



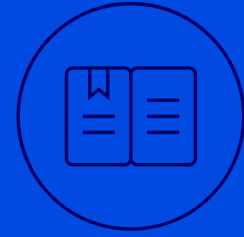
**IE NON-  
DISCRIMINATI  
ON AND ANTI-  
HARASSMENT  
POLICY AND  
PROCEDURES**



# INDEX

|   |    |
|---|----|
| I. The IE Ethics  | 03 |
| II. Core Values, Principles, Scope of Application, Common Rules | 04 |
| III. Discrimination and Harassment Procedures                   | 09 |
| IV. IE Boards and Units related                                 | 18 |

## I. The IE Ethics



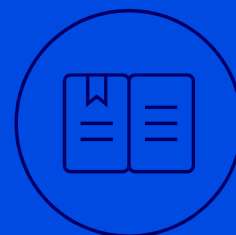
As a diverse global community, IE fosters positive change through education, research, sustainability, and innovation, with respect for human dignity, support for equality and protection against discrimination, as outlined in the UN Declaration of Human Rights.

Professional ethics and integrity therefore form the very core of the IE Community. Fairness, honesty, and respect for others are not just virtues; these are what each member of the IE community can expect from their peers. We pursue quality and academic excellence through continuous improvement.

### **The document includes:**

1. The principles governing the IE Ethics.
2. The scope of application of the existing rules regarding non-discrimination and anti-harassment
3. The common rules that apply to the different procedures
4. A taxonomy of cases and their procedures regarding non-discrimination and anti-harassment Policies
5. A list of committees and commissions involved in addressing different ethical issues.

## II. Core Values and Principles, Scope of Application and Common Rules



### 1. Core Values and Principles

As an academic institution, IE has three main pillars: innovation and entrepreneurship, a global vision and sustainability. As a community of students, faculty, staff, and alumni, we are defined by these **core values**:

- To act fairly, honestly, and with respect for others
- To create and maintain an environment for the free exchange of ideas
- To celebrate diversity and global understanding
- To respect academic freedom in the classroom
- To uphold academic honesty and integrity
- To promote wellbeing amongst our students and other members of the IE Community
- To promote sustainable development and the preservation of natural resources
- To recognize that people are the foremost asset of any community, including institutions and organizations
- To preserve personal health and safety
- The right of association and assembly

All our activities are influenced by these values. They feature prominently in the design of academic modules, assignments, extracurricular activities, and events.

Specifically, at IE, we embrace the following **principles**:

- **Ethics.** IE is dedicated to the advancement of ethics in the professional world. Professional and academic ethics and integrity are at the core of

our community. Every member of the IE community has the right to expect evenhandedness, honesty, and respect for others from their peers.

- **Diversity.** Diversity is hardwired into IE's DNA. Different opinions, experiences, values, and identities enrich the learning process and the shared experience of the whole community, and it is what makes us unique. IE promotes a culture within which every member can freely express their opinions free of any discrimination based on origin, culture, race, ethnicity, religious beliefs, diversity of conviction or opinion, gender identity or expression, sex, sex characteristics, sexual orientation, disability, health status, age, socio-economic status, political or syndical affinity or by any other personal or social circumstance or condition.
- **Acceptance and respect.** IE is a community built on ideas, and as such, we nurture and cherish academic freedom. We do this by fostering a culture of respect and acceptance of different opinions, experiences, and outlooks and by creating an environment that observes mutual respect.
- **Inclusion.** IE embraces the contribution each individual makes, not simply because humanism is at the heart of our values, but also because it is only by creating an inclusive space that we will all thrive. IE encourages all members of our community to freely express themselves and make their contribution to the common good.
- **Equity and Justice.** As a community, we work to support equity and justice. IE is committed to creating equity in our community by combating discriminatory ideologies, policies, and behaviors.

All these principles and values make up what we call IE ethical standards, which bind the entire IE community. However only non-compliance of them within what we define below as the scope of application will be subject to sanction by IE through the different processes established in this guide.

## 2. Scope of Application

IE ethical standards apply to all members of the IE Community, including regular, exchange, and visiting students, whatever the kind of program they are enrolled in, faculty, staff, and alumni.

