CODE OF ETHICS

CODE: DO-CEU-001 VERSION: 02

University of the Caribbean

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1. INTRODUCTION

The Code of Ethics of the Universidad del Caribe complies with Dominican legislation and the institution's internal regulatory framework, such as its institutional philosophy, educational model, and institutional strategic plan for 2018-2022.

The Universidad del Caribe was established under national regulations, Law 139-01 and Law 16-92. Articles 44, 45, 46, and 47 of the Labor Code of the Dominican Republic refer to the obligations to *"observe good conduct and strict discipline during working hours."* Law 12-01 National Development Strategies 2030, states in its first Strategic Axis *"A social and democratic state governed by the rule of law, with institutions that act ethically, transparently, and effectively in the service of a responsible and participatory society*... Likewise, Law 139-01 refers in its Article 7 to *"...developing the attitudes and values required for the formation of responsible individuals with an ethical and supportive conscience, who are reflective, innovative, critical, capable of improving the quality of life, and consolidating respect for the environment, the country's institutions, and the validity of the democratic order."* Article 12 refers *to "... respect for human beings, their dignity and their freedom... to ethical responsibility in the pursuit and construction of knowledge.*

This code of ethics of the Universidad del Caribe promotes interaction, dignity, and respect, as well as referring to individual conduct, whereby each member of the community is responsible for their actions and their conduct must be governed by good judgment, common sense, fairness, and acceptance of diversity, in compliance with the ethical principles set forth by the institution and national regulations.

2. OBJECTIVE

The main objective of the Code of Ethics of the University of the Caribbean (UNICARIBE) is: To regulate the conduct of the university community, which is composed of employees (administrative, support, teaching, research, among others) and students, with respect to the ethical principles that govern their performance at the institution, in order to guarantee and promote the highest degree of honesty and morality in the exercise of the functions of the University of the Caribbean, in terms of university ethical management. It will also regulate the disciplinary processes to which members of the university community may be subject.

3. SCOPE

This Code has a global scope, as it permeates all institutional actions of all members of the university community within the activities they perform in the institution of higher learning, specifically with regard to rules of conduct, ethics, and discipline, in order to promote harmonious internal relations, encourage mutual respect, and support the activities of each member of the university community in accordance with the principles of transparency, fairness, efficiency, competitiveness, and equal opportunity. It shall be considered a mandatory guide to conduct. In this regard, the University of the Caribbean seeks to:

- Contribute to members of the university community fulfilling their duties and responsibilities loyally, diligently, and honestly, in order to achieve greater efficiency in the performance of their tasks;
- Ensure the proper and correct exercise of the rights and privileges enshrined in favor of

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members of the university community and the institution;

- Ensure that disciplinary offenses are judged and punished according to their severity and based on strict criteria of legality, fairness, and objectivity; and
- Provide the necessary resources and means of action for the protection of the rights and legitimate interests of members of the university community.

4. ABOUT THE ETHICS COMMITTEE, MEMBERS, AND ELECTION PROCESS

ETHICS COMMITTEE

The ethics committee is the institutional body that ensures compliance with ethics, disciplinary, transparency, and accountability policies in all areas and at all levels of the institution. Its functions include:

- Promoting awareness of institutional policies, especially those that guide good practices, in accordance with the organization's culture and compliance with ethical mandates.
- Designing and implementing ethical training strategies and campaigns for employees and other institutional actors.
- Emulating good practices.
- Process disciplinary sanctions for breaches of the code of ethics PROFILE

OF THE MEMBERS OF THE ETHICS COMMITTEE

a) UNICARIBE employee, recognized for their adherence to the ethical principles and values promoted by the institution.
b) Have a minimum of 2 years of uninterrupted service at the institution.
c) Be a full member of the Universidad del Caribe.

ON THE SELECTION AND ELECTION OF MEMBERS OF THE ETHICS COMMITTEE

The Code of Ethics is a recently created document, as it corresponds to an update of the Institutional Conduct Manual. As such, the members of the Ethics Committee in its first year will be selected by the Human Resources Department based on an evaluation of their profiles and track record at the institution. In the second year, all members of the institution will be invited to voluntarily express their interest in joining the Institutional Ethics Committee and the Executive Council. Following an evaluation of profiles and interviews, members will be selected by direct vote. The first Ethics Committee will be transitional.

