

**NPLC “SARSEN AMANZHOLOV EAST KAZAKHSTAN
UNIVERSITY”**

APPROVED

**by the decision of the Academic
Council of NPLC**

**“S. Amanzholov East Kazakhstan
University”.**

(Minutes № 8 from 25.02.2021).

**Chairman of the Academic
Council,**

**Chairman of the Board - Rector,
Professor**

_____ **M. A. Tolegen**

“ ____ ” _____ **2021**

PROVISION

ON THE FACULTY AND STAFF HONOR CODE

P EKU 026-21

Second edition

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Ust-Kamenogorsk, 2021

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1 SCOPE

This Code of Honor has legal force on the territory of the Company and beyond its borders. Faculty and staff of NPLC “Sarsen Amanzholov East Kazakhstan University” (hereinafter referred to as the Company) are obliged to know and comply with each article of the Code of Honor.

The document is part of the documentation set of the internal quality assurance system (hereinafter referred to as IQAS) of the Company.

2 Normative references

This regulation is developed in accordance with the requirements of the following regulatory documents:

The Constitution of the Republic of Kazakhstan dated August 30, 1995;

The Law "On Education" dated July 27, 2007, No. 319;

The Law of the Republic of Kazakhstan "On the Status of a Teacher" dated December 27, 2019, No. 293-VI;

The Law "On State Youth Policy in the Republic of Kazakhstan" dated February 9, 2015, No. 285;

"Concept of State Youth Policy in the Republic of Kazakhstan" dated August 28, 1999, No. 73;

The Charter of the Society;

Methodological Instruction MI EKU 01-20.

The Internal Regulatory Documents Classifier of Sarsen Amanzholov East Kazakhstan University approved by the decision of the Board of Directors (Protocol No. 2 dated November 11, 2020).

3 Terms and definitions

Subordination - following the established rules of relations between persons of different hierarchical levels within a work collective, organization, institution.

Image - an artificial image formed in public or individual consciousness by means of mass communication and psychological influence.

4 Symbols and abbreviations

SSRK - State Standard of the Republic of Kazakhstan;

IRD - Internal Regulatory Document;

CHTS - Code of Honor for Teachers and Staff

DEWSI - Department of Educational Work and Social Issues;

IQAS - Internal Quality Assurance System;

HSU - Head of Structural Unit;

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EKU DP - Documented Procedure of Sarsen Amanzholov East Kazakhstan University;

DSICA- Department of Strategy, International Cooperation and Accreditation;

RMIQAS - Representative of the Management for the Internal Quality Assurance System

5 General Provisions

5.1 The present Code is introduced for the purpose of strengthening and development of corporate culture, defining the basis of relations of the staff team among themselves, as well as with students and partners, motivation of the teaching staff, providing conscious support of the mission and main programs of activity of NPLC “Sarsen Amanzholov East Kazakhstan University” aimed at improving the quality of training of specialists and increasing the prestige of the Company.

5.2 The Code contains the rules of behavior that apply to all members of the Company's staff regardless of their position, status and location - both inside and outside the Company.

5.3 The Code of Honor of a teacher and employee of the Company is a system of moral norms, obligations and requirements of good conduct based on generally recognized moral principles and norms of Kazakhstan society and state.

5.4 The main direction of activity of teachers and employees is work with students, care about their education and culture, education of true patriots of their motherland.

5.5 The teacher and employee of NPLC “ Sarsen Amanzholov East Kazakhstan University” is a model of decency and intelligence, morality and ethics, an active propagandist of the statehood of Kazakhstan, a principled opponent of any manifestations of corruption, indiscipline and irresponsibility.

6 Main tasks

6.1 Ensuring compliance with the rights set forth in the legislative acts of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan “On Education”, the Law of the Republic of Kazakhstan “On the Status of Teacher”, the Law “On State Youth Policy in the Republic of Kazakhstan”.

7 Main functions

7.1 A faculty and staff member shall demonstrate to students by personal example the necessity of observing the rules of labor and academic discipline, respectful attitude to colleagues, is demanding to himself/herself, to his/her words and actions, openly admits his/her mistakes and corrects them in good faith.

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7.2 A faculty and staff member shall be honest and impartial in the professional evaluation of his/her colleagues and students; he/she is organized, his/her words coincide with deeds, openly expresses his/her position on principal issues of activity and proves his/her point of view with arguments.

7.3 The teacher must be a professional who is constantly working to improve his/her theoretical knowledge and pedagogical skills, actively conducts research and scholarly activities based on an honest search for knowledge, properly ensuring evidence, impartiality of judgment and integrity in reporting results.

7.4 Faculty and staff shall not:

7.4.1 Degrade the dignity of colleagues and students, use foul language, show arrogance and familiarity;

7.4.2 Discuss the personal lives and shortcomings of colleagues in front of students;

7.4.3 Appear drunk and consume alcoholic beverages in the Company, smoke in an unauthorized place;

7.4.4 Accept gifts or monetary rewards from students, as well as prevent financial and other extortion towards the participants of the educational process, make efforts to suppress such actions on the part of his/her colleagues;

7.4.5 Disseminate religious ideas, as well as opinions and attitudes contrary to interethnic unity and interfaith harmony. The wearing of hijab, beard and short pants is excluded in the Company and other public places;

7.4.6 Be late for work, shorten the time of classes or fulfillment of his/her official duties, miss them without a valid reason;

7.4.7 Show rudeness and inattention when performing his/her official duties;

7.4.8 Abuse his/her official powers in relation to students, allow biased attitude towards students and when assessing their knowledge;

7.4.9 Disseminate unreliable information about decisions of the Company's administration and activities of their subdivisions.

