



APPROVED

By decision of the Board of Directors
NLC "Karaganda Industrial University"
Protocol No 6 «14» 09 2021y.

CODE OF ETHICS **NLC "Karaganda Industrial University"**

1. GENERAL PROVISIONS

This Code is developed in accordance with 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 Science", "On Non-Commercial Organizations", "On Combating Corruption" and other regulatory legal acts regulating educational activities, joint-stock companies, labor relations, Ministry of Education and Science of the Republic of Kazakhstan, Chairman of the Board-Rector of the University, internal regulations, generally accepted moral and ethical standards, establishes internal regulations and basic standards of behavior for employees of NLC "Karaganda Industrial University" (hereinafter referred to as the University, Society, KarIU).

Corporate behavior is internal and external behavior that covers a variety of activities related to the management and development of the university. Following the ethical standards adopted by this Code helps to avoid certain risks, contributes to the development of educational and research activities and enhances the image of employees of the educational sector in Kazakhstan.

The standards of conduct imply adherence to the principles of honesty, professionalism, fairness and goodwill in dealing with students and colleagues.

All employees and students have the right to be treated fairly and fairly, regardless of race, color, language, political or religious beliefs, gender, nationality or culture. Discrimination and harassment of any kind is against this Code and is unacceptable.

In case of violation of any of the requirements of the Code, the employee will be subject to disciplinary action and other measures of responsibility in accordance with the legislation of the Republic of Kazakhstan and current regulatory documents.

The provisions of the Code are binding on all staff members; employees working under a contract for the performance of certain work; as well as employees - foreign partners involved in projects under international cooperation agreements.

When applying for a job at the university, as well as at each signing of an employment contract, the employee must read and sign the Commitment to Comply with this Code, which is an integral annex to the employment contract.

The main task of each employee of NLC "Karaganda Industrial University" is to provide highly professional services and quality education.

When developing this Code, the leading experience of corporate governance in the field of education was taken into account.

2. CONCEPT OF THE CODE OF ETHICS

The Code of Corporate Ethics (hereinafter referred to as the Code) is intended to regulate the ethical foundations of behavior and relationships between the subjects of the educational, scientific, administrative and managerial processes of the university.

The main goal of the Code is the observance by employees of the accepted standards and norms of business ethics, the creation at the university of an atmosphere of mutual respect, goodwill, scientific and creative cooperation in order to achieve the goals of the strategic development of KarIU, strengthen the corporate culture and image of the Company.

The main objectives of the Code are:

- ensuring the intellectual, cultural and moral development of the individual;
- protection of the rights, freedoms and legitimate interests of each member of the team;
- maintaining a favorable moral and psychological climate in the university staff;
- the formation of Kazakhstani patriotism.

3. GLOSSARY

Business ethics are the ethical norms and principles that guide business decisions and shape the business conduct of a company.

Dress code - code, type, form of clothing.

Code - a set of rules, principles, beliefs.

The Code of Corporate Ethics is a set of corporate rules and principles that guide KarIU employees when applying the principles of business ethics in the work process.

Conflict of interest - a situation in which the personal interest of an employee affects or may affect the objective performance of his official duties and in which a conflict arises or may arise between the personal interest of such an employee and the legitimate interests of citizens, organizations, society or the state, which can lead to harm to these legitimate interests.

Corporate culture - a set of material and spiritual values created by KarIU employees in the course of their work; The "culture" of an organization, which reflects internal and external market behavior.

Corporate behavior - internal and external behavior, which covers a variety of activities related to the activities of the university.

Line managers - directors of departments, heads of departments and sectors.

Top management - the Board of Directors, the Chairman and members of the Management Board, heads of structural units reporting directly to the Board of Directors and the Management Board, its members.

Employees - faculty and administrative staff.

Participants in corporate relations are individuals or organizations that have certain interests related to the activities of the university (the sole shareholder, employees, customers, the public).

Ethics is a set of norms of behavior.

4. HONESTY

Honesty is a moral quality that reflects one of the most important requirements of morality. It includes truthfulness, adherence to principles, fidelity to the obligations assumed, subjective conviction in the rightness of the ongoing work, sincerity to society and to oneself in relation to the motives by which a person is guided, recognition and observance of the rights of other people to what legally belongs to them. The opposite of Honesty are deceit, lies, theft, treachery, hypocrisy.