IE expects full compliance with IE ethical standards from all members of the IE community wherever they may be. However, they will not be subject to judgment by the rules of the different IE policies when the infringement occurs off campus, (i) unless the conduct was in connection with an IE-related program, event, or activity where IE exercised substantial control over both the person accused of misconduct and the context in which the incident occurred. Or (ii) when such conduct directly affects the IE community's welfare or core values, as decided by IE management.

Members of the IE community are called on to be committed to the development of IE ethical standards, thereby respecting the rules related to discrimination and/or harassment and violence in this context

## 3. Common Rules Applicable to all IE Ethics Procedures

- **Length of the process.** The length of the process will depend on the nature and extent of the allegations, the number of parties and witnesses involved, and their availability. However, every effort will be made to conclude any process within 20 business days of receipt of a complaint. This timeline may be extended if exceptional circumstances occur.
- **Confidentiality.** All those involved in the process shall treat as confidential any related information. The investigation may require disclosure to the persons involved and to witnesses for the purpose of gathering pertinent information. In such cases, the disclosure will be limited to the minimum.
- **Hearing, impartiality, and contradiction.** The proceedings must ensure the hearing, fair treatment, and defense of all parties involved.

- **Protection from retaliation.** IE expressly prohibits any form of retaliation against any member of the IE community who in good faith initiates the process and /or participates in investigations, compliance reviews, or disciplinary proceedings under IE policies.

Depending on the circumstances referred to above, retaliatory acts may include but are not limited to:

- Removal from an educational or working program
- Interference with the academic or professional career of another individual
- Engaging in conduct that constitutes stalking, harassment, or assault
- Encouraging others to engage in retaliatory behavior

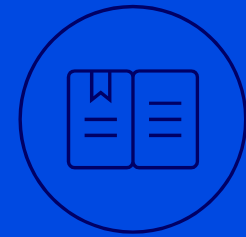
When appropriate, prior to or during an investigation, IE may take reasonable and appropriate interim steps to protect the safety and well-being of the people involved, safeguard the investigation and/or resolution, and prevent retaliation. These steps may include but are not limited to, being removed from the class for the duration of the complaint process or being removed from the work group in the case of two students, or continuous monitoring of the affected person (being student, faculty, or staff) throughout the rest of their learning period.

- **Procedure for complaints made in bad faith.** IE accepts its responsibility to balance the rights of all parties. If an investigation reveals that a complaint is malicious or knowingly false, such charges will be dismissed and the person who filed the complaint may be subject to sanctions depending on the transgression according to Academic Standards policies or Discrimination and Harassment policies, as the case may be.
- **Suspension.** All IE internal procedures may be suspended if there is a pending judicial action and until a final decision is taken by the courts. Notwithstanding, IE could adopt precautionary measures to protect all those involved.
- **Rights of individuals suspected of an infraction of these policies.** Any individual who has been suspected of misconduct must keep in mind their rights throughout the process. Such rights are as follows:
  - a. The right to receive notice of the infraction they have been suspected of in writing.
  - b. The right to respond to any allegation in writing.
  - c. The right to request a private meeting in person.

- d. The right to see all the relevant elements of proof, whether against or for the individual's case.
  - e. The right to request the testimony of witnesses or present other evidence relevant to the case.
  - f. The right to defend the case in front of the specific authority with which the case is dealt.
  - g. The right to be sanctioned only after the completion of the established procedure.
  - h. The right to appeal the decision of the case.
- **Person affected.** The person who claims to be a victim of the misconduct. In cases related to discrimination and harassment, the affected person has the right to receive psychological support.
  - **Person involved.** A person accused of infringement.
  - **Ethics procedure record.** A case file will be maintained in IE archives for one year after the graduation date of the student. If the case involves expulsion or a certain risk of litigation the case file may be kept until the prescription of legal action. In cases involving professors or staff, the case file may be kept until the prescription of legal actions. The decision will be communicated to the Registrar's Office when needed for academic purposes. Decisions will be filed along with all supporting documents at the Diversity Officer's register in case of students and in case of faculty or staff at the registrar of the Compliance Officer.



