



CODE OF CONDUCT

August 2022 Version

Introduction - Guiding Principles and Values

Americas International College has ethics, integrity and honesty as its basic principles, which should guide the day-to-day actions of members of its university community, including the board, students, faculty, and technical-administrative staff. Our commitment is to provide higher education services with a high degree of quality, in adequate and safe physical and digital dependencies, promoting approximation, understanding and solidarity between the Faculty members, Students and Technical-Administrative staff. The ultimate reason for our work is to train highly qualified professionals, endowed with state-of-the-art technical knowledge, aware of their obligations as citizens, with a comprehensive view of the world and its different cultures and endowed with values essential for occupying leadership positions. These values include respect for Freedom of Expression and Individual Freedoms, respect for human rights and the rule of law, the appreciation of cultural, ethnic, religious, gender and sexual orientation differences, the search for Environmental Sustainability and the Social Commitment of companies, the ongoing effort for international cooperation for peace and socio-economic development, in line with the best expectations of today's society.

The terms and articles of this Code of Conduct serve to guide members of our university community to achieve the objectives outlined above within the parameters of conduct consistent with our values.

Chapter I - Guiding Principles of Our Conduct

Art. 1° - This Code of Conduct and its periodic updates serve as an explicit advisor to the patterns of behavior of all members of the university community of **Americas International College**. Each regulation presented here is aligned with the following set of principles:

I - DIVERSITY: respect and the appreciation of diversity, with no discrimination based on race, religion, color, social status, nationality, gender, sexual orientation or of any other nature;

II - TRANSPARENCY: adherence to the standards of personal honesty, forthrightness and transparency in relationships with others;

III - INTELLECTUAL HONESTY: tests and individual works must be performed by the author of the document, student or professor-researcher, within the established deadline and conditions, and plagiarism and self-plagiarism in their various formats being inadmissible conducts;

IV – COMMITMENT TO EDUCATION: to strive for the success of the teaching-learning process, offering its contribution so that the content of **AIC**'s educational programs is learned and developed and achieve the desired objectives;

V - RESPECT: cordial and respectful treatment to board members, coordinators, professors, technical-administrative staff, students and researchers from the **AIC** university community. This item covers direct contacts and assessments, requests and other types of written communication to create a positive and supportive environment;

VI - CONSTRUCTIVE ATTITUDE: an attitude that promotes problems solving and harmony among all, encouraging the academic development of individuals and the organizational development of the institution.

Chapter II - Attributions and Duties of all

Art. 2º - Observe the general rules established in this Code of Conduct, particularly related to the activities under their responsibility, and report cases of behavior incompatible with this Code of Conduct to **AIC's board of directors**.

Art. 3º - Maintain a constant standard of integrity in academic life, expressed in everyday actions such as:

I. Perform activities in an exemplary manner, not using the position in the institution to obtain benefits or advantages for oneself or third parties;

II. Avoid and promptly denounce any kind of undue pressure or harassment in interpersonal relationships of the **AIC** university community;

III. Communicate the existence of previously assumed academic and professional commitments that may affect performance or represent a conflict of interest in relation to their obligations;

IV. Renounce the practice of commerce and dissemination of religious, partisan and other associative doctrines on the premises of the **AIC**;

V. Forego participation in decisions involving the selection, academic evaluation, hiring, promotion or termination of the contract of family members or the person with whom they maintain extra-academic relationships that compromise an exempt judgment, such as family relationships, participation in political parties or religious denominations, affective relationship etc.

Chapter III - Attributions and Duties of the Faculty

Art. 4º - These are the attributions and duties of the faculty:

I. Bring the most advanced and scientifically validated environment ideas available to the academia, and collaborate in the best way with the development of learning and knowledge production;

II. Incorporate the Principles and Values established in this Code into their classes, fostering students' understanding of their importance in their future professional life;

III. Develop and submit to the approval of the Course Coordination the teaching plans of their disciplines within the determined period, always aiming at academic updating, their link with students' professional needs, and the parameters of training of critical and creative individuals;

IV. Maintain a relationship with students based on cordiality, respect and commitment to the teaching-learning process, present their teaching plan and ideas clearly and welcome suggestions and ideas from students;

V. Monitor the execution of the teaching plan under their responsibility, thus guiding, directing and teaching the discipline, in order to fully comply with the program and its workload and record the activities in the e-class diary as soon as possible after the end of each class;

VI. Record and control attendance and punctuality of students enrolled in the disciplines under their responsibility, and inspire the active participation of students in face-to-face and online activities presented in their teaching plan;

