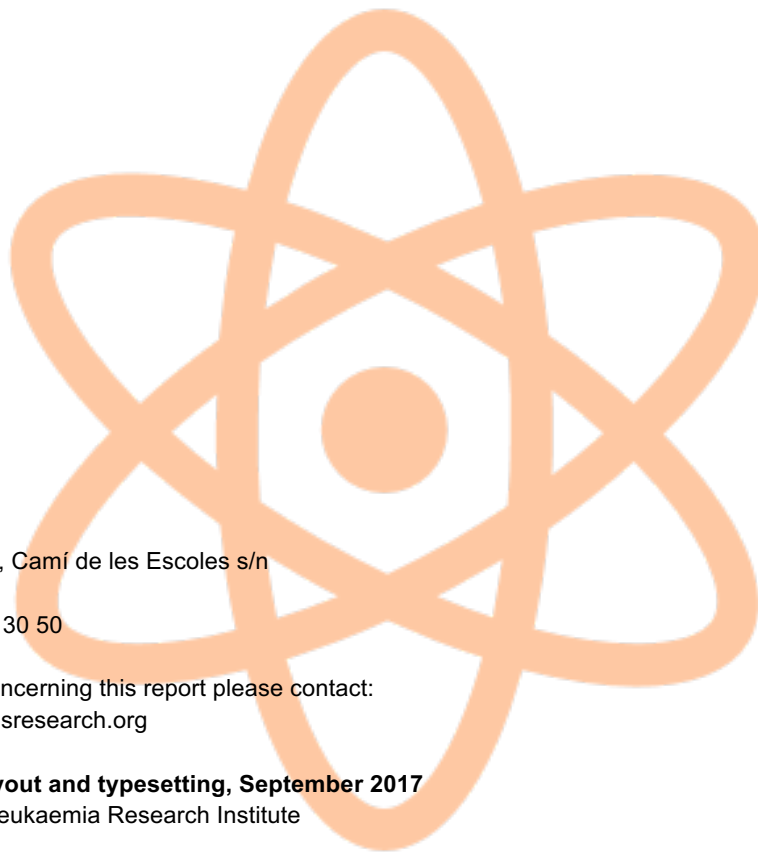


# CODE OF GOOD CONDUCT AND GOOD GOVERNANCE



**Josep Carreras**<sup>®</sup>  
LEUKAEMIA  
Research Institute



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Josep Carreras Leukaemia Research Institute

**Photography**

Photographic archives of the Josep Carreras Leukaemia Foundation  
and the Josep Carreras Leukaemia Research Institute



The IJC's Code of Good Conduct and Good Governance has been drawn up with the aim of improving the management and organisation of the IJC, and of establishing an ethical and transparent framework for our activities.

The *Code* encapsulate our centre's commitment, and it applies to everyone who forms part of the IJC, either internally or externally.

**Evarist Feliu**

President of the Delegate  
Committee of the Josep Carreras  
Leukaemia Research Institute



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# 1. Starting point

## 1.1 Aims

This code has two fundamental aims:

To establish the ethical principles that are to guide all the IJC staff in their work, and the rules of conduct that derive from those principles.

To determine the principles of good governance in order to promote senior management best conduct.

## 1.2 The Centre's responsibility

The management of the Josep Carreras Leukaemia Research Institute (IJC) must ensure compliance with the Code understood without prejudice to the strict fulfilment of the IJC's system of governance.

The principles and guidelines set out in the Code apply to the Trustees and all the Institute's staff, regardless of their hierarchical position in the organisation, or their geographical or functional location.

## 1.3 Responsibilities of the staff

All IJC staff must observe the Code during the exercise of all activities, and must promote the Institute's mission, its aims, values and rules of conduct.

## 1.4 Mission, vision and values

### Mission

It is the mission of the Josep Carreras Leukaemia Research Institute to carry out research into the epidemiological, preventive, clinical, translational and basic aspects of leukaemia and other malignant blood diseases through innovation, in order to find a cure.

## Vision

The Josep Carreras Leukaemia Research Institute's vision is to be a world-renowned, multi-campus research centre of excellence that contributes towards improved outcomes and a cure for patients suffering from leukaemia and other malignant blood diseases through innovation, sustainability, social responsibility, talent and professional expertise.

## Values

- Altruism, in accordance with the Foundation's principles.
- Proximity, patient-orientated.
- Staff commitment and correlation.
- Mutual respect.
- Corporate alignment of the 3 campuses and the Foundation
- Participative scientific leadership.
- Continuing cooperation and the forging of alliances with stakeholders.
- The integration of research and health care.
- Continuous improvement and perseverance as a way of working.
- Conceptual, methodological and technological innovation.
- Management dynamics that respect the environment.
- Efficacy and efficiency in the optimisation of resources.
- Transparency, integration with the fabric of society.
- Continuous evaluation and accountability.