### III. Discrimination and Harassment and violence in this context



#### ***\*Previous note regarding the scope of the application:***

*Notwithstanding the scope defined in section 2 above (scope application), even if IE cannot act, because the case is not within the scope of the application previously defined, we encourage all persons who believe they may have been the subject of any form of discrimination or harassment to speak to the Diversity Officer about the incident because, even if no process is commenced or formal complaint is filed, that information will help IE identify any concerns about discrimination or harassment and work to address them.*

#### **1. Definition / Examples of Misconduct**

- **Discrimination: IE** defines this as adverse behaviors or treatments based not on merit but by reason of origin, culture, race, ethnicity, religious beliefs, diversity of conviction or opinion, gender identity or expression, sex, sex characteristics, sexual orientation, disability, health status, age, socio-economic status, political or syndical affinity or by any other personal or social circumstance or condition.
- **Harassment: IE** defines this as unwelcome behavior or speech including:
  - i. **Moral harassment, bullying, or mobbing:** this is systematic and reiterated harassment that takes place over a prolonged period of time, which may be incited by colleagues and/or superiors and is based on physical and/or psychological actions aimed at making the victim

give up his/her position or simply by deriving pleasure from the victim's suffering.

- ii. **Harassment based on personal or social circumstance:** this type of harassment comprises unwelcome behavior or speech based on diversity of discrimination based on origin, culture, race, ethnicity, religious beliefs, diversity of conviction or opinion, gender identity or expression, sex, sexual characteristics, sexual orientation, disability, health status, age, socio-economic status, political or syndical affinity or by any other personal or social circumstance or condition. in such an extreme or persistent manner that it interferes with that person's ability to work, terms of employment, or participation in an educational program, or creates an intimidating, hostile, or offensive environment for study, work, or living.
- iii. **Sexual harassment:** this is harassment, either verbal or physical, of a sexual nature, with the intention or the effect of undermining the victim's dignity and of creating an intimidating, degrading, or offensive situation.

In determining whether reported speech or conduct qualifies as harassment under this policy, IE will consider all circumstances surrounding allegations, including the frequency, location, severity, context, and nature of the speech or behavior, including whether they are physically intimidating or humiliating, as opposed to an offensive remark. IE will also take into account the intent of the speaker(s).

Harassment may be done not only face to face but through any means of communication, digital or otherwise, including e-mail, telephone or voicemail, text messaging, social media, virtual environments, or other internet networks.

## 2. Procedures in case of Discrimination and/or Harassment

### a. Anonymous Claims:

IE's goal is to keep the institution free from discrimination and harassment. For that purpose, an anonymous report system has been put in place. Due to its anonymous nature, IE's investigation will be limited in scope and will not result in mediation or proceedings before the relevant body (committee or commission, depending on whether it involves a student or a faculty or staff member), but in all cases, anonymous complaints will be reviewed carefully by the Diversity Office (if the person involved is a student) and the Compliance Officer (if the person involved involves faculty or Staff). To report an incident anonymously click [here](#)

### b. Procedure when a student is involved: (accused of infringement)

#### (i) Mediation

If any student, faculty, or staff feels that they have been the object of a violation by the IE Harassment and Discrimination Rules by a student, they should bring the potential infraction to the attention of either:

- The Diversity Office (DO): click [here](#)
- The Ombudsperson: [Ombudsperson@ie.edu](mailto:Ombudsperson@ie.edu)

The DO and/or the Ombudsperson, in close coordination, will investigate, the issue findings, possible witnesses, etc., and if possible mediate with the parties to find a solution. The academic team with responsibility for the implicated parties could also be involved at the request of the DO and or the Ombudsperson. The inquiry may include written statements, interviews, and any other sources of evidence, as appropriate.

If the complaint cannot be resolved by mediation, The DO or the Ombudsperson may refer the matter to the Diversity and Inclusion Committee (D&I Committee). The affected student can require the DO or the Ombudsperson to refer the matter to the Diversity & Equality Committee.