Honesty is the quality of a conscientious KarIU employee with high moral principles.

Employee behavior standards:

- provides reliable, complete and objective information (within its competence);
- honest in deeds and deeds;
- cooperates on the principles of partnership and mutual respect.

4.1 Conflict of interest: malpractice

Employees should not allow a situation in which a conflict of interest may arise, either in relation to themselves (or persons related to them), or in relation to others.

University employees are responsible for the occurrence of situations that entail a conflict of interest.

University staff should not use their official position for personal gain, to provide assistance to members of their families and close acquaintances. Such behavior is considered unacceptable, discredits the honor and dignity of an employee of KarIU.

The principles for preventing conflicts of interest, methods for their identification, assessment and resolution are provided for in the Regulations on the identification and settlement of corporate conflicts and conflicts of interest of the non-profit joint-stock company "Karaganda Industrial University", approved by the decision of the Board of Directors.

4.2 Implementation of entrepreneurial activities by employees of NLC "Karaganda Industrial University"

A university employee should not use the official time established by the Labor Code of the Republic of Kazakhstan and the internal labor regulations for personal interests (carrying out entrepreneurial activities and other activities not related to the performance of labor duties stipulated by an employment contract).

The official position and working hours are used only for the conscientious and proper performance of their official duties.

Information about the facts of an employee's employment in any activity outside the KarIU that brings additional income must be brought to the attention of the immediate supervisor in writing.

4.3 Anti-corruption

The University is intolerant of any form of corruption and will not tolerate behavior from its employees in which they, using their official position, would receive improper and illegal enrichment for themselves, their loved ones, or encourage such behavior from colleagues.

It is forbidden to directly or indirectly demand and take remuneration for the services provided.

4.4 Gifts from external sources

KarIU employees may not accept gifts, meals, favors, services, entertainment or any other offer of material value from persons or organizations that expect them to make any decisions.

Employees are prohibited from directly or indirectly soliciting or accepting gifts if they come from a prohibited source or are given in connection with the employee's official position.

4.5 Recommendations

Employees may refer potential students to study at the university, but may not, under any circumstances, give preference to such students over others.

KarIU employees can give recommendations to other persons when applying for a job at the university, but on a general basis, without giving special preferences if one of the candidates is his relative or acquaintance.

5. PROFESSIONALISM

Professionalism is the quality of a competent KarIU employee who allows him to carry out his activities at a high professional level and strives for continuous improvement of the services provided in accordance with his official powers.

Each KarIU employee is a member of a highly professional team that every day becomes even better, more professional and sets ambitious goals that it strives to achieve.

Behavior standards:

- organization and conduct of classes using new modern forms of education;
- high motivation for their own development and development of the services provided within the framework of KarIU;
- providing services to internal and external clients at a high quality level; continuous improvement of their professional level and qualifications, improvement of skills and abilities;
- maintaining the image and reputation of a professional worker.

5.1 Professional qualities

Each employee must know the scope of his professional activity, promptly and efficiently perform the tasks of senior management in accordance with his job descriptions.

5.2 Professional training

Personal and professional development. Creating an environment of continuous learning and development for employees is a key success factor in achieving the strategic goals of KariU. The university supports the career growth of employees based on the coincidence of the employee's personal aspirations with the interests of the university and the available staffing opportunities. The personnel assessment and management system supports the overall corporate culture and guarantees equality of opportunity.

In order to improve their skills, employees have the right to improve their skills at the university, other educational institutions both in the republic and abroad, at work.

The system of internal training in areas of professional activity consists of:

- corporate training on the basis of training centers - internal seminars and trainings for personnel;
- participation in scientific conferences, round tables, symposiums, etc.;
- conducting fundamental and applied scientific research.

KariU employees should strive to constantly improve their professional qualifications and improve knowledge, skills and abilities that may be useful in the performance of their duties.

5.3 Professional image: business conduct

5.3.1 Relationships with KariU clients are built on mutual partnership and trust. The behavior of an employee must correspond to the image of KariU as a serious organization, the main field of activity of which is the provision of educational services.