VII. Verify students' achievements and judge the results presented with objectivity and exemption, without linking the student's academic assessment to elements that are not strictly academic, such as their classroom behavior or other factors unrelated to their educational achievement;

VIII. Submit the results of the academic achievements checks to the secretariat within the deadlines set in the school calendar;

IX. Take part in exams or assignments for which they have been designated;

X. Report, at the first possible opportunity and in a specific form to the **AIC** board, of the possibility of maintaining with students any type of extra-academic ties that may compromise their impartiality in the evaluation of the academic achievement of the disciplines under their responsibility, such as family ties of 1st and 2nd degrees, affiliation to the same clubs,

associations, religious denominations, political parties, as well as emotional and affective bonds that go beyond professor-student relationships in the classroom;

XI. Collaborate with the appointment of colleagues who can carry out the activities of evaluation of learning and academic development in cases where their extra-academic ties put their impartiality in the exercise of this activity under suspicion, allowing the coordination to have sufficient time to appoint and prepare a substitute for this function;

XII. Collaborate, whenever possible, with the preparation and execution of research projects and extension activities and fulfill the academic positions and activities assigned to them, aiming at improving teaching;

XIII. Vote and be voted to represent your class with the Collegiate Bodies and request the assistance of the Secretariat and support bodies for activities consistent with their attributions.

Chapter IV - Attributions and Duties of the Student Body

Art. 5° - These are the attributions and duties of the Student Body:

I. Attend classes and other curricular activities with punctuality and applying maximum diligence in the use of teaching and offering contributions to its constant improvement;

II. For digital classes, observe professor's recommendations regarding the use of cameras and microphones;

III. Observe the guidelines on how to work in classrooms, visits to companies, events and ceremonies and other activities guided by the institution, taking to the coordination any doubts with due notice;

IV. Submit to the academic achievement checks provided in the teaching plans of the disciplines of their course, as well as to others that are determined by the Academic Direction and/or course coordination or by the professors;

V. Refrain from acts that may cause disturbance in the study environment, offense to the customs and traditions of colleagues, disrespect for the institution's board, professors and members of the technical-administrative staff and acts of disrespect to colleagues;

VI. Ensure the physical, digital and imagery heritage of the institution and contribute to its growth;

VII. Attend, when summoned, the session of the Collegiate Bodies that judge the application of disciplinary penalties in which they may be involved;

VIII. Fulfill the financial obligations to the institution within the expected deadlines;

IX. Vote and be voted to represent your class with the Collegiate Bodies and request the assistance of the Secretariat and support bodies for activities consistent with their attributions.

V - Attributions and Duties of the Technical-Administrative Staff

Art. 6° - These are the attributions and duties of the Technical-Administrative Staff:

I. Make your best contribution to achieving **AIC**'s academic objectives and offer positive ideas and attitudes towards the university community;

II. Seek constant improvement and updating, in terms of technical knowledge relevant to their attribution so that they can collaborate with institutional development.

III. Attend the campus with attire compatible with the activities to be developed, prompting attention to safety and respect for others;

IV. Keep due confidentiality on matters, dispatches, decisions and measures relevant to the development of academic activities of students and professors;

V. Watch over the material entrusted to their custody and the institution's patrimony in general;

VI. Treat colleagues, professors, students and the general public with respect and cordiality.

Chapter VI - Final Disclosure

Art. 7° - This Code is valid for an indefinite period from its disclosure and applicable to **Americas International College** in all locations where it operates and will be implemented according to the following parameters:

I. This code will be updated, and it is up to the members of the university community to seek periodic information about changes that may have occurred;



II. All members of the **AIC** university community have a duty to follow the guidelines and disseminate this Code, participate in training and discussions on its impact on university everyday life and report possible violations;

III. Contracts for entering the **AIC** university community as a student, professor, member of the technical-administrative staff or outsourced service provider shall mention the interested party's agreement with this Code of Conduct and its updates;

IV. Failure to sign the Declaration of Receipt and Commitment or the absence of training does not represent a release from compliance with this Code;

V. The principles and criteria of conduct considered in the Code provide for the main situations that may arise in the daily life of each relationship, and eventual omissions will be addressed by the Ethics Committee;

VI. Serious violations of the guidelines provided in this Code may lead to the establishment of a Committee of Inquiry to ascertain responsibilities and possible punishments;

VII. Anyone who has doubts about the contents of this Code should seek their immediate manager or, if that is impossible, use the communication channel with the Board made available on the **AIC** website.