## 2. Code of good conduct

### 2.1 Introduction

The Josep Carreras Leukaemia Research Institute (IJC) has a Code of Good Conduct and a Code of Good Governance in which are established the basic principles governing the Institute's actions, namely: to comply with all current laws and regulations at all times, with respect, integrity, transparency, excellence, professionalism, confidentiality and social responsibility.

This Code has been drawn up bearing in mind the recommendations regarding good governance made by research institutes, and the principles of social responsibility accepted and shared by the Josep Carreras Foundation and the IJC, as well as the publications on good governance published by the Generalitat de Catalunya (Government of Catalonia), which constitute a basic model to follow. Similarly, this Code responds to the new obligations for prevention in the field of the criminal responsibility of juridical persons, and measures for the prevention of money laundering.

The IJC's Code of Conduct has been drawn up to provide us with support in acting correctly in order to comply with the highest ethical standards and current legislation.







## 2.2 Rules of conduct

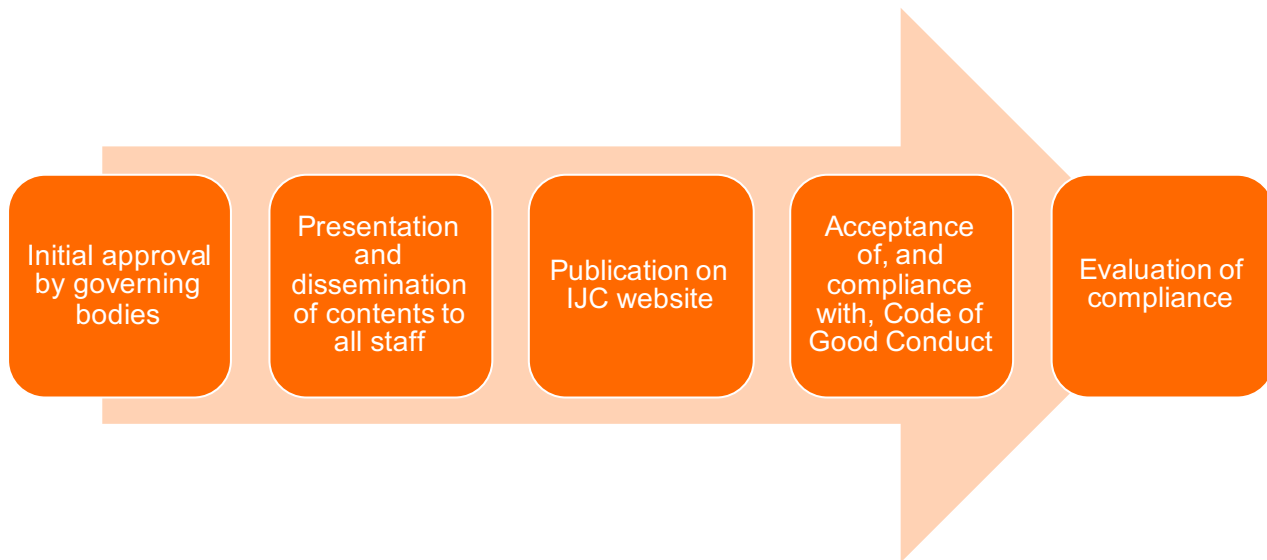
1. To work in our profession with honesty, respect, integrity and transparency in order to achieve society's highest level of confidence for our task.
2. To put the mission and its cause, and the groups who benefit from them, before personal and professional interests, and to always be guided by the mission of the Institute we serve, the common good and the improvement in the quality of people's lives.
3. To provide precise and truthful information, and ensure that the account given to the whole of society through follow-up reports, reports, activity and results reports, faithfully and truthfully reflect the way the funds raised have been administered.
4. To be responsible with the use of information, equipment and resources within the regulatory framework.
5. To guarantee total confidentiality with regard to data of a personal nature, being guided by the criteria established in current legislation on data protection.
6. To contribute to the creation of a safe working environment characterised by mutual respect, individual excellence, teamwork, non-discrimination and respect for diversity.
7. To control the origin and application of channelled resources ensuring that their use corresponds to the Institute's aims and ends.
8. To avoid conflict of interests, and decline gifts, be they private or corporate, when these come into conflict with the Institute's ends and values.
9. To avoid any kind of commercial relationship with donors for one's own benefit, as well as any kind of personal payment by a supplier in return for the established commercial relationship.
10. To promise to comply with all obligations and behave in accordance with this Code of Conduct, and contribute to maintaining the Josep Carreras image.