5.3.2 Professional relations between employees are based on mutual respect and team spirit - employees must be aware that the work performed by employees of other departments is subordinate to a common cause and deserves professional evaluation.

In order to achieve the set strategic goals, it is necessary to conscientiously fulfill their official duties, comply with the requirements of the Labor Code of the Republic of Kazakhstan, internal labor regulations, labor discipline, perform production tasks in a quality and timely manner, and work to improve their professional level.

Employees must make decisions only within their professional competence, in accordance with the job description and/delegated by the superior manager.

If the solution of the issue exceeds his official authority and professional competence, the employee should contact the immediate supervisor. The most important tasks of managers are the thoughtful division and distribution of work, the definition of professional responsibility and the coordination of employees' actions in order to achieve the best results within the framework of corporate tasks.

5.3.3 Relationships with competitors

Relations with competitors are built on the principles of honesty and mutual respect.

Employees should refrain from making statements that call into question the professional conduct of competitors, and should not support such statements by third parties.

5.4 Professional image: appearance

The appearance of an employee is the basis of official etiquette and is an integral part of the corporate culture of the university. The business atmosphere is

emphasized and complemented by the business style of clothing (business dress code), namely the official business style and casual - business style.

The business style is based on the international standard, which values restraint, quality of clothing, and the absence of ultra-bright, eye-catching accessories.

This clause does not apply to work on the Sabbath.

Regulations for certain categories of employees:

Free uniform (in a situation of operational need) is allowed for the following units (with the exception of the management team):

- IT department;
- security service, if the appropriate form is approved;
- employees of public catering establishments, for whom there are separate requirements for appearance in accordance with the legislation of the Republic of Kazakhstan;
- Department for the operation and development of infrastructure.

6. SHARED RESPONSIBILITIES FOR THE ACTIVITIES OF EVERYONE

Responsibility is a reflection of a high level of skill, professionalism, fairness, honesty and trust.

University employees equally share the successes of the Society, its achievements and also experience difficulties together, which provide invaluable experience, which allows employees to strive for self-development. Therefore, each member of the team must be responsible for the work performed by him and strive to achieve professional excellence in everything.

Standards of conduct:

- each decision is made as a result of a balanced analysis and we contribute to the achievement of the strategic goals of KarIU;
- timely and accurate performance of tasks;
- quick response to changing conditions and challenges.

6.1. Sharing responsibility for providing quality educational services

Each employee of the University, regardless of their official position and position, shares responsibility for providing quality educational services, and any decision is based on the division of the Mission of the University. The professional performance of the educational, control, executive and educational functions assigned to the employee will improve the quality of the services provided.

One of the important functions of employees in educational activities is the provision of modern, relevant, comprehensive open information. Any information must be true, complete and objective.

6.2 Creating a favorable working environment in the team

The head of the structural unit must accurately determine the tasks and scope of official powers of subordinates in accordance with the positions they hold, not give subordinates obviously impossible orders, and not demand from them the execution of instructions that go beyond their official duties. It is not allowed to treat employees or clients with unfounded accusations, facts of rudeness, humiliation of human dignity, tactlessness.

Each KarIU employee must respect the state and other languages, traditions and customs of the peoples of Kazakhstan, honor, protect and increase the traditions, prestige, image of KarIU and their profession.

6.3 Corporate conduct

To create a special environment of interaction, characterized by an atmosphere of mutual respect and a highly professional attitude to one's own work, it is necessary to fulfill instructions accurately and on time.

Employees of KarIU, regardless of their position, should, with their attitude to work and personal behavior, contribute to the creation of a stable and positive moral and psychological environment in the team; to prevent cases of selection of personnel on the grounds of fellowship and personal devotion; to prevent and suppress the facts of violation of the norms of professional ethics by colleagues; apply to management on issues of official, scientific, educational and social activities in the prescribed manner, as well as on personal issues, if this does not contradict the general norms of ethics.

6.4 Service ethics of communication

Ethical standards of service relations are based on universal human norms and rules of conduct. Public criticism of the professional or personal qualities of the clients, employees and management of KarIU, as well as slander and insult is not allowed. The personal interests of employees should not affect relationships with partners, contractors and KarIU employees.

In the performance of official duties, when working with clients, as well as in resolving disputes, relationships must be built exclusively on an ethical and professional basis.