7.5 Relationship between supervisor and subordinates.

The supervisor shall:

7.5.1 Set an example for his subordinates by his professional and general behavior;

7.5.2 Not criticize subordinates in the presence of other staff and students;

7.5.3 Base the norms and principles of his/her behavior on the basic rules of corporate ethics of business communication;

7.5.4 Show respect for the personality of subordinates, not to infringe on their dignity;

7.5.5 Create a benevolent and businesslike environment in the team.

A subordinate shall:

7.5.6 Strictly observe labor discipline;

7.5.7 Inform his/her supervisor in a timely manner about the reasons for absence.

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Relationship with coworkers:

7.5.8 Treat each other with respect;

7.5.9 Address colleagues, supervisors and subordinates by “You” and by first name and middle name regardless of position and age;

7.5.10 Always apologize in case of incorrect behavior (action);

7.5.11 Refrain from criticizing colleagues, subordinates, supervisor in the presence of other employees and students;

7.5.12 Not to show his/her bad mood to colleagues;

7.5.13 Negatively treat rumors, prevent their spread;

7.5.14 Do not use profanity, show intemperance and aggression;

7.5.15 Help colleagues in their work, share knowledge and experience.

7.6 The faculty and staff member is responsible for implementing the stated basic principles of this Code.

8 Changes

8.1 Changes and additions to the regulation are made with the permission of the RMIQAS and documented with its signature in the form of a notification of change. The notification of change sheet is drawn up according to the established form and transmitted to all structural units where this regulation is located. Changes and additions to the original and accounted working copies are made in accordance with the requirements of DP EKU 001-20. The issuance of a notification of changes to the regulation sent for storage is carried out only by the developing unit. Changes to the regulation are made by the HSU with a mandatory note in the registration sheet of changes and additions;

8.2 Responsibility for making changes and additions to the original and accounted working copies lies with the DSICA, ODOIK, and HSU;

8.3 The regulation is reviewed by the HSU at least once every three years with a mandatory entry in the periodic inspection record sheet.

8.4 The basis for making changes and additions to the regulation may be:

8.4.1 Newly introduced changes and additions to regulatory legal acts having the force of law;

8.4.2 Orders of the Chairman of the Board - Rector;

8.4.3 Redistribution of duties between structural units;

8.4.4 Reorganization of structural units;

8.4.5 Official memo of the HSU indicating the reason for changes with the permission of RMIQAS;

8.5 When the name of the unit changes, the regulation must be replaced;

8.6 In case of replacement, all existing copies of the regulation in the Society that have lost their force must be withdrawn and replaced with new ones;

8.7 Responsibility for the replacement and withdrawal of outdated regulations lies with the HSU and DSICA;

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8.8 Regulations that have lost their force are marked "Cancelled" indicating the reason for cancellation, date, and signature of the person who made the "Cancelled" inscription and placed in the archive. Archived documents are not used for work.

9 Agreement, storage and mailing

9.1 Approval of the regulation in accordance with the requirements of the regulatory legal acts of the Republic of Kazakhstan is carried out by the HSU;

9.2 The regulation is developed by the HSU.

The regulation is coordinated with:

-RMIQAS;

-Head of DSICA;

-Head of the Documentation Support and Control Department;

-Chairman of the Trade Union of Employees and Teachers;

-Legal Advisor.

9.3 The regulation is approved by the Chairman of the Board - Rector and is in force until its cancellation.

9.4 The original of the regulation is kept in the Documentation Support and Control Department, and the responsibility for its storage lies with the Head of the Documentation Support and Control Department.

9.5 The responsibility for individually familiarizing all employees of the structural unit with the content of the regulation under signature in the original regulation acquaintance sheet lies with the HSU and the Head of the Personnel and Legal Support Department, when hiring a new employee in the Society by informing about the mandatory acquaintance with the content of this regulation.

9.6 The distribution of accounted working copies of the regulation is carried out by the Documentation Support and Control Department.

9.7 Responsibility for the storage of the accounted working copy of the regulation in the unit lies with the HSU

DEVELOPED:

Acting Head of the Department for Educational
Work and Social Issues social work and social issues

B.M. Anas

AGREED:

Management representative for the internal quality
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Head of Personnel Management
legal support

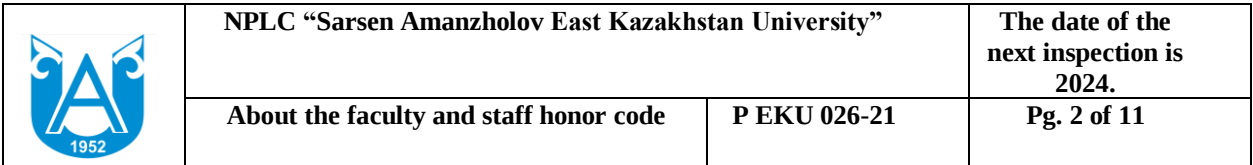
K.R. Raisova

Chairman of the faculty and staff trade union
committee faculty and staff

N.K. Ayaganova

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Familiarization sheet

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