## **(ii) Procedure before the D&I Committee**

The D&I Committee can decide on the admissibility of the case. IF the D&I Committee accepts the case, will call for a meeting and conduct the procedure through the following steps:

- i. The Chair will convene a meeting of the Committee where the student will present the case in person to the Committee. In order to preserve the educational character of the procedure as well as its confidentiality,
- ii. Before the Committee's meeting, the Chair will inform the student of the allegations and provide the student with the opportunity to respond to the charges in writing and present evidence within a reasonable time period, as determined by the Chair. The written exchange may occur via e-mail. The student's written response shall be made available to all Committee members prior to the meeting.
- iii. At its discretion, the Committee may choose to gather additional evidence, including hearing in person from witnesses other than the student involved in the initial allegation.
- iv. Committee deliberations shall be held in strict confidence and resolutions are adopted by a simple majority vote of all members in attendance.
- v. If the Committee rules that there has been an infraction of the standards set forth by the IE Harassment and Discrimination Rules, a sanction can be imposed according to the precedent, and commensurate with the violation.
- vi. The Committee will communicate the decision to the student and the Program Direction.
- vii. Decisions shall also be communicated to the Diversity Office/Ombudsperson and the Registrar's Office if needed.

### **(iii) Appeal**

Sanctions may be appealed by the student to the Student Appeal Committee, whose decision is final and closes the internal procedure.

Appeals may only be based on the following grounds:

- I. If the process has not followed the rules and principles set forth by the IE Harassment and Discrimination Rules.
- II. If new evidence becomes available that was not considered in the process.
- III. If the sanction imposed is clearly disproportionate to the infraction committed, taking into account any aggravating and/or mitigating circumstances considered in the case.

Appeals must be presented in writing via email to the Student Appeal Committee ([Appeal@i.edu](mailto:Appeal@i.edu)) stating the arguments and evidence in support of one or more of the grounds set forth above. It should be noted that an appeal is *not a de novo* reconsideration of the whole case, nor an examination of the D&I Committee decision. Instead, the appeal is limited to consideration of whether any of the aforementioned grounds are present to a degree sufficient to justify revising the decisions.

Appeals must be presented within seven calendar days from the date the student is notified. Appeals must be resolved within an additional period of 14 calendar days from the date the appeal is presented. This timeline may be extended if exceptional circumstances occur.

Besides the involved and the affected persons, the final decision will be communicated to the DO/ and Ombudsperson, the Program Direction, and the Registrar's Office if needed.

### **(iv) Sanctions**

One or more sanctions may be imposed, based on:

- The categorization of the behavior by the IE Harassment and Discrimination Rules.
- The severity and/or intention of the infraction.
- Any aggravating or mitigating circumstances present in the particular case. Aggravating circumstances could be considered, among others, the recidivism of the action (whether of the same or different nature) and the hampering of the investigation. Mitigating circumstances could be considered, among others, the

recognition of the facts, the collaboration in the investigation, and repentance. The intention of the infraction and the involvement in the action could be considered aggravating or mitigating circumstances.

All the sanctions will correspond to the importance of the infraction and in accordance with precedent. Besides the main sanction, decided according to the importance of the infraction, accessory sanctions could be decided to mitigate the effects of the infraction.

Type of sanctions:

- I. Written apology by the student to others affected by their misconduct
- II. Verbal or written admonishment
- III. Counseling or training activities
- IV. Working hours for the benefit of the community
- V. Interdiction of access to the facilities or the common services
- VI. Temporal expulsion from the Program
- VII. Temporal expulsion from IE
- VIII. Permanent expulsion from IE
- IX. Any other sanction deemed appropriate by the Committee involved

### **c. Procedures when a professor or staff is involved: (accused of infringement)**

#### **(i) Mediation**

If the affected person is a student, they should notify the potential infraction to either:

- The Diversity Office (DO): The Diversity Office (DO): click [here](#)
- The Ombudsperson: [Ombudsperson@ie.edu](mailto:Ombudsperson@ie.edu)

The DO and /or the Ombudsperson, will investigate, in close coordination, issue findings, talk to the Academic Team with responsibility for the implicated person, possible witnesses, etc., and if possible mediate with the parties to find a solution. If the complaint is not resolved by mediation, the affected student can require the DO, or the Ombudsperson to refer the matter to the Compliance Office ([ComplianceOffice@ie.edu](mailto:ComplianceOffice@ie.edu)), ).