## 2.3 Sphere of application

This code of conduct's sphere of application includes all staff contracted by, or assigned to, the IJC.

## 2.4 Procedure for application



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<sup>1 1</sup> Drafted on the basis of the Josep Carreras Foundation guide to good conduct.



## 3. Code of good governance

### 3.1 Introduction

Governance can be understood as the body of regulations and proposed actions that lead to good governance and which guide the whole management of our Institute. In this regard, the IJC has assumed the challenge of improving the way of working in the area of management and within the IJC's governing bodies, and to do so observing criteria of rigour and responsibility and with the involvement of all those affected.

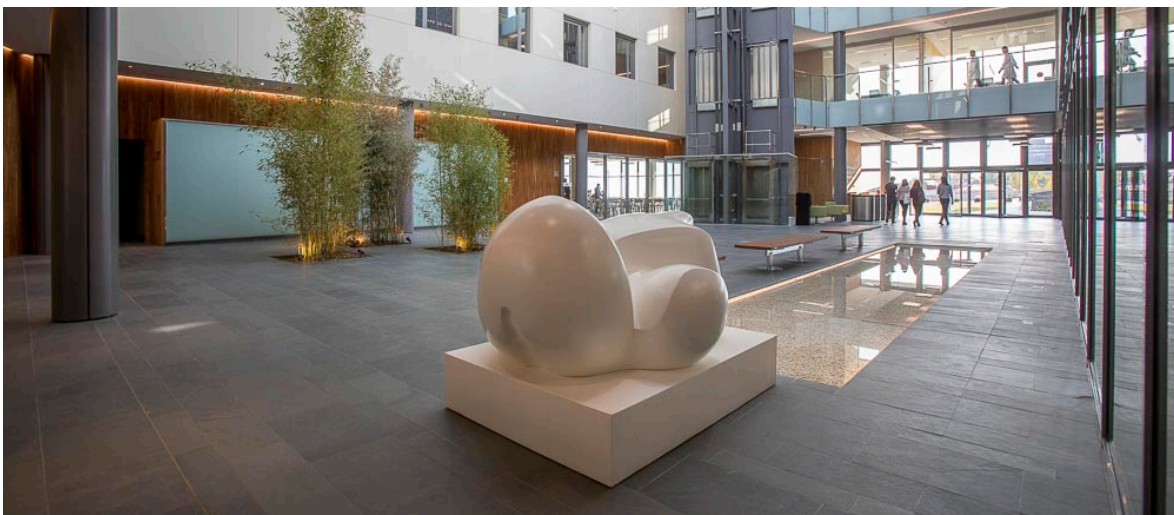
The aim is to improve the information and communication of all the IJC Campuses in all spheres and to improve Institute decisions, within the applicable juridical framework. In this regard, Law 19/2014, of 29 December, on transparency, access to public information and good governance, establishes that public centres must draft a code of conduct for their senior management, specifying and developing the principles for conduct established by this Law, and establishing the consequences of failing to observe them. It therefore fulfils the stipulations of Article 55.3 of Law 19/2014, of 29 December, on transparency, access to public information and good governance.

### 3.2 Ethical principles and members' rules of conduct

1. To carry out the duties of the post with due diligence regarding its responsibilities.
2. Observe the obligations imposed by Law and the Statutes with loyalty to the entity's interests and the community they serve.
3. To always act in defence of the IJC's interests with objective criteria and with independence from the administrators.
4. To be committed to the foundational aims of the IJC and to avoid any conduct, alliance or business act that might run contrary to them.
5. To adopt the principle of transparency whereby any information should be clear, complete, correct and truthful, and lead to neither error nor confusion.
6. To assess, in all cases, the safety, liquidity and profitability of investments, and obtain a balance between these three objectives.



7. To report any situation in which a conflict of interest arises, either directly or indirectly, and to abstain from intervening in matters in which such conflict of interest has arisen. To abstain if there is a conflict of interest and not exercise the right to vote.
8. For the purpose of information and transparency, to declare any participation in any other entity of a public or private character, of an analogous or complementary nature.
9. Vouch for members' compliance with the regulations concerning incompatibilities and with current legislation, both in decision-making and in the conduct of the administrators and staff in the service of the IJC.
10. To keep the governing bodies' deliberations secret, even after relinquishing the post.
11. When accessing protected information, to vouch to observe the Law on the protection of data of a personal nature.
12. To provide any information or clarification requested in relation to the items on the Agenda for the management meeting in question.
13. To regularly assess one's own conduct in relation to the Institute's aims and ends and to do so in the spirit of self-criticism.
14. To receive all the information and advice necessary to fulfil the duties of a member of the IJC's management and administrative team



### 3.3 Sphere of application

This code of conduct's sphere of application includes all staff contracted by, or assigned to, the IJC.