5. ETHICAL PRINCIPLES OF THE MEMBERS OF THE UNIVERSITY COMMUNITY

1) HONOR the position to which they have been appointed through their actions and behavior, with a commitment to serving the university and thereby contributing to the development of individuals and Dominican society as a whole.
2) ADMINISTER THE ASSETS OF THE INSTITUTION entrusted to them in their appointed position with honesty, fairness, effectiveness, efficiency, and transparency, in accordance with the strategic principles of planning, coordination, and adequate collaboration with the various departments that make up the University and society.
3) SUBMIT their actions and those of the personnel under their responsibility to the provisions of the Constitution of the

Republic, in this Code of Ethics and Discipline, in accordance with the provisions of Law No. 16-92 of the Labor Code.

4) WORK with enthusiasm, dedication, and without discrimination of any kind, and maintain a respectful relationship

of respect with the personnel under their supervision, fostering in them ethical and moral integrity, mutual respect, teamwork, and leadership, in order to obtain the best possible results at the lowest cost.

5) WORK diligently to improve the processes carried out in your position, eliminating procedures that do not add value, ensuring that people receive the services and attention they require in a timely manner, and avoiding the use of informal channels to obtain them.
6) RESPECT the rights and enforce the duties established in favor of those involved in the institution, promoting excellence and the development of skills and talents, avoiding all abuse and discrimination of any kind, and recognizing the value of each person.
7) AVOID personal involvement and that of employees under your responsibility in decision-making on matters where there may be a conflict of interest for yourself or your family members.
8) ACT in accordance with the Constitution of the Republic, the laws, and public morality, based on respect for human dignity and the rule of law that should govern life in society.
9) EMPHATICALLY OBJECT to situations where there is suspicion of illegality, or where there are indications of abuse of power, or where the situation lacks the transparency that should accompany all acts of the institution, recognizing the duty to report to the competent authority in the event of any of the above.
10) REJECT gifts, incentives, or private benefits, either personally or through intermediaries, for personal gain or with the express interest of the offerer in receiving services or actions related to the position held or the services provided by other executives in any area of the institution to which they may have direct or indirect access.
11) REFRAIN from using any influence peddling or engaging in any other activity that affects the impartiality of institutional practice or compromises the morality of the Institution.

6. INSTITUTIONAL ETHICAL VALUES

The ethical values set forth in the institutional philosophy of the Universidad del Caribe, as redefined in 2022, are:

Inclusion	We promote the right to a quality education for all students, under equal conditions, paying special attention to those who are exclusion.
Innovation	We systematically and strategically incorporate transformative practices aimed at improving teaching and learning processes, and we encourage our students to think critically and take an interest in generating new knowledge.
Leadership	We motivate and influence the generation of initiatives and the implementation of actions aimed at constant individual and collective development.
Social Responsibility	We are committed to solving the problems and needs of the environment, and to training individuals who get involved and contribute to the creation of a better society.
Humanistic Approach	We value human beings and are committed to the norms, values, and beliefs that promote respect and tolerance among people.
Transparency	We believe in open communication and ethical management as the fundamental basis for efficiency and productivity, and we promote adherence to standards and laws in the actions of institutions and individuals.

In addition, the Institution considers the following to be fundamental ethical values:

- Solidarity: Commitment to the cause, manifested in supportive and cooperative relationships with all people.
- Courtesy: This is manifested in friendly treatment and respect for dignity in human relations.
- Decorum: This requires employees to show respect for themselves and for citizens who request services.
- Discretion: Requires maintaining silence in cases that warrant confidentiality.
- Honesty: Reflects the individual's upright conduct.
- Loyalty: Permanent manifestation and fidelity to the institution, which translates into solidarity with the institution, superiors, co-workers, and subordinates.
- Probity: Human behavior considered to be a reflection of integrity, honesty, and fortitude.
- Neatness: Involves the proper and transparent management of the institution's assets.
- Vocation for service: Manifested through diligent dedication to assigned tasks and implies a willingness to give timely and careful attention to the requirements and work entrusted.