The Compliance Office may investigate (including external advice if necessary) issue findings and possible witnesses and if possible, find a solution to resolve the case or refer the case to the Professional Diversity & Equality Commission. (PDEC) ([ComisiondeDiversidadelGualdad@ie.edu](mailto:ComisiondeDiversidadelGualdad@ie.edu)).

If the affected case refers a faculty or staff member, they should report the case to the Compliance Office ([ComplianceOffice@ie.edu](mailto:ComplianceOffice@ie.edu)), which will investigate, (including external advice if necessary ) issue findings, possible witness and if possible find a solution to resolve the case or refer the case refer the matter to the Professional (PDEC) ([ComisiondeDiversidadelGualdad@ie.edu](mailto:ComisiondeDiversidadelGualdad@ie.edu)).

### **(ii) Procedure before the Professional Diversity & Equality Commission (PDEC)**

The PDEC will investigate the case (or will designate an individual to do so if appropriate), gather the facts, and review all information, and if necessary, will ask for additional witnesses, statements, or other information, or request further investigation.

If the PDEC finds that there has been inappropriate behavior, but not a violation of IE's policies regarding academic standards, this inappropriate behavior may merit counseling or training, discipline, ongoing monitoring, coaching, or other appropriate action.

If the PDEC finds that there has been a breach of IE's policies regarding discrimination and harassment, the appropriate corrective actions will be taken in consultation with the Head of Faculty and/or HHRR.

If the conclusion is that there has been no violation of IE's policies or standards, both parties will be informed.

### **(ii) Appeals**

Sanctions may be appealed by the professor or staff to the Professional Appeal Committee via e-mail to ([Appeal1@ie.edu](mailto:Appeal1@ie.edu)), whose decision is final.

Appeals may only be based on the following grounds:

- i. If the procedure has not followed the rules and principles set forth in this guide.
- ii. If new evidence becomes available that was not considered in the process.
- iii. If the sanction imposed is clearly disproportionate to the infraction committed, taking into account any aggravating and/or mitigating circumstances.

Appeals must be presented in writing, stating the arguments and evidence in support of one or more of the grounds set forth above. The appeal is limited to consideration of whether any of the aforementioned grounds are present to a degree sufficient to justify revising the decisions.

Appeals must be presented within seven calendar days from the date the decision is notified to the professor or the staff. Appeals must be resolved with a final decision by the Professional Appeal Committee within an additional period of 14 calendar days from the date the appeal is presented. This timeline may be extended if exceptional circumstances occur.

Besides the involved and the affected persons, the final decision will be communicated to the DO / Ombudsperson when the affected person is a student and to the Head of Faculty and/or HHRR when the involved person is a member of faculty or staff. The decision and any supporting documents must be filed with the Compliance Officer if the involved person is a member of the faculty or staff.

### **(iii) Sanctions**

Sanctions may include, but are not limited to:

- I. Counseling or training
- II. Separation of the parties
- III. Disciplining of the accused, including a written warning, financial penalty, suspension, demotion, or termination in accordance with IE labor policy in case of employees.

Any sanctions on employees will be in accordance with Article 35 of the Collective Agreement of Private Universities, Private University Centers, and Centers of Postgraduate Education.

## **d. Procedures when alumni are involved**

### **(i) Introduction**

All alumni club constituents –including its officers, members, volunteers, and guests– share the duty to promote and uphold IE standards regarding discrimination and harassment. This means acting toward all club constituents in accordance with the IE mission, values, and rules. Governed by these actions, IE aspires to maintain and strengthen trust and confidence in the integrity of the alumni club network worldwide.



IE alumni clubs and its constituents pledge to operate solely to further the goals of IE and for the benefit of its constituent base (as stated in the club guidelines) and not to further any business or individual agendas. Alumni are expected to respect these policies and will be subject to the following rules in cases of a potential violation of IE policies against discrimination and harassment that occur in IE-related events, wherever they may be located, and/or if they particularly affect IE community welfare.

