INSTITUTIONAL POLICY: ETHICS, TRANSPARENCY, AND ACCOUNTABILITY AT UNICARIBE

DOCUMENT CODE: PI-CEJ-002 VERSION: 00

	PREPARED BY	REVIEWED BY	APPROVED BY
NAME	Milagros Yost Lourdes Contreras	Denisse Morales	COUNCIL
POSITION	Member of the Advisory Board Director of Talent Management Management	Director of Institutional Quality Assurance Quality Assurance	
DATE	2021	June 3, 2022	

Please ensure that this is the current version of the document. This content may not be distributed, circulated, copied, quoted, reproduced, manipulated, modified, or disclosed in any way without the prior written authorization of the person responsible for compliance with the Internal Quality Management System of the Universidad del Caribe.

For the exclusive use of the University of the Caribbean

1. OBJECTIVE

Establish clear ethical criteria, transparency, and accountability that enable institutional performance in accordance with its values, principles, and mission, in a context of relevance and academic quality.

2. SCOPE

This policy has a global scope, as it permeates all institutional actions related to its administrative, academic, research, and community outreach functions.

3. DEFINITIONS

UNICARIBE: University of the Caribbean.

ETHICS AND TRANSPARENCY: This refers to the social commitment of higher education institutions to fulfilling the public good nature of education, which obliges them, in the name of the general interest, to develop good practices in resource management that ensure their institutional integrity and to be accountable to society for the quality of their services, the proper management of financial resources, and adherence to the principles, philosophy, and mission declared as institutional foundations. (MESCYT, 2019)

ACCOUNTABILITY: a mechanism to be used by any organization operating within a society to report and explain its actions and take responsibility for them. Accountability allows us to achieve transparency in university quality assurance processes through the tracking and monitoring of academic unit projects as a mechanism to ensure their efficiency and effectiveness.

4. DESCRIPTION OF ETHICS, TRANSPARENCY, AND ACCOUNTABILITY POLICIES

4.1 Policy

Establishment of high ethical, transparency, and accountability standards that permeate institutional performance in accordance with its values, principles, and mission in a context of relevance and academic quality.

Areas of Coordination

4.1.1 The Regulatory Framework for UNICARIBE's Institutional Policy on Ethics, Transparency, and Accountability is constituted by national laws governing higher education in the country and covering aspects related to ethics, transparency, and accountability in Dominican higher education institutions, as well as various resolutions of the Higher Councils and UNICARIBE's own Executive Council.

4.1.2 The University of the Caribbean, in the context of its mission, values the importance for its governance of having a policy that harmoniously incorporates ethics, transparency, and accountability

For the exclusive use of the University of the Caribbean

accountability in an operational unit that allows institutional practice to be linked to the substantive values of good administration.

4.1.3 There is a close relationship between ethics, accountability, and transparency as essential characteristics of a modern institutional management model with access to information, social participation, and adherence to standards of good behavior as the basis for its legitimacy.

4.1.4 The University's regulations, manuals, resolutions, and codes reflect the theoretical and practical principles underlying this Policy. Their timely application, in accordance with established processes and standards, guarantees ethical and transparent accountability.

4.1.5 The Executive Council is an institutional body of great importance, as it represents the second level in the decision-making hierarchy. Its resolutions apply throughout the university structure, depending on their nature and implications.

4.1.6 The Executive Council, as one of the main bodies of university governance, is responsible for making decisions related to institutional operations. Therefore, it establishes the general lines of planning, endorses its goals, and guarantees their effective implementation.

4.1.7 The Executive Council is composed of the Rector and Vice-Rectors, as established in the Organizational Structure Regulations approved by the Governing Council. It may function in an expanded manner with the Academic Council and occasionally include special guests.

4.1.8 The External Related Entities are:

- Ministry of Higher Education, Science, and Technology (MESCyT).
- Ministry of Labor.

4.1.9 The Internal Affiliated Bodies are:

- Board of Directors of the University of the Caribbean.
- Academic Council of the University of the Caribbean
- Area Committees

4.1.10 The implementation of the Institutional Policy on Ethics, Transparency, and Accountability includes processes and activities that allow for its comprehensive application throughout institutional practice through:

- Promotion and dissemination of the institutional philosophy and its values.
- Development of regulations and codes on ethics, transparency, and accountability in different areas of the university.
- Establishment of dialogues with internal management teams on the importance of ethical and transparent management of their departments.
- Training for managers.

For the exclusive use of the University of the Caribbean

- Establishment of specific frameworks that allow organizational actors to interact, sharing the meaning of their decisions and actions, as well as the objectives and goals of the University.
- Good coexistence and respect for diversity.
- Practice of equity in distributing all types of benefits, property, rights, and obligations equally among all members of the institution.
- Submission of reports and annual reports.
- Promotion of institutional loyalty in all its components and areas.
- Creation of mechanisms for accessing institutional information through the technological platform.
- Respect for diversity and non-discrimination.
- Conducting periodic audits and evaluations.

5. REFERENCES

N/A.

6. CHANGE HISTORY

NO. VERSION	DATE DD/MM/YYYY	CHANGES MADE	REQUEST NO.	RESPONSIBLE
00	07/03/2020	Institutional Policies on Ethics, Transparency, and Accountability	N/A	Director of Institutional Quality Assurance
00	06/01/2022	Institutional Policies on Ethics, Transparency, and Accountability	1	Human Talent Management

For the exclusive use of the University of the Caribbean