### 3.4 Procedure for application



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### 3.5 Members' rights

1. Members of the governing bodies must receive, together with the announcement of board meetings, the documentation and proposed agreements concerning the items on the Agenda. If it is not possible for everyone to receive this information at the same time, members must be provided with the necessary information in sufficient time for them to prepare for such meetings in an appropriate manner.
2. Members of the governing bodies have the right to speak and vote at such meetings. Members may contest any null or annulable agreements made by the governing bodies, or any other associated administrative body, within a period of 30 days from their approval.
3. The Institute will maintain a "Trustees' and Directors' Civil Responsibility" insurance policy to provide coverage for responsibilities they may incur in the exercise of the duties of their posts.

<sup>2 2</sup> Drafted on the basis of the Josep Carreras Foundation guide to good conduct.



## 4. Sanctioning regime

The sanctioning system applicable to senior management, in the event of non-compliance with the stipulations of this Code, is the one established by Law 19/2014, of 29 December, on transparency, access to public information and good governance.

## 5. Final provision

This Code of Good Conduct and Code of Good Governance is subject to continuing evaluation and to the possible modification of current regulations.

Its interpretation is subject to State Laws on transparency (Law 19/2013) and Autonomous Community Laws, and all other applicable regulations. The active publishing of data covered by this Code must, in all cases, comply with Law 15/1999 of 13 December on the Protection of Data of a Personal Nature.

Once approved, this Code must be published on the institution's website and will remain in force until its modification or repeal is expressly approved.

In accordance with the Law on transparency, and in order to comply with the obligations thereof, Mrs. Ana Garrido Anglada, is appointed as the person responsible for the Information Unit.



## Annex 1

# Compliance with the IJC Code of Good Conduct

### **Compliance with the contents of the Josep Carreras Leukaemia Research Institute Code of Good Conduct**

The undersigned....., who on .....occupies the post of .....in virtue of the appointment of..... on....., and the corresponding employment contract signed on.....

Declares,

To know the contents of the Josep Carreras Leukaemia Research Institute's Code of Good Conduct and will comply with them entirely and accepts, furthermore, the commitment to facilitate their application, and to review the internal rules and procedures of the Institute itself so as not to contravene the principles for conduct which inspire the document and all the obligations described therein.

In witness whereof this document is signed in Badalona on .....

Name

Signature



## Annex 2

# Compliance with the Code of Conduct of the Generalitat de Catalunya (Government of Catalonia)

**Compliance with the contents of the Code of Good Conduct and Code of Good Governance for senior post-holders and staff of the Administration of the Generalitat de Catalunya and the entities within its public sector.**

The undersigned....., who on .....occupies the post of .....in virtue of the appointment of..... on....., and the corresponding employment contract signed on.....

Declares,

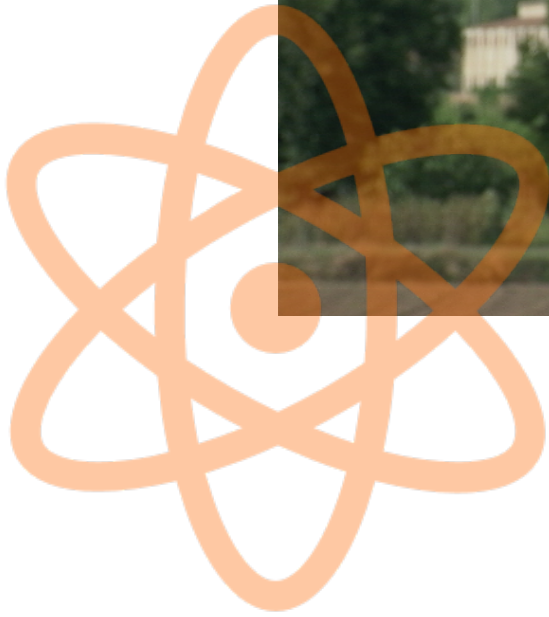
To know the contents of the Code of Good Conduct and Code of Good Governance for senior post-holders and management staff of the Administration of the Generalitat de Catalunya and the entities within its public sector approved by Government Accord of 21 June 2016, and will comply with them entirely and accepts, furthermore, the commitment to facilitate their application, and accepts the principles for conduct which inspire the document and all the obligations described therein.

In witness whereof this document is signed in Badalona on.....

Name

Signature





**Josep Carreras**<sup>FR</sup>  
LEUKAEMIA  
Research Institute