

**КЕНЖЕҒАЛИ САҒАДИЕВ
АТЫНДАҒЫ
ХАЛЫҚАРАЛЫҚ БИЗНЕС
УНИВЕРСИТЕТІ**



**KENZHEGALI SAGADIYEV
UNIVERSITY OF
INTERNATIONAL BUSINESS**

APPROVED

**by the Academic Council of UIB
named after Kenzhegali Sagadiyev
Protocol No. 6 dated 26.01.2024
Chairperson: A. M. Makhmetova**

CODE OF ETHICS

AND OFFICIAL CONDUCT FOR FACULTY AND STAFF

**“KENZHEGHALI SAGADIYEV UNIVERSITY OF INTERNATIONAL
BUSINESS” LLP**

EDITION 6

Effective from the date of approval

Almaty, 2024

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Document passport

Document type	Organizational documentation
Document name	Code of Ethics and Professional Conduct for Faculty and Staff
Purpose of the document	Establishment of the principles and standards of conduct for employees in the workplace, defining the rules for relationships within the University team, as well as the relationships between University employees and students, government bodies, legal entities, and individuals.
Development	Quality Assurance Center (QAC)
Approval	Vice-Rectors in areas Deans of faculties Director of DAVA Heads of departments Head of the Quality Assurance Center Director of the Human Resources Department Legal Adviser
Approval	the Rector of UIB
Executors of the document	Teaching staff and employees of UIB
Control over the implementation	Rector
Appendices to the document	Appendices 1, 2, 3, 4
Regulatory references	<ul style="list-style-type: none"> -Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (with amendments and additions). – Standard Rules for the Activities of Higher and Postgraduate Education Organizations. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595. (Registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018, No. 17657) (with amendments and additions). – State Compulsory Standard for Higher and Postgraduate Education. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2. Registered with the Ministry of Justice of the Republic of Kazakhstan on July 27, 2022, No. 28916. (with amendments and additions). – Rules for the Organization of the Educational Process based on Credit Technology of Learning, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (with amendments and additions).
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1. Scope of application

1.1 This Code establishes the principles and standards of conduct for employees in the workplace, defines the rules of relationship within the staff of "University of International Business named after Kenzhegali Sagadiyev" LLP (hereinafter referred to as UIB or the University), as well as the relationships between University employees and students, government bodies, legal entities, and individuals.

2. General provisions

2.1. The Code of Ethics and Official Conduct for the Faculty and Staff of UIB was developed in accordance with the regulatory and legislative acts of the Republic of Kazakhstan (the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan "On Education," "On Languages in the Republic of Kazakhstan," "On the Rights of the Child in the Republic of Kazakhstan," "On Combating Corruption," "On Marriage and Family," and other regulatory legal acts that define the directions and prospects for the development of education) and other legislative and local acts adopted in accordance with them, norms of international law, state regulatory acts of education management bodies at all levels regarding the education and upbringing of students, with compliance with the norms established by the Convention on Human Rights.

2.2. The Code is a set of general principles of professional official ethics and basic rules of conduct that must guide all faculty members (hereinafter referred to as FMs) and employees of UIB.

2.3. Any citizen hired by the University is obliged to familiarize themselves with the provisions of this Code and comply with them during their professional activities.

2.4. The Code is discussed and adopted by the Academic Council of the University and approved by the order of the Rector of UIB.

2.5. Knowledge and compliance by the FMs and employees of UIB with the provisions of the Code is a mandatory criterion for assessing the quality of their professional activity and labor discipline.

2.6. The Code defines the basic principles of communication, professional activity of students, faculty, and staff of the University and serves as the basis for forming proper morality in the sphere of higher professional education, and a respectful attitude towards the University's activities in public consciousness.

2.7. The Code defines the main norms of professional ethics, which:

- Regulate the relationship between faculty and students, as well as other members of the University community;
- Protect their human worth and dignity;
- Support the quality of the professional activity of the faculty and the honor of their profession;
- Create the University's corporate culture.

3. Core Principles and Rules for Faculty and Staff of UIB

3.1. When carrying out their activities, the Faculty and Staff are guided by the following principles::

- humanism;
- tolerance;
- professionalism;
- legality;
- Fairness/Justice;
- responsibility;
- democratic approach.
- mutual respect.

3.2. Faculty and Staff of the University (hereinafter - Staff), recognizing the full extent of their responsibility, are obliged to:

- a) Perform their official duties conscientiously and at a high professional level to ensure the effective operation of the University;
- b) Proceed from the understanding that the recognition, observance, and protection of the rights and freedoms of man and citizen define the main meaning and content of the activities of the University Staff;
- c) Carry out their activities within the scope of their powers and official duties and observe the restrictions and prohibitions established by the laws of the Republic of Kazakhstan;
- d) Not show preference to individual citizens, any professional or social groups, or organizations, and be independent of the influence of individual citizens, professional or social groups, and organizations;
- e) Exclude actions related to the influence of any personal, property (financial), or other interests that impede the conscientious performance of their official duties;
- f) Notify the employer's representative, the prosecutor's office, or other state bodies of all cases of being approached by any persons with the aim of inducing them to commit corruption offenses;
- g) Observe impartiality, excluding the possibility of influence on their work activities;
- h) Observe the norms of official, professional ethics, and business conduct;
- i) Show politeness and attentiveness in dealing with students, colleagues, and officials;
- j) Show tolerance and respect for the customs and traditions of the peoples of Kazakhstan and other states, take into account the cultural and other features of various ethnic, social groups, and confessions, and contribute to inter-ethnic and inter-confessional harmony;
- k) Refrain from behavior that could cast doubt on the conscientious performance of official duties by the University Faculty and Staff, and also avoid conflict situations capable of damaging their reputation or the authority of the University;