### **(ii) Procedure**

Complaints and or reports associated with a breach of these policies and/or club guidelines must be made and submitted to the president of the respective IE alumni club.

The president of the IE alumni Club will decide if the complaint should be further investigated, and in that case, will contact the involved member in writing. The involved member will be given a full and fair opportunity to present his/her case either orally and/or in writing at a time and place to be determined.

The president of the IE alumni club may decide either to resolve the case directly or to take it to the management of IE clubs for further investigation and a final decision, sending an e-mail to [clubs@ie.edu](mailto:clubs@ie.edu).

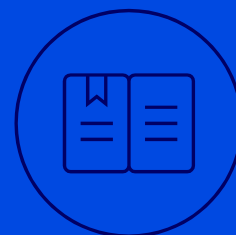
### **(iii) Sanctions**

IE reserves the right to determine the appropriate action or measures to be taken if the final resolution deems a breach of IE Ethical standards has taken place. Such actions may include termination of club membership, suspension of specific rights and privileges, or other such disciplinary measures.

A member who is disciplined as a result of misconduct will be notified in writing by the president of the respective club or by IE management.

This procedure does not supersede any responsibilities or liabilities which may arise under any laws and/or regulations.

## IV. IE Unit Related to Breaches of IE Policies regarding non-discrimination and anti-harassment



### 1. Diversity and Inclusion (D&I) Committee (Comité de Diversidad e Inclusión)

- **Members.** The D&I Committee is composed of appointed faculty members and elected student representatives.
- **Functions.** It is called into the session as deemed necessary to hear cases referred by the Diversity Officer and the Ombudsperson.
- **Functioning.** The D&I Committee is presided over by a Chair elected by the Deputy Dean for Ethics Diversity and inclusion. To form the Committee for a particular matter, the Chair will call on a faculty member from among those named by the Deputy Dean for Ethics Diversity and inclusion, and two students: one representative of undergraduate studies and one representative of graduate studies.

The Committee is considered to be formed when five members are in attendance (The Chair and one of the permanent faculty members, plus two student representatives plus a fifth non-permanent member who will be called on each occasion by the complainant or the Chair from a fixed Resource Group of experts or representatives of D&I areas).

- **Contact Person and Chair: Chair:** Director Ph. D Program:

## 2. Professional Diversity and Equality Commission (PDEC): Comisión Profesional de Diversidad e Igualdad (CPDI):

- **Members.** The Professional Diversity and Equality Commission is composed of the compliance officer and appointed faculty and staff members
- **Functions.** It is called into the session as deemed necessary to hear cases:
  - referred by the Diversity Officer or the Ombudsperson when the complainant is a student. And the involved person is a member of the staff or faculty
  - or cases where the complainant is a member of faculty or staff and has sent an e-mail to the [ComisiondeDiversidadelgualdad@ie.edu](mailto:ComisiondeDiversidadelgualdad@ie.edu), or to the Compliance Office [ComplianceOffice@ie.edu](mailto:ComplianceOffice@ie.edu)
- **Functioning.** The Commission is formed of 5 members out of the permanent member list.
- **Current permanent members:**
  - Associate Dean, Full-time Faculty:
  - Deputy Dean for Ethics Diversity and inclusion:
  - Executive Vice President IE Foundation
  - Compliance Officer:
  - Chief People Officer:
  - Associate Dean; Adjoint and Visiting Faculty:
  - Vice Rector Coordination and Research:
  - Director of Communications:
- **Contact Person:** Compliance Officer: [ComplianceOffice@ie.edu](mailto:ComplianceOffice@ie.edu)

### 3. The Professional Appeal Committee (Comité de Apelación Profesional)

- **Members:**
  1. President:
  2. Rector:
  3. General Counsel:
- **Functions:** Dealing with cases deriving from the PDEC Committee.
- **Contact:** e-mail to ([Appeal1@ie.edu](mailto:Appeal1@ie.edu)),