A potential conflict of interest must be dealt with openly, in order to protect both the interests of KarIU and employees, customers and third parties.

Greeting in any situation should show the disposition and goodwill of employees. During the greeting, the words are spoken clearly and distinctly. The specifics of the internal placement of KarIU employees provides for work throughout the working day in office premises with a certain number of people. When holding meetings and meetings, employees must comply with business ethics - come to meetings on time, familiarize themselves with the agenda in advance, have the necessary materials, pre-prepared questions and comments with them.

6.5 Ethics of interpersonal relationships

All employees of the company are responsible in accordance with the legislation of the Republic of Kazakhstan for ensuring that there is no place in the team for any cases discrimination that:

- encroach on the honor and dignity of the individual;
- create an environment of intimidation and hostility in the workplace,
- adversely affect the career prospects of the employee;
- harm the reputation of the university.

KarIU management undertakes to take all necessary measures to prevent unacceptable behavior in the workplace, as well as to resolve conflict situations among employees of the team.

6.6 Social, political activities of employees

Social, political activities are carried out by employees outside KarIU and should not harm the reputation of the university and interfere with the performance of their official duties.

KarIU employees can be engaged in political, social activities, hold public positions, but KarIU should not be considered as a participant, supporter or sponsor of political movements/parties.

6.7 Corporate holidays, contests

One of the important elements in the formation of corporate culture is the holding of festive events in the team. Traditional corporate holidays include New Year, International Women's Day, etc.

Only full-time employees take part in corporate festive events. In some cases (at the initiative of management), families of employees are invited.

In order to strengthen the corporate spirit, various creative, musical competitions are held in which employees can realize their creative potential and creativity. Great importance is given to the development of physical culture and healthy lifestyles among employees.

6.8 Birthdays of employees. Present

Celebration of birthdays of employees is also traditional for members of the team. Senior managers officially congratulate (greeting card, bouquet of flowers, congratulations in a corporate chat).

During employee birthday celebrations, a light buffet (soft drinks, fruits, sweets) is acceptable after working hours (lunch break).

Gifts to employees are presented depending on the personal wishes of the team members. At the same time, the anti-corruption restrictions provided for by the Law of the Republic of Kazakhstan "On Combating Corruption" should not be violated.

6.9. Relationship to University property

One of the duties of employees is to ensure safety (if necessary - confidentiality regime), as well as respect for the property of KarIU.

Employees are prohibited from any acts of vandalism, damage or other damage to the property of KarIU, including buildings, equipment, furniture, as well as the removal of property without special permission.

The properties of the University include:

- all tangible property of KarIU, both rented and owned;
- all accounting and reporting documentation for clients and any other documentation;
- personal files of employees, a database of candidates and other personnel documentation;
- all studies, promotional materials, client lists, registration logs and any other documents held by KarIU;
- all types of software that are the property of KarIU;
- all internal procedures, regulations, standard forms of contracts and other documents developed by KarIU employees.

7. DISPUTES OF THE PARTIES

The Code of Corporate Ethics is a reflection of the norms and rules that university employees use every day in their lives. This Code is the result of hard work, regular meetings and discussions.

Sharing the norms of corporate ethics and standards of conduct enshrined in the Code will allow the team to achieve its strategic goal and become the best among the country's regional universities.

The main values of the university are Honesty, Trust, Fairness and Sharing of responsibility for the activities of each employee of the Society. University values shared by employees give rise to trust and unite the organization into a single whole.

The goal of NLC "Karaganda Industrial University" is to maintain the multidisciplinary nature of a classical university with a priority focus on training teaching and research staff to ensure innovative development and global competitiveness of Kazakhstan in the face of new historical challenges.

The strategic goal is to promote the brand of the university as a world-class university.

The mission of the university is to preserve spiritual values, disseminate knowledge, introduce innovative approaches to training based on the best educational practices and research programs.

The university management sets ambitious strategic goals for the employees, and the responsibility of each employee increases the speed of the Society's success.

8. FINAL PROVISIONS

This Code enters into force from the moment of its approval at a meeting of the Board of Directors and is valid until the adoption of a new Code.

The Code may be amended and supplemented in the prescribed manner.