

# Code of Ethics GEV



DELVALLE  
GRUPO EDUCATIVO



**UVG** | UNIVERSIDAD  
DEL VALLE  
DE GUATEMALA



**UVG** | UNIVERSIDAD  
DEL VALLE  
CAMPUS SUR



**UVG** | UNIVERSIDAD  
DEL VALLE  
ALTIPLANO

# OUR ETHOS

## Grupo Educativo del Valle

Inspired by the visionary and entrepreneurial spirit of our founders, we are a group of private educational institutions that act in accordance with the principles of ethics and excellence. Our group is non-profit and is separate from ideological, political, or religious activism.

Based on our values and through collaboration, we offer quality student-centered education. We focus on their integral development, fostering individual freedom and a service leadership that allows them to transcend.

We prepare our students to overcome the challenges of a changing world. We seek to have an impact on society and contribute to prosperity and sustainable development.



# TO THE COMMUNITY MEMBERS OF THE GRUPO EDUCATIVO DEL VALLE



We express our firm commitment to consolidate the role of the Educational Group of the Valley as the set of educational institutions of reference, committed to acting with the highest ethical standards, in the permanent pursuit of excellence and the development of Guatemalan society.

We express our purpose of offering quality education as a basis for improving people's lives and achieving sustainable development.

We share this Code of Ethics, which reflects the declaration of values and defines the rights and obligations of all members of the group, as a guide that contributes to the transparency of our actions and to facing ethical dilemmas that may arise.

Within a framework of **Ethics and Excellence** as transversal axes, six values are declared that underpin the vision towards which we are heading as the Grupo Educativo Del Valle and provide guidelines for strategic planning in our institutions.

The purpose of this Code is to inspire all members of the Grupo Educativo Del Valle to always do what is right and to establish basic standards of behavior for their personal and professional lives. It is important to know, reflect on, and disseminate its content, but, especially, to commit to living it, which is key to our success and our ability to achieve our strategic vision.

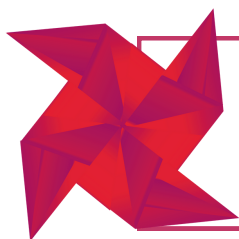
Jorge Eskenasy

**President of Fundación de la  
Universidad del Valle de Guatemala**

# Our Values



At Grupo Educativo del Valle we are committed to permanent ethical action, based on our values and the constant search for excellence.



## RESPONSIBILITY

We are aware of and assume the consequences of our decisions and actions. We actively care for ourselves, our institution, our surroundings, others, and the environment.



## RESPECT

We value individual rights, responsibilities, and differences and act accordingly with tolerance and without discrimination.



## INNOVATION AND ENTREPRENEURSHIP

We promote creativity and openness to new ideas, cultivate excellence, and develop the capacity and ingenuity to question the status quo and set trends through new projects and initiatives as change agents.





At Grupo Educativo del Valle we are committed to permanent ethical action, based on our values and the constant search for excellence.



## COMMITMENT

We passionately pursue the purpose of Grupo Educativo del Valle with professionalism, responsibility, perseverance, and permanent effort to achieve it with quality and effectiveness.



## CRITICAL THINKING

We identify problems and use our knowledge, experience, skills, competencies, attitudes and values to propose solutions and make decisions based on evidence and reason.



## TRUST

We firmly believe that our attitudes and behaviors will allow us to credibly achieve our purpose and meet the expectations that we generate based on our values.

# General Principles of Behavior

## 1. PERSONAL RESPONSIBILITY

### 1.1 We accept personal responsibility.



We assume responsibility for doing what is right and we accept the consequences of our actions.

We are aware of our obligation to stop or prevent actions that may harm the integrity of the Grupo Educativo del Valle and its members and report such actions when they occur.

When we are aware of matters related to ethical violations and compliance with institutional rules, we report them through the GEV Transparency Channel, using the email address or phone number provided for this purpose.

We act prioritizing the interests of the Grupo Educativo del Valle over personal or third-party interests that may influence the decisions, actions or services that are provided by the institutions in the Group.

### 1.2 We communicate effectively.

We communicate honestly, timely, and listen attentively to understand. We ask questions and raise issues to improve internal communication within each entity and between institutions.

We convey messages clearly and timely to avoid causing doubts, confusion, or misunderstandings.



## 2. COMMITMENT TO OUR COLLEAGUES

### 2.1 We all have equal opportunities.

We recognize individuals based on their abilities, attitudes, and performance without any discrimination.

### 2.2 Respect and dignity.

We ensure that an environment of equity, respect, and dignity prevails, free from disrespectful or intimidating behaviors, in which there are no verbal or physical manifestations that degrade individuals.

### 2.3 Health and safety.

We comply with institutional health and safety standards and practices. We promote and adopt necessary actions to protect the life, health, and integrity of ourselves and others. We remain free from any toxic or illegal substances. We reject the exposure, sale, distribution, and promotion of toxic or illegal substances.