7. REGARDING THE ETHICAL AND DISCIPLINARY REGIME OF EMPLOYEES

The ethical and disciplinary regime of the University of the Caribbean shall be governed by the provisions contained in this code of ethics. In addition, the obligations contained in articles 44 to 47 of the labor code shall be assumed in a complementary manner, without this implying in any way that all members of the university community in the employee category are considered workers in the light of the aforementioned code; rather, each of them shall be regulated on the basis of their individual employment contract

duly signed with the University of the Caribbean (UNICARIBE). Employee

obligations:

1) To undergo a medical examination at the employer's request to verify that they do not suffer from any disability or contagious disease that would prevent them from performing their work. This examination shall be paid for by the employer.
2) Attend punctually at the place where they are required to report for work and perform their duties as agreed.
3) Strictly observe the preventive or hygienic measures required by law, those issued by the competent authorities, and those indicated by the employer, for the safety and personal protection of themselves, their coworkers, or the places where they work.
4) Communicate to the employer or their representatives any observations made to prevent any harm that may be suffered by workers or the employer.
5) Provide the necessary services in the event of an accident or imminent risk in which the person or property of the employer or any worker is in danger, without being entitled to additional remuneration.
6) Observe good conduct and strict discipline during working hours.
7) Strictly keep confidential any technical, commercial, or manufacturing secrets relating to the products they are directly or indirectly involved in producing, or of which they become aware as a result of their work, as well as any confidential administrative matters whose disclosure could cause harm to the employer, both during the term of the employment contract and after its termination.

8) Keep the instruments and tools provided for work in good condition, without being responsible for normal wear and tear or damage caused by unforeseeable circumstances, force majeure, poor quality, or defective construction.
9) Avoid unnecessary waste in the handling of materials and return any unused materials to the employer.
10) Vacate the housing provided by employers within 45 days from the date on which the employment contract ends.

Prohibition of employees

1) Reporting to work or working while intoxicated or in any other similar condition.
2) Carrying weapons of any kind during working hours, except for certain workers as established by law.
3) Collecting money at the place where they provide services during working hours.
4) Using tools and equipment provided by the employer for work other than that for which they are intended, or using the employer's tools and equipment without their authorization.
5) Removing work tools, raw materials, or finished products from the factory, workshop, or establishment without the employer's permission.
6) Engaging in any type of religious or political propaganda during work hours.

Obligations of the University of the Caribbean (UNICARIBE)

1) Maintain offices and other places where work is to be carried out in the conditions required by health regulations;
2) Provide workers with free preventive medication as indicated by the health authorities under the law, in the event of epidemic diseases;

3) Observe the appropriate measures and those established by law to prevent accidents in the use of machinery, instruments, and work materials;
4) Install at least one first aid kit for the service;

5) Provide workers with the materials they need to use in a timely manner and, when they have not agreed to work with their own tools, provide them with the tools and instruments necessary to perform the agreed-upon work, without charging them rent for this purpose;
6) Maintain a secure location for the storage of the worker's tools and instruments when the worker uses their own tools that must remain at the place where the services are provided;
7) Pay the worker the salary corresponding to the time lost when they are unable to work due to the employer's fault;
8) Treat workers with due consideration, refraining from verbal or physical abuse;
9) Provide training, instruction, updating, and improvement to their workers;
10) Comply with the other obligations imposed by this Code and those arising from the laws on employment contracts, collective agreements, and internal regulations.

Prohibition of the University of the Caribbean (UNICARIBE)

1) Demanding or accepting money from workers as a gratuity for admitting them to work or for any other reason related to their working conditions;
2) Forcing workers to purchase their consumer goods in a specific store or location;
3) Collecting money and subscriptions in the workplace;
4) Influencing workers to restrict their right to join or leave a union or to remain in the union to which they belong;
5) Pressuring workers to vote for a particular candidate in the election of union officials or representatives;
6) Influencing workers' political actions or religious beliefs;
7) Appropriating or retaining, at will, workers' tools or objects as compensation, collateral, or reimbursement;
8) Showing up at the workplace in a state of intoxication or in any other similar condition;
9) Engaging in actions against the worker that could be considered sexual harassment, or supporting or failing to intervene in cases where such actions are carried out by their representatives.
10) Performing any act that restricts the rights that the employee has under the law.

Penalties at UNICARIBE are classified according to the severity of the offense committed. They are classified as minor, serious, and very serious.

