areas.

Relation with government

- We respect and promote compliance with laws, regulations, norms, and other legal provisions applicable to or established by the government of Mexico and the countries with which we have relations.
- We contribute to the transformation of society by promoting public policies and regulatory frameworks that benefit the country's development.
- In no way should we promise, offer, pay, lend, give, or in any way transfer - directly or indirectly - any service, fund, asset, or object of value of the Institution to any government official, employee, or entity, if such contribution is outside the framework of the law.

Relation with the community

- We carry out solidarity actions through programs proposed by Tecnológico de Monterrey or carried out in collaboration with civil society organizations established by law.
- We participate in civic activities to promote community and citizen welfare through self-management and development processes.
- We prioritize people's dignity and the self-management of their development, trying to reduce welfare practices.
- We support staff participation in activities or events that contribute to the development of the community or in associations that promote it.
- We do not generate false expectations about possible support that can be provided to the community.

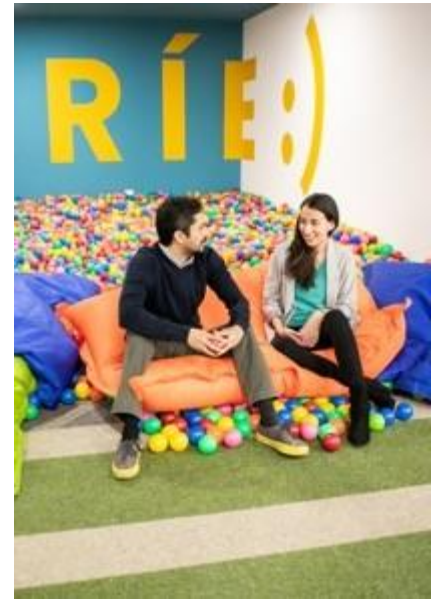


Responsible use of resources

- We are committed to a culture based on trust and empowerment, so we trust in how our leaders guide their teams to make the best decisions, which entails the important responsibility of ensuring that the Institution's resources are invested appropriately.
- We are committed to using the resources we require to perform our activities in a professional, committed, and efficient manner, encouraging at all times their best use and exploitation, avoiding any waste or expense that contradicts our savings and austerity policies (Ex., travel expenses, cell phones, transportation expenses, budgets, etc.).
- We use the facilities, equipment, computer systems, or technological devices for the purposes, activities, or programs that the Institution defines and promotes.
- We do not allow using the Institution's name, information, services, or goods to offer personal services to third parties.

Confidential or privileged information

- We respect third parties' ideas, works, projects, proposals, or patents and know that copying, plagiarism, or falsification is against our Code of Ethics.
- It is not allowed to use confidential information for personal or third parties benefit.
- We identify and classify confidential information, clearly defining who may have access to or use it.
- We do not disclose or filter confidential or privileged information and maintain absolute confidentiality and extreme care in its handling.
- We promote access to information, accountability, and the right to privacy in our institutions.
- We follow the laws in force regarding the protection of personal data.
- We present information, accounting or financial, operational, and performance records transparent, complete, and accurate.



Social networks, instant messaging, and online publications

- We know that we are ambassadors of our Institution, its values, Code of Ethics, and culture, so we refrain from making publications or sending messages against what we promote.
- Before sharing or disseminating any information, we verify that the source and content are reliable. We do not publish false news.
- We do not disclose confidential information or share inside information or rumors about our Institution.
- When issuing a publication by any means, we make sure to specify that any opinion expressed is in a personal capacity and not that of our Institution unless we are empowered to do so.
- Concerning students, in the case of using instant messaging systems, digital media, or non-institutional social networks, we do so through groups without having individual conversations. We avoid sending images, comments, or jokes outside the formative context.
- If we want to report any incident within the Institution, we do it through the corresponding channels.



Conflict of Interest

- We do not accept or offer gifts that may compromise objectivity in negotiations and administrative or academic decision-making in current or future negotiations. Exceptions are promotional items and legal courtesies or hospitality as long as their value does not exceed \$500 pesos.
 - We do not participate in, authorize, or induce corrupt practices directly or through third parties.
 - We do not accept favoritism in our work activities, and any privileges acquired dishonestly and unfairly.
- Family members of employees (spouses or common-law partners, children, fathers and mothers, brothers and sisters, cousins, brothers and sisters-in-law, parents-in-law, aunts and uncles) may work for the Institution as long as 1) They meet the requirements to occupy the respective position, 2) They are not directly subordinate, 3) They preferably do not work within the same area, and 4) In case of indirect subordination (both working within the same vice-presidency, area or department) they may not interfere or participate in decisions that affect the other; such as hiring, performance evaluation, compensation, benefits, authorization of work tools, opportunities for development or growth within the Institution.
 - We avoid complying with requirements that go against our Code of Ethics by superiors, subordinates, coworkers, family members, or friends if this is against the Institution..

Safety and well-being at work

- We proactively participate in the design and implementation of security measures necessary for the protection of people and assets of the Institution.
- We respect and enforce the security provisions and report any act that endangers people or the Institution's assets.
- We promote a healthy and addiction-free environment. It is our responsibility to promote the health of all our employees through preventive and diagnostic work.
- We do not allow the use, possession, sale, attempted sale, transportation, distribution, or manufacture of illegal substances or any other controlled substance, regardless of the quantity or form.