## 3. OUR COMMITMENT WITH THE GRUPO EDUCATIVO DEL VALLE

### 3.1 Direction of the institutions.

We trust that the management of the institutions of the Grupo Educativo del Valle is capable of making impartial, independent, and timely decisions, for which necessary internal controls are in place. We act in accordance with the rules and procedures governing the operation of the institutions and collaborate with any audit or investigation.



### 3.2 Conflicts of interest.

We avoid having personal interests that are contrary or in conflict with the interests of the institutions of the Grupo Educativo del Valle and that hinder the proper, independent, and objective exercise of their functions or the prioritized attention of their interests. We communicate any circumstances that may give rise to a real or apparent conflict of interest.

### 3.3 Use of institutions assets.

It is our commitment to safeguard the assets of the institutions to which we belong and to use them exclusively for the purposes for which they were intended. We never use them for personal, prohibited, illegal, or contrary to the values and norms of the Grupo Educativo del Valle.



### 3.4 Truthfulness of information.

Any information required in investigations, reports, or tasks is presented complete and with total truthfulness. We take special care with the custody and administration of any documentation and resources that are under our responsibility due to our work.

### 3.5 Intellectual property.

We protect and respect the Intellectual Property of the Grupo Educativo del Valle. We recognize that the Intellectual Property that belongs to its institutions, whether registered or not, is for the exclusive use of those institutions. We do not use for personal or third-party purposes the products of teaching, research, or others, developed or perfected by our institutions. Likewise, we respect the intellectual property of third parties.

### 3.6 Confidential information.

We commit to safeguard, not to disclose, or discuss confidential information by any means to any person who is not authorized to know it. Confidential information refers to any type of data, details, or knowledge that is considered private, sensitive, or protected and that is not intended to be shared or publicly disclosed. We agree to sign confidentiality agreements when necessary.

Privileged information obtained by reason of the functions we perform will not be disclosed, reproduced, or shared, nor will it be used for our own benefit or that of third parties.

### 3.7 Customer service orientation.

We are committed to the highest satisfaction for the service provided to our internal and external customers. At all times, we are kind, respectful, efficient, and punctual. The information we provide to customers is clear, correct, and timely, directing requests and complaints through the appropriate formal channels.

## 4. OUR COMMITMENT TO THE COMMUNITY

### 4.1 Compliance with the law and other regulations.

We know and comply with the laws of the Republic of Guatemala, the rules governing the institutions that make up the Grupo Educativo del Valle, and the legally acquired commitments with other institutions.

### 4.2 Natural and Cultural Heritage.

We actively and responsibly commit to the conservation of the environment and cultural heritage. We encourage sustainable ecological practices and environmental responsibility procedures. We work to conserve and protect our cultural heritage.

### 4.3 Communication with the public.

We provide and communicate institutional information to news media or interested individuals in an authorized, coordinated, timely, and truthful manner.

### 4.4 Compliance with this code.

Compliance with the Code of Ethics allows us to have a harmonious coexistence based on the values we profess. We are aware that its non-compliance is subject to penalties and sanctions ranging from verbal or written reprimands to the loss of student, employment, commercial, or other relationships, as well as civil or criminal sanctions that may apply.



### 4.5 Unforeseen cases.

The Ethics Committee of the Grupo Educativo del Valle is responsible for resolving any questions in the interpretation of this Code and cases not foreseen in it.



# GEV TRANSPARENCY CHANNEL

The Grupo Educativo del Valle has a communication channel for students, staff, suppliers, trustees, graduates, and strategic institutions who wish to report an event or situation that conflicts with the statements of our Code of Ethics and institutional values.

When reporting a violation, we are responsible for presenting the corresponding support and evidence. I acknowledge that the report is confidential.

The Ethics Committee of the Grupo Educativo del Valle is committed to maintaining the confidentiality of the case, investigating it, and preventing retaliation against the person reporting the violation.

**The means to present the cases are as follows:**

**Website:**



<https://ethikosglobal.com/transparencia.gev>

**Email:**



[transparencia.gev@etictel.com](mailto:transparencia.gev@etictel.com)

**Phone:**



+502 2378-1966





# ADHERENCE TO THE CODE OF ETHICS

## GRUPO EDUCATIVO DEL VALLE

Scan or click on the following QR code to obtain your adherence certificate.



Or sign the following physical contract:

In \_\_\_\_\_, on the \_\_\_\_\_ day of the month \_\_\_\_\_ of the year \_\_\_\_\_,  
I \_\_\_\_\_, as a member of the Grupo Educativo del Valle,  
confirm that I have read and fully understood the Code of Ethics and express my total  
adherence and commitment to this Code, making myself responsible for its  
observance and compliance.

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Signature

We live the Ethos,  
values, and  
purpose of the  
Grupo Educativo  
del Valle.



PROMOTORES DE  
**CULTURA ÉTICA**  
GRUPO EDUCATIVO DEL VALLE

Learn more about our GEV Values Culture Program, in this QR Code.