The following are considered minor offenses:

a. Failure to comply with the work schedule without just cause.
b. Delay, negligence, or carelessness in the performance of duties.
c. Inappropriate or disorderly conduct inside or outside of work.
d. Negligence in the care of equipment, materials, or documents belonging to the Institution.
e. Frequent use of the telephone for personal matters.
f. Using another colleague's office, desk, materials, or work area without authorization.
g. Having a disorganized work area.

The following are considered serious offenses:

a. Failure to comply with the Institution's ethical standards of customer service. (Lack of respect or

courtesy).

b. Disrespect or disobedience to superiors.
c. Committing acts that undermine the dignity of an institution's executive.
d. Leaving work before the end of the working day without the supervisor's authorization.

e. Not being ready to start the workday at the established time.
f. Absence without just cause.
g. Refusing to perform urgent or unpostponable tasks for the protection of the institution's resources (physical facilities, equipment, in cases of emergencies or natural disasters).
h. Late or unjustified arrivals at the workplace.
i. Any type of harassment: sexual, moral, emotional, racial, or other.
j. Asking for, selling, or collecting money during working hours or at the workplace without proper authorization.
k. Causing serious damage through negligence to the premises, equipment, materials, or documents of the Companies.
l. Eating food in prohibited areas or at your workstation. Contributing to unsanitary conditions.
m. Lack of courtesy or use of incorrect or inappropriate language towards a customer, supervisor, colleague, or related party of the institution.
n. Covering up for or acting as an accomplice to others who commit offenses.
o. Failure to report damage or accidents that compromise the Institution's equipment.
p. Smoking in non-restricted areas at times when it is not permitted.
q. Posting or altering notes on the Institution's bulletin boards without prior authorization from the Executive Vice-Rector's Office or the Human Resources Department.

r. Engaging in religious, commercial, or political activities or propaganda on the institution's premises.
s. Altering your attendance record (where applicable) or documents in your personal file. Punching or altering the attendance record of other employees or asking another colleague to do so for you.
t. Errors or oversights in the performance of your duties due to failure to ask for or seek the necessary instructions.
u. Driving an Institution vehicle without a valid driver's license or without the valid category for the type of vehicle, or using it without proper authorization.
v. Allowing persons not authorized by the Institution to ride in or drive a vehicle belonging to the Organization under your responsibility.
w. Frequent violations or accidents in vehicles owned by the Institution, driving at excessive speeds or carelessly in vehicles owned by the Institution.

The following are considered very serious offenses:

a. Lack of integrity and honesty, any conduct that constitutes a crime or malicious act
b. Falsification of documents, lying about the reason for leave or absences, or any other information required by the Institution.
c. Insubordination or disobedience by one or more employees.
d. Providing confidential (unauthorized) information about the Institution, its staff, or its clients (students).
e. Two consecutive absences or absences within a 30-day period without just cause.

f. Sleeping or loafing during working hours. Returning at the start of the work shift.
g. Lack of responsibility, carelessness, or recklessness in tasks that affect the interests of the institution.
h. Refusal to perform the duties for which the employee was hired.
i. The deliberate destruction of equipment or property belonging to the institution.
j. The theft of equipment or property belonging to clients (students) or coworkers.

k. Showing up drunk at the Institution.
l. Use, possession, or sale of controlled substances in the workplace, except for medications prescribed by a doctor, provided that they do not impair the employee's work performance.
m. Obscene language, indifference, or rudeness toward a customer or coworker on the institution's property.
n. Creating discord or disharmony in the workplace with malicious gossip, rumors, or encouraging others to do the same.
o. Serious disturbances of the peace: fights, incitement of riots or collective protests.
p. Engaging in criminal behavior or acts of violence, fighting on Company premises.
q. Deliberately destroying the property of the Institution, customers, or coworkers.
r. Threatening or intimidating customers (students), supervisors, colleagues, or subordinates inside or outside the workplace for any reason.
s. Unauthorized possession of knives, firearms, or explosives on the Institution's property.
t. Performing acts that prevent compliance with the Institution's rules and internal regulations.
u. Insubordination to a superior.
v. Making personal long-distance calls without proper authorization, using the Institution's equipment.
w. In conclusion, all crimes of this nature shall be referred to the criminal authorities.