Environmental Responsibility

- We promote sustainable development and protect the environment through programs that encourage the rational use of energy and water sources, as well as the optimal management of all inputs, ensuring that they are biodegradable, and supervising the control and recycling of waste.
- We promote actions to protect flora and fauna.

In the provision of products and services

- When providing services to students, parents, patients, and customers, we are always committed to offering them professional, transparent, and honest treatment, providing the services and products with the highest quality and opportunity within our reach, adhering to the institutional values, applicable laws and internal regulations of our institution.
- Promotion, arguments, and terms of sale will be free of false or misleading information regarding the availability and quality of the services or products we offer and the terms of sale.



Dissemination and compliance with the Code of Ethics

At Tecnológico de Monterrey, we aim to face the challenges arising from the present and future by promoting leadership, innovation, and entrepreneurship to promote people's well-being.

To perform such work with excellence, we must know and comply with our Code of Ethics to act with integrity, transparency, and responsibility, in all our training, research, outreach activities, or any other function that supports our mission as an institution.

Dissemination and updating

All professors, doctors, employees, leaders, and counselors of Tecnológico de Monterrey must be aware of the content and scope of the Code of Ethics. At Tecnológico de Monterrey, we are committed to providing and making this information available. Our Conduct Guide will be reviewed annually and updated based on the behaviors the Institution needs to strengthen.

Signing a letter of commitment to the Code of Ethics

To ensure that we live in a reliable, safe, and resilient Tec, which contributes to the human flourishing of our community and society in general; all members of our community must know and live our values since they are the DNA of our Institution, they unify and represent us, and with our actions, we project them every day as we relate to others.

For this reason, we take a short time every year to reaffirm our commitment to the Code of Ethics. This activity is carried out through the "My Commitment to Integrity" course, where we reflect on our institutional responsibilities and update our employees on regulations and best practices to ensure that our actions are congruent with our values.

The letter of commitment to the Code of Ethics will be renewed every year after taking the "My Commitment to Integrity" course to reinforce our knowledge of its guidelines and thus continue with our objective of building a culture based on our institutional values.

Attached to this document, we share the Code of Ethics and the contents of the commitment letter



ETHOS

We have created Ethos to maintain work and study environments that guarantee good practices and integrity in all areas and dimensions of the Institution. In this unique space, you can report violations of our Code of Ethics..

ETHOS was created to promote compliance with the standards of conduct and strengthen the culture of integrity and respect for human dignity. It is a unique, secure, and confidential space where students, faculty, and employees can report any misconduct related to human dignity, academic integrity, student conduct, values, and ethics in good faith.

To guarantee fair and responsible use of this platform, we have created the Guide to report misconduct, which you can consult at [mitec > ETHOS > support materials](#); there, you will find all the details about the use of the platform, the behaviors that can be reported and information about our principles of confidentiality, non-retaliation and our commitment to the truth and respect for the dignity of individuals in the follow-up reports.

To guarantee confidentiality and offer an impartial and experienced service in the field, ETHOS operates through an external provider; Letica, an independent third party of Tecnológico de Monterrey, which is committed to the highest standards of quality in the safeguarding and protection of the information and personal data it receives, thus allowing ETHOS to be a confidential and safe space for everyone.

You can report at any time through the following means:

- ✓ Website: <https://letica.mx/ethos>
- ✓ Email: ethos@letica.email
- ✓ Phone line: +52 800 099 1219
- ✓ Whatsapp: 811 917 9005
- ✓ APP (IOS/Android): LETICA (ETHOS)

To find out what happens when a report is made, who follows up, and when to expect a response, we invite you to consult the Guide for reporting violations of the Code of Ethics. There you will find all the details regarding the follow-up of this type of incident.

Sanctions

Violations of this Code will be subject to sanctions, which will be applied according to the seriousness of the offenses committed, ranging from verbal reprimand, administrative report, temporary suspension, termination of the contract, reporting to other institutions and denying access to facilities, to legal action or reporting to the competent authorities. All cases will be documented in writing.



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Ave. Eugenio Garza Sada 2501 Sur, Col. Tecnológico, C.P. 64849, Monterrey, N.L., Mexico.

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APPENDIX

LETTER OF COMMITMENT

Code of Ethics

- 1** We recognize people's dignity and treat them with respect and fairness.
- 2** We treat everyone fairly and avoid any discrimination.
- 3** We act with integrity, honesty, responsibility, objectivity, consistency and impartiality.
- 4** We recognize and respect the intellectual property and merit of others.
- 5** We avoid conflict of interest; if they arise, we report them to the appropriate authorities.
- 6** We are committed to transparency in information and respect the confidentiality of matters determined by the Institution.
- 7** We use resources responsibly, austerely, and efficiently.
- 8** We protect the environment.
- 9** We seek the benefit of the Institution over personal benefit.
- 10** We comply with the laws, regulations, and policies that govern our activities at institutional, national and international levels.

Letter of commitment

_____, as an employee of Tecnológico de Monterrey, commit myself to comply with the Code of Ethics and making it a part of my daily life and work.

Signature

Date