



**M.NARIKBAYEV  
KAZGUU UNIVERSITY  
CODE OF CONDUCT**

**2020**

M. Narikbayev KAZGUU University Code of Conduct.

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# **1. GENERAL PROVISIONS**

## **1.1 Operation of Code**

- a) This Code of Conduct (hereinafter referred to as the “Code”) is mandatory for every student, instructor or staff member of M.S. Narikbayev KAZGUU University (hereinafter referred to as the “University”), irrespective of the type, status or duration of the existing legal relationship.
- b) The Code applies to all types of communication and forms of reporting information, including not only textual, but also graphic and audiovisual works.
- c) The Code ensures compliance with the requirements of the current legislation covering protection of privacy and personal data.

## **1.2 Procedures of Adopting and Introducing Amendments and Supplements**

- a) The Code may be amended or supplemented at the initiative of any student, instructor or staff member of the University, as well as any collegial body approved by the Academic and Research Council or the Management Board of the University.
- b) Prior to bringing the issue before the Academic and Research Council or the Management Board, the initiative in the form of an appeal is submitted to the immediate supervisor, who ensures informing the Chairman of the Management Board and their First Deputy, the Provost, and also provides their viewpoint within three days, taking into account the opinion of the collegial bodies (if any).

## **1.3 Liability for Violation**

- a) Violation of the provisions of this Code may result both in indirect and direct liability or both of its types in conjunction.
- b) Indirect liability may consist in the refusal to extend the legal relationship with a particular student, instructor or staff member of the University, in the rejection of a candidate within internal competitions, in a low grade in the faculty evaluation process and (or) rating assessment, as well as other forms that do not involve the imposition of disciplinary penalties or other types of legal liability.
- c) Direct liability may consist in the termination of legal relations at the initiative of the University, suspension from performing some functions and tasks, imposition of disciplinary penalties or involvement in other types of legal liability provided for by the relevant acts and decisions.

# **2. PRINCIPLES**

Violation of the principles results not only in indirect and (or) direct responsibility of students, instructors and staff members of the University, but also in rescinding previous resolutions, including those made in relation to third parties, if these violations were committed in the decision-making process and could affect their outcome.

## 2.1 Ethical Principles

- a) **Mutual respect** - all students, instructors and staff members of the University are expected to demonstrate mutual respect, which is expressed in compliance with generally accepted norms of ethics and morality, respect for other people's rights and legitimate interests, impressibility of unceremonious or arrogant treatment, derogatory evaluative and allegorical judgments, incorrect comparisons.
- b) **Correctness** - all students, instructors and staff members of the University are expected to maintain a composed and objective manner of expressing their opinion or position without making categorical conclusions on those issues on which the student, instructor or staff member of the University does not have complete and reliable information.
- c) **Neutrality** - all students, instructors and staff members of the University are expected to observe neutrality in assessing other people's preferences, no matter what areas they relate to, if they are within the legal framework and are not prohibited by current regulatory legal acts. It is equally prohibited to promote any preferences, regardless of their scope.
- d) **“Zero” tolerance for all forms of corruption and academic dishonesty** - all students, instructors and staff members of the University are expected to take immediate measures aimed at informing and responding to facts and evidence of corrupt behavior and violations of academic integrity, including, but not limited to, requests or offers for unauthorized assistance in completing academic assignments, resolving academic issues, or general patronage.
- e) **“Zero” tolerance for any manifestations of harassment or other forms of mobbing** - all students instructors and staff members of the University are expected to take immediate measures aimed at informing and responding to facts and evidence of any cases of harassment or other forms of mobbing, including, but not limited to immoral behavior (actions) incompatible with the academic culture and the rights and legitimate interests of others.

## 2.2 Principles of Corporate Conduct

- a) All students, instructors and staff members of the University are expected to be loyal to the image of the University, which is expressed in caution when directly or indirectly mentioning the University and (or) its representatives (students, instructors or staff members) in oral or written speech, avoiding negative context or interpretation by the audience.
- b) All students, instructors and staff members of the University are expected to demonstrate mutual support and a unified corporate spirit, consisting in actions to strengthen a positive image in the information field.
- c) All students, instructors and staff members of the University are expected to show a careful attitude to the property of the University, support the principles of lean production and take care of a comfortable and eco-friendly environment for learning and working.

## **3. BASIC RULES OF CONDUCT**

### **3.1 Application and consideration process rules**

a) All students, teachers or employees of the University are obliged to comply with the officially established order and subordination of sending applications using officially recognized communication channels and the necessary attributes.

b) It is not allowed to use information resources and (or) information and communication technologies, including social networks and messengers, for distribution, publication of appeals on issues within the competence of the University administration, as well as academic collegial bodies (committees, councils, commissions)

c) When considering applications by the University, the legality, objectivity and transparency of the decisions made are guaranteed and ensured. At the same time, interference in the process of considering applications from persons who are not parties to legal relations or direct participants in a particular case is not allowed, except for cases when the need for their participation is independently established by an official or a body of the University authorized to consider this appeal.

d) Collegiality of consideration does not replace legality and objectivity. This means that any collegial body, ad hoc commissions or other temporarily (periodically) created commissions, when making a decision, must act within the established rules /standards and must substantiate their position if it is unanimously agreed, or ensure that each of the members substantiates their position when making a decision.