8. REGARDING THE ETHICAL AND DISCIPLINARY REGIME OF INVESTIGATORS.

The powers conferred under Article 23 of the research regulations issued by the University of the Caribbean (UNICARIBE) in January 2022, and Article 15 of the Intellectual Property Regulations, in January 2022, and Article 4 of the Code of Ethics for Research dated 2022, to the Scientific Ethics Committee (CEC), are assumed by the UNICARIBE Ethics Committee. In this regard, the functions referred to in Article 24 of the aforementioned regulations are assumed by said Ethics Committee.
In this regard, within the scope of research carried out at the University of the Caribbean (UNICARIBE), the ethics committee has the following functions:

a) To evaluate the studies carried out by research professors and students in an independent, impartial, and timely manner from an ethical and scientific standpoint.
b) Establish ethical guidelines for research.
c) To monitor research carried out at UNICARIBE.
d) To recommend to the Vice-Rector for Research, Extension, and Outreach the suspension of any research that fails to comply with ethical principles or violates legal provisions of common law and these regulations.
e) Establish disciplinary measures for violations of intellectual property in research.

By virtue of the aforementioned articles, the disciplinary powers granted to the Scientific Ethics Committee (CEC) contained in Article 25 are transferred to the Ethics Committee, and in this regard, the aforementioned article of the research regulations is amended to read as follows: "The UNICARIBE Ethics Committee shall be the highest disciplinary authority competent to apply sanctions to students, teachers

researchers and administrative staff who violate the provisions set forth in these regulations, as established in Articles 7, 10, and 14 of UNICARIBE's Intellectual Property Policy.

The UNICARIBE ethics committee considers ethical and disciplinary powers with regard to research carried out within the institution.

Regarding ethical misconduct in research: In accordance with Article 7 of the Intellectual Property Regulations, failure to observe the ethical principles of research contained in the aforementioned regulations

may lead to the application of academic and disciplinary sanctions.

If a breach or irregularity is found in undergraduate or postgraduate work, students may be sanctioned by not recommending the thesis topic developed, establishing a failing grade. In the case of very serious breaches, students may be disqualified for a period of one year without the possibility of registering their thesis. The determination of the seriousness of the irregularity in the degree work is the exclusive responsibility of the UNICARIBE ethics committee.

In minor cases: Minor offense: verbal warning, in cases of plagiarism of less than 20%; Serious offense: written warning, in cases of plagiarism between 20% and 50%; Very serious offense: Suspension, in cases exceeding 50% plagiarism and where it is detected that the work was not carried out by the student.

S REGARDING THE ETHICAL AND DISCIPLINARY REGIME OF TEACHERS.

The ethical and disciplinary powers contained in Article 55 of the UNICARIBE Teaching Regulations, enacted in January 2019, are assumed by the UNICARIBE Ethics Committee. In this regard, the UNICARIBE Ethics Committee is responsible for the ethical and disciplinary regime for teachers working for the institution, regardless of their employment status.

With regard to teachers, minor and serious disciplinary offenses are classified as follows: Minor offenses:
a) Tardiness, absenteeism, and failure to fulfill assigned responsibilities.
b) Inappropriate dress.
c) Retaining resources loaned by the institution beyond the regulated time.
d) Failure to submit grades on time.

Serious offenses:

a) Violation of institutional regulations and rules.
b) Sexual harassment of students or their peers.
c) Disrespect, mistreatment, or aggression toward members of the university community.
d) Physical, verbal, and moral abuse of students and their peers.
e) Attending university under the influence of alcohol or drugs.
f) Demanding benefits of any kind from university students.
g) Using university facilities, furniture, and other objects for personal gain.
h) Selling brochures and other items in classrooms without prior authorization from the program director and/or the Academic Vice President's Office.

i) Organizing seminars, workshops, excursions, parties, or other activities unrelated to academic work for profit.
j) Use and display of firearms on university premises.
k) Being prosecuted or convicted for committing a crime or offense. The
penalties for minor infractions will be:

a) Verbal warning: Verbal warning.
b) Written reprimand: Communication informing the teacher/tutor of the more severe disciplinary consequences that will follow the repetition of the offenses committed.

c) Suspension: This involves the suspension of the contractual relationship.

Penalties resulting from the determination of each minor offense may be imposed by the director of the program to which the faculty member belongs. However, the faculty member has the option of appealing to the UNICARIBE ethics committee to have the penalty reviewed.

The ethics committee is the only body competent to determine the existence or otherwise of serious offenses, the only possible sanction after confirmation of such an offense being permanent expulsion from the university.