### 4. The Student Appeal Committee (Comité de Apelación de Alumnos)

- **Members:**
  4. Vice Rector of Academic Affairs:
  5. Deputy Dean for Ethics, Diversity, and Inclusion:
  6. General Counsel:
- **Functions:** Dealing with cases emerging from the D&I Committee and the Academic Ethics Committee.
- **Contact: email to:** [Appeal@i.edu](mailto:Appeal@i.edu)

### 5. Ethics and Diversity Committee (EDC) (Comité de Diversidad y Ética (CDE)):

- **Members**
  - i. President IE:
  - ii. Vice Rector Academic Affairs:
  - iii. Executive Director – School of Global and Public Affairs:
  - iv. VP Global Recruiting and Marketing:
  - v. Director Ph.D. Program:
  - vi. Director Diversity Office:
  - vii. General Counsel:

- viii. Head of Student Experience:
- ix. Deputy Dean for Ethics Diversity and inclusion:

- **Functions**

- Supervising protocols and procedures regarding the prevention of discrimination and harassment at IE University.
- Monitoring diversity and inclusion measures at IE University, and recommending possible improvements or changes
- Reporting to the decision-making bodies of IE University on the measures and protocols discussed regarding diversity and inclusion at IE University for the EC's approval.
- Coordinate with the Student Advisory Board the students' suggestions on student diversity proposals.
- At least once per term in the academic year, the Chair of the Ethics and Diversity Committee will convene a joint meeting with the members of the Student Advisory Board to exchange views on student suggestions and initiatives related to ethics and diversity.

- **Functioning**

The Committee meets once a quarter, apart from possible meetings called to address specific issues.

- **Contact:** Deputy Dean for Ethics, Diversity, and Inclusion at IE University.

## 6. Ombudsperson (Defensor Universitario)

**b. Functions:** To receive complaints from students in all areas.

**c. Contact:** [ombudsperson@ie.edu](mailto:ombudsperson@ie.edu)

## 7. Compliance Office:

The Internal Reporting Channel is managed by the Compliance Officer (C.O.). In order to use the Channel, an e-mail must be sent to [ComplianceOffice@ie.edu](mailto:ComplianceOffice@ie.edu). The IE Community takes all incidents received very seriously, although they are not all processed the same way. This will depend on the nature and seriousness of each incident.

Compliance email: [complianceoffice@ie.edu](mailto:complianceoffice@ie.edu)

## 8. Diversity Office: (Oficina de Diversidad):

- d. Functions:** To manage possible complaints on issues of discrimination and harassment by undergraduate and postgraduate students
- e. Contact:** [Diversityline@ie.edu](mailto:Diversityline@ie.edu)

## 9. Other IE units that also help students at IE University:

- a. IE Gender Equality Office:**
  - i. Functions:** per agreement with the Junta de Castilla y León, the IE Gender Equality Office guides and advises women in matters of gender violence and promotes women's issues through conferences, information, and awareness campaigns.
  - ii. Contact:** e-mail: [iegenderequalityoffice@ie.edu](mailto:iegenderequalityoffice@ie.edu)

**b. IEU Counseling (undergraduate students only)**

- i. Functions:** female/male guidance counselors are available for confidential consultation. Clinical counseling is also offered.
- ii. Contacts: Web:** <https://ieucounseling.ie.edu/>
- iii. Email:** [counseling.ieu@ie.edu](mailto:counseling.ieu@ie.edu)

**c. Masters' students' Emotional Support**

- i. Functions:** emotional well-being platform, with a special focus on prevention, that allows everyone to have access to emotional support and psychological therapy online.
- ii. Web:** <https://ieconnects.ie.edu/mywellbeing/ifeel/>  
**Direct link:** [ifeel](#)

**d. Madrid Campus Infirmary** MMB31, 3rd floor. Hours: 9:00-14:30 and 15:30-18:00, Phone: 673 658 308, IE Tower, -3 Floor. hours: 9:00-14:00 and 15:00-18:00. Phone: 91 955 28 74; 673 658 308 [enfermeriaie@preversalud.es](mailto:enfermeriaie@preversalud.es)

**e. Segovia Campus Infirmary**, Entrance from the Architecture parking lot, near the main gate. Hours: 9:00-14:00 and 15:00-8:00 Phone: 921 415 318