### **3.2 Business communication rules**

a) All students, teachers or employees of the University are obliged to observe generally accepted norms of business etiquette, to avoid familiar or jargon communication styles.

b) All students, teachers or employees of the University treat each other with respect. Disrespect in any form is not allowed, including on the basis of age difference, gender, academic role, experience, presence or absence of regalia or other grounds.

c) The official way of exchanging information, discussing, expressing positions is corporate mail. The exceptions are cases when the legislation provides for a special procedure for interaction and implementation of legal relations. The exchange of information using instant messengers or social networks is not official, except in cases where, for the sake of efficiency or in the absence of other possibilities, it is necessary to use just such a method of communication.

d) All students, teachers or employees of the University are obliged to respect and maintain the confidentiality of information constituting an official or commercial secret, which has become known to them as a result of the performance of official duties or under other circumstances.

### **3.3 Rules of conduct in the Internet space**

a) In an open information and communication network, any form of activity by all students, teachers or employees of the University is subject to restrictions associated with affiliation with the University brand. When performing certain actions, all students, teachers or employees of the University should take into account that for all other members of society, the actions of an individual student, teacher or employee of the University will inevitably be associated with the assessment of the University as a whole.

b) Freedom of speech and expression cannot be limited, with the exception of the restrictions established by this Code and the obligations assumed by virtue of the current labor contract, contract for the provision of educational services or other contract of a civil law nature.

c) All students, teachers and staff of the University are expected to comply with generally accepted standards of morality and ethics, regardless of the type of activity in an open information and communication network. It is prohibited to endorse, indirectly advertise or directly promote habits that are harmful to human health, including the use of drugs, gambling, and other materials of a prohibited or obscene nature.

d) All students, teachers and staff of the University are expected that any information broadcast by them in an open information and communication network will be duly checked for reliability, ethics and compliance with the current legislation.

### **3.4 Campus Code of Conduct**

a) All students, teachers and staff of the University on the campus are expected to comply with generally accepted standards of morality and ethics, respectful and benevolent attitude towards others.

b) The appearance of students, teachers and staff of the University should be neat and appropriate in style of clothing (depending on the tasks performed), should not offend the feelings of others or attract excessive attention.

c) In all cases where students, teachers and employees of the University are on the campus, the regime of being in a public place is observed, in which it is necessary to take into account the rights and legitimate interests of others avoiding noisy discussions, loud expressions of emotion, or other actions that may cause inconvenience to others.

d) When in public catering, a fitness center, coworking spaces, a library, classrooms and other premises, it is necessary to take care of the property of the University, maintaining order and cleanliness.

### **3.5 Rules of conduct during training sessions / events**

a) All students and teachers of the University are obliged to observe the punctuality of attending / conducting training sessions / events and respect the interests of others.

b) All students and teachers of the University are obliged to comply with all academic requirements and standards for conducting / attending classes / events established

by the Academic Policy of the University, the Manual for Ensuring Academic Integrity and other acts of authorized state bodies and the University.

c) In all cases where students and teachers of the University are in the mode of training sessions / activities, they are expected to be involved and constant feedback, which ensures the maximum efficiency of the contact hours.

d) Any actions that disrupt the normal course of the lesson, established by the curriculum and syllabus of the course, are prohibited. In the event of repeated or particularly disrespectful actions on the part of the student, the teacher or academic administrator has the right to terminate his access to classes until a decision is made by the relevant committee of the higher school.

## **4. Situational rules of conduct**

### **4.1 Submission and Affiliation Rules**

- a) All full-time teachers and employees of the University are obliged to coordinate with their immediate supervisor their participation in events, projects and other forms of activity, the organizer of which is not the University and which involve partial, occasional or full employment.
- b) Arbitrary use of elements of the corporate brand book and logo of the University, the name of the University and its structural divisions, including in the context of mentioning the relevant positions or titles, as well as posting on electronic resources, without prior agreement with the immediate manager or special permission of the relevant collegial body, is prohibited.
- c) Arbitrary use of elements of the corporate brand book and logo of the University, the name of the University and its structural divisions, including in the context of mentioning the relevant positions or titles, as well as posting on electronic resources, without prior agreement with the immediate manager or special permission of the relevant collegial body, is prohibited.

### **4.2 Non-Competition Rules.**

- a) All full-time faculty and staff of the University must respect the priority of the interests of the University over third-party organizations, including those in which they are founders, participants or employees, if there are competing interests in a particular area.
- b) When initiating agreements on cooperation with individuals or legal entities, it is necessary to ensure that the authorized officials of the University are informed and prior approval is required in order to avoid conflicts of interest.
- c) Teachers and employees of the University are prohibited from acting as a representative / consultant / expert on business / services for third parties, directed against the interests of the University and / or creating direct competition for it.