10. REGARDING THE ETHICAL AND DISCIPLINARY REGIME FOR STUDENTS

The ethical and disciplinary powers conferred on the disciplinary committee, contained in Article 15 of the Student Regulations dated January 2019, are assumed by the UNICARIBE Ethics Committee. In this regard, this committee has ethical and disciplinary authority over UNICARIBE students.

The following are the powers of the UNICARIBE Ethics Committee with regard to students:

a) Receiving written submissions from any member of the student community who has violated these Regulations.
b) Evaluate written or testimonial evidence and make a decision within a period not exceeding ten (10) days.
c) Refer those who have committed serious offenses to the ordinary courts, if deemed necessary.
d) Submit the established sanctions to the Executive Council for ratification and issuance of a resolution.
The offenses that a student may commit can be classified as minor or serious, namely: Minor offenses
• Copying all or part of another student's answers in written and practical tests.
• Obtaining grades through deception.
• Disturbing the peace, behaving inappropriately, or acting in a manner incompatible with their status as a student.
• Spreading information and publications that are offensive to members of the educational community.
• Behavior contrary to morality and good customs.
• Engaging in proselytizing activities on campus.
• Manipulating the personal information of other students through the website.
Penalties for minor offenses may be imposed by the director of the student's degree program; however, the student has the right to appeal the penalty before the UNICARIBE ethics committee.

B) Serious offenses

• Repeated minor offenses.

• Impersonating another student in class or in an oral or written exam.

• Falsification or alteration of academic documents.

• Theft of belongings from teachers, students, employees, or any other person on university grounds.

• Handling and consumption of alcohol and/or narcotics.

• Physical and/or verbal aggression towards authorities, teachers, employees, and students on or off campus, in activities related to the institution.

• Plagiarism in practical work, assignments inside and outside the university campus, grades, or report cards.

• Attending class while intoxicated or under the influence of legally prohibited drugs.

• Damage to library books and magazines and irresponsible use of laboratories, computers, sports fields, and any damage to the institution's infrastructure.

Penalties imposed for serious offenses may only be imposed by the UNICARIBE ethics committee, which will take action at the request of the academic vice-rector.

Disciplinary sanctions:

a) Verbal or written warning.

b) Cancellation of the assessment, disqualification, or failure of the course.

c) Suspension from the course without the possibility of withdrawal.

d) Payment of damages or replacement of stolen or destroyed property.

e) Internal or external community service.

f) Temporary separation from the University.

g) Referral to the ordinary courts, if necessary.

h) Permanent separation from the institution or cancellation of enrollment.

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Paragraph. The University reserves the right to readmit a student after they have served the corresponding suspension.

11. OF THEIR EVALUATIONS

This code will be evaluated periodically by the relevant body (Quality Assurance), in coordination with other institutional areas.

12. REGARDING MODIFICATIONS AND UPDATES

Any adjustments and adaptations to this Code shall take into account the results of periodic evaluations and reviews by the body responsible for this process and shall be updated every five years.

13. FINAL PROVISIONS

The provisions of this Code are mandatory for all employees of the Universidad del Caribe. Premeditated violation of these policies will be considered grounds for disciplinary action, including possible termination.

14. REFERENCES

- Ministry of Labor. (2012). *LABOR CODE (LAW 16-92) AND SUPPLEMENTARY REGULATIONS.* Dominican Republic.
- Constitution of the Dominican Republic, published in Official Gazette No. 10561, dated January 26, 2010.
- Institutional Strategic Plan 2018-2022. University of the Caribbean.
- Research Regulations January 2022
- Intellectual property regulations, January 2022
- Research Code of Ethics, January 2022
- Teaching Regulations, January 2019

- Student Regulations, January 2019
- MEPyD. (2016). Law 1-12, National Development Strategy 2030. Santo Domingo, Dominican Republic.
- SEESCYT. (2013). Law 139-01 on Higher Education, Science, and Technology. (7th ed.). Santo Domingo, Dominican Republic.

15. HISTORY OF CHANGES

NO. VERSION	DATE DD/MM/YYYY	CHANGES MADE	REQUEST NO.	RESPONSIBLE
--	--	Compendium: Induction Manual, Code of Conduct Manual, Employee Policy Manual.	N/A	Human Resources Department
00	January 20, 2022	CODE OF ETHICSUNICARIBE	1	Human Talent Management Department

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