

Practices that favor integrity

This Guidebook is designed to ensure that the use of resources and decision-making are always favoring the benefit and Institutional development, over personal benefits, that is, that everything we do and all decisions we make in our different roles, as board members, directors, teachers, doctors, employees, or value partner of Tecnológico de Monterrey are aligned to our values and Ethics Code, particularly to the fifth guideline which points out that:

“We avoid all types of conflicts of interest and, should they arise, we inform the corresponding authorities”.

A conflict of interest is “a situation where the judgment or decision of employees and/or teachers could be influenced by personal or third parties’ interests, compromising the impartial compliance of objectives of their position and the Institution’s.

For instance, if a teacher or employee receives an incentive that compromises his/her objectivity in current and/or future negotiations or administrative/academic decision-making, he/she is facing a conflict of interest, as he/she is in a situation that could motivate acting unfavorably to the Institution’s interests.

Should you detect or be at a possible conflict of interest remember that you must report it through the e-mail: conflictosdeinteres@servicios.tec.mx

Next, we share some good practices you must keep in mind to avoid conducts that could bring about a conflict of interest:

1. Remember that stating the conflict of interest helps us to manage it correctly, so you must state it through the course “my Commitment to integrity”, or at any time of the year through the e-mail: conflictosdeinteres@servicios.tec.mx
2. Board members, teachers, doctors, and employees of Tecnológico de Monterrey must avoid situations that lead or seem to lead to conflicts of interest, where personal and Institutional interests are in conflict, so we do not accept or offer gifts in money, in-kind, services, benefits, or hospitalities for family, or affinity, or for third parties who have professional relationships, or for partners or societies with whom the employee or the people aforementioned take part, and which could compromise the objectivity in current and future negotiations and administrative or academic decision-making.

- 
3. Regarding family members working in the Institution, it is possible as long as:
 - a. They meet the requirements to occupy the position
 - b. They are not direct subordinates
 - c. They, preferably, do not work in the same department.
 - d. In case there is indirect subordination, neither one can interfere or participate in the decisions that affect the other in the Institution.
 4. When the decision of a teacher or employee on behalf of Tecnológico de Monterrey leads to a possible conflict of interest, before making the decision, a consult must be sent to the following e-mail: conflictosdeinteres@servicios.tec.mx
 5. In processes related to acquisitions or commercial relationships, board members and immediate family, as well as organizations of their ownership, can participate without preference over other value partners in competitive processes.
 6. No member of the Tecnológico de Monterrey community must participate, authorize, or induce corruption practices, either directly or through third parties. The federal anti-corruption law must be applied as our own.
 7. No member of the Tecnológico de Monterrey community must make decisions regarding operations with business deals, where he/she or his/her family or by affinity, have personal interests.
 8. A board member, teacher, doctor, or employee cannot provide services to other persons or institutions to obtain personal benefit using Institutional material resources, tools, employees, information, or personal data as of their position, nor industrial or intellectual property.
 9. Accepting legitimate promotional articles, or hospitalities, is not a conflict of interest, when their value does not exceed \$500 pesos (MXN), thanking and stating that it was not necessary.

Handling of exceptions

In line with our Empowerment with responsibility culture, you as a leader, are entitled to making the best decisions, always in favor of the Institution. Any situation that is not considered in this document must be documented as an exception, requesting authorization from the Ethics Committee. Check **Appendix A** at the end of this document. (Format to document exceptions)



We are here for you!

Should you need help or advice for this guidebook, talk to your Talent and Experience Generalist who will gladly help you out.

Find your generalist here:

 [mitec](#)>[Buscador](#)>[Success Factors](#)>[mi Perfil](#)>[Información de Empleo](#)

Last update: June 2022

APPENDIX A

Format to document exceptions

The needs that are not included in the guidebooks, and which if not solved would affect the Institution's operation, will be handled as exceptions, and must be documented with the adequate justification so that your leader has relevant information that will enable him/her to make the best decision and will serve as reference in the future. In all cases, exceptions must adhere to our values and ethics code.

Request the authorization of your leader through his/her signature in this format.

Date and place:

Describe the case in particular: (Attach all relevant information to back up your request)

Petitioner

Authorizer

[Name of the Petitioner Leader]
[Position]

[Name of the Authorizing Leader]
[Position]

Footnotes:

1. This document can be authorized via e-mail, the autographed signature is optional.
2. Attach any documents that are relevant to the case.