- l) Take measures provided for by the legislation of the Republic of Kazakhstan and the local normative acts of the University to prevent conflicts of interest and resolve emerging cases of conflict of interest;
- m) Not use their official position to influence the activities of the University, colleagues, and students when resolving issues of a personal nature;
- n) Refrain from public statements, judgments, and assessments regarding the activities of the University or its management, if this is not part of their official duties;
- o) Observe the rules for public speaking and providing official information established at the University;
- p) Treat the activities of media representatives with respect in informing the public about the work of the University, and assist in obtaining reliable information in the established manner;
- r) Constantly strive to ensure the most effective disposal of resources within their area of responsibility;
- s) Not accept gifts, presents, or personal services and not enter into financial and economic relationships with the University's faculty, staff, and students that are not provided for by the current legislation of the Republic of Kazakhstan.

3.3. University Faculty and Staff are obliged to counteract manifestations of corruption and take measures for its prevention in the manner established by the legislation of the Republic of Kazakhstan.

3.4. University Staff, when performing their official duties, must not allow personal interest that leads or may lead to a conflict of interest. When hired and while performing official duties, a University Staff member must declare the existence or possibility of having a personal interest that affects or may affect the proper performance of their official duties.

3.5. University Staff members vested with organizational and managerial authority over other employees are recommended to be an example of professionalism, contribute to the formation of a moral and psychological climate favorable for effective work at the University, take measures to ensure that subordinates do not engage in corrupt behavior, and set an example of honesty, impartiality, and fairness through their personal conduct.

4. Ethical rules of conduct for University employees

4.1. In their official conduct, an employee must proceed from the constitutional provisions that a human being, their rights, and freedoms are the highest value, and that every citizen has the right to the inviolability of private life, personal and family secrets, and the protection of their honor, dignity, and good name.

4.2. In their official conduct, an employee shall refrain from:

- a) any kind of statements and actions of a discriminatory nature based on sex, age, race, nationality, language, citizenship, social, property, or family status, political, or religious preferences;

- b) rudeness, manifestations of a contemptuous tone, arrogance, biased remarks, and the filing of unlawful, undeserved accusations;
- c) threats, offensive expressions or remarks, actions that impede normal communication or provoke unlawful behavior;
- d) smoking tobacco in academic and laboratory buildings, dormitories, other university buildings and structures, as well as on the university territory and adjacent area;
- e) offensive criticism and negative statements addressed to students and colleagues.

4.3. Employees are called upon to use their official conduct to foster professional relations and constructive cooperation within the collective, to be polite, benevolent, correct, attentive, and to show tolerance in communication with citizens, students, and colleagues.

4.4. The appearance of an employee during the performance of their official duties, depending on the conditions and format of the event, must contribute to the respectful attitude of citizens and students towards the University and correspond to the generally accepted business style, which is characterized by formality, restraint, traditionalism, and neatness.

4.5. University employees are prohibited from using mobile communication devices during classes and official/ceremonial events. In the event of conflicts, employees do not have the right to discuss work issues and make personal attacks by citing official powers, or to discuss university life outside of it, including on Internet social networks.

5. Relationships between employees and students

5.1 The University is an educational institution primarily composed of students and faculty.

5.2 The UIB strives to continually increase the quantity and quality of educational services by improving faculty qualifications, implementing innovative learning technologies, and enhancing the effectiveness of business communications within the team itself.

5.3 The starting point for the University's activities and development is the pursuit of understanding the needs and interests of both the students and the University staff.

5.4 In relations with students, staff members must adhere to the following principles of conduct:

- 1) Staff members must not demean the honor and dignity of students on any grounds, including age, gender, nationality, or other characteristics.
- 2) The demands placed on students by staff must be positive and justified (or "well-founded").
- 3) Staff should choose methods of working with students that foster their independence, self-control, self-improvement (or "self-education"), desire to cooperate, and willingness to help others.

- 4) Staff must strive to increase students' motivation to learn and strengthen their belief in their own capabilities and potential.
- 5) Staff members must assess students' work fairly and objectively.
- 6) Staff members must not abuse their official position by using students for any services or favors for personal gain.

6. Liability for violation of the provisions of the Code

6.1 The Code is a voluntarily adopted standard based on the laws of the Republic of Kazakhstan.

6.2. Violations of the provisions of the Code shall be reviewed by the pedagogical staff (faculty) and the administration of the University, and, if necessary, by a higher professional organization.

6.3. In the event of a gross or systematic violation of the Code, the University employee shall be held liable in accordance with the legislation of the Republic of Kazakhstan, the concluded labor (employment) agreement, and other local normative acts.

6.4. Compliance by employees with the provisions of the Code is taken into account during competitive selection for filling positions of research and teaching staff, attestations (performance reviews), formation of the personnel reserve for promotion to management positions, as well as when imposing disciplinary sanctions.