

	Shymkent University Quality management System Employee's Code of Honor	page 1 of 6
---	---	----------------------------------

APPROVED
Rector of Shymkent University
Doctor of Pedagogical Sciences,
Professor



N.A.Seitkulov
2023.

EMPLOYEE CODE OF HONOR

SHYMKENT UNIVERSITY QUALITY MANAGEMENT SYSTEM 01-10-2023

Job title	Signature	Full name
agreed:		
Vice-Rector for Academic Affairs and Strategic Development		Kerimbekova A.A.
Head of the Department of Strategic Development and Internal Quality Assurance		Aidarova A.A.
Lawyer		Asilkhanov N.S.

Job title	Signature	Full name
Developed by:		
Head of the HR Department		Zhamalova Z.K.

Document validity period: «<u>24</u>» <u>10</u> 20<u>25</u>y. until «<u>24</u>» <u>10</u> 20<u>26</u>y. Extension period: «<u> </u>» <u> </u> 20<u> </u>y.	Entered: № <u>212-114</u> Date of introduction: «<u>24</u>» <u>10</u> 20<u>23</u>r.	Quality Management System SHU 01-10-2023 Edition 2 Registration number <u>10</u> Copy No. <u>1</u>
--	---	---

	Shymkent University	
	Quality management System Employee's Code of Honor	page 2 of 6

1. APPLICATION AREA

1.1 Employee Honor Code - establishes the principles of honor of Shymkent University employees.

1.2 Rules a regulatory document that forms the academic policy of Shymkent University and the internal quality assurance system, all structural units are required to comply with the requirements of the Rule.

2. REFERENCE DOCUMENTS

2.1 The Law of the Republic of Kazakhstan "On Education" dated October 24, 2011 No. 487- VI (with amendments and additions as of 07/10/2023, No. 19-VIII).

2.2 The Labor Code of the Republic of Kazakhstan dated November 23, 2015, No. 414-V (with amendments and additions. as of 04.07.2023, No. 15-VIII of the Law of the Republic of Kazakhstan).

2.3 The Law of the Republic of Kazakhstan on Combating Corruption No. 410-In the RKZ dated November 18, 2015.

2.5 The Charter of the University;

2.6 Academic policy of the University.

3. NAMES, DEFINITIONS AND ABBREVIATIONS

SHU- Shymkent University

Honor is a moral and ethical totality and a social concept associated with such personal qualities as dignity, virtue, truthfulness, justice, and honesty.

4. DESCRIPTION OF THE PROCEDURE

4.1 General provisions

4.1.1 This Code defines the basic rules of corporate culture and employee behavior.

4.1.2 The University Employee's Code of Honor is aimed at creating a favorable moral and psychological climate of the university.

4.1.2 The main purpose of the implementation of all the norms of this Code is to strengthen the corporate culture of the professional community, increase the authority of teachers and staff of the university.

4.1.3 Each lecturer and employee of the University contributes to strengthening its image and business reputation of the University, strictly observing the norms of this Code.

4.2 Corporate principles and values

The University's activities are based on the following principles:

4.2.1 The University is a leading center for quality education, culture, science and innovation, and applies new technologies in the educational process

4.2.2 The University looks to the future with confidence and effectively implements the educational concept of the university.

4.2.3 The University values and respects its staff and always acts in accordance with high ethical standards.

4.2.4 The University does not allow manifestations of corruption and bribery.

4.2.5 Creativity, ownership and partnership of teachers, staff and students are essential signs of corporate ethics.

4.3 Core corporate values

4.3.1 Competitiveness of the educational services provided.

4.3.2 Integration into the global educational space.

4.3.4 Passion for change and innovation

4.3.5 Constant attention to research and development

	Shymkent University	
	Quality management System Employee's Code of Honor	page 3 of 6

4.3.6 High academic responsibility

4.3.7 Striving for success and creative growth

4.3.8 Morality, patriotism, citizenship.

4.3.9 Respect the personality of the employee and students, protect their rights and interests.

4.3.10 Honesty at the University and loyalty to high standards

4.4 Ethics of the University team

4.4.1 Mandatory for University faculty and staff:

- Respect the status of the educational institution with your work, justifying the high status of the university teachers and staff.

- Implementation of the university mission and attribution of your mission to the corporate one in professional activities.

- Bears full responsibility for the fulfillment of the set goals and objectives, participates in the results of the university's work.

- Be guided by the principles of fulfilling their duties, high culture, responsibility, honesty, academic honesty and objectivity, mutual respect, correctness, friendship with colleagues and students.

- Striving for professionalism, constantly improving their educational level, studying foreign and domestic experience and scientific achievements .

- Assessment of the business reputation of the university, refusal to commit actions that contradict or harm the interests of the university, exclusion of any actions that discredit honor and reputation.

4.5 Teachers and staff are not required to:

4.5.1 Use words of farewell, show vulgarity and familiarity, so as not to detract from the dignity of colleagues and students.

4.5.2 Respectfully maintain the status of an educational institution by their work, justifying the high status of teachers and University staff.

4.5.3 Discuss with students the personal life and shortcomings of colleagues.

4.5.4 Drink alcohol while drunk and at the university, smoke in an unspecified place.

4.5.5 Accept gifts or monetary rewards from students.

4.5.6 To disseminate religious ideas, as well as opinions and views that contradict interethnic unity and interfaith harmony.

4.5.7 To be late for work, not to hold classes or to shorten the time of performance of official duties, to miss without a valid reason.

4.5.8 Not to be rude and careful in the performance of their duties.

4.5.9 Abuse official authority in relation to students, allow a one-sided attitude towards students and in assessing their knowledge;

4.5.10 To disseminate false information about the decisions of the University administration and the activities of their departments

4.6 The relationship between the manager and the employee

4.6.1 The Head is obliged to:

- their professional and universal behavior, which can serve as an example for an employee;

- to substantiate the main provisions of corporate ethics of business communication, norms and principles of their behavior;

- respect the personality of employees, do not infringe on their dignity;

- formation of a friendly and business climate in the team.

	Shymkent University	
	Quality management System Employee's Code of Honor	page 4 of 6

4.6.2. The employee is obliged to:

- strict observance of labor discipline;
- timely informing the manager about the reasons for absence;
- knowing their names and patronymics before the university management;

4.6.3. Relationships with colleagues:

- respect each other;
- do not forget to apologize for the wrong action (act);
- avoid criticizing colleagues, subordinates, manager in the presence of other employees;
- help colleagues in their work, share knowledge and experience.

4.6.4 Attitude to work as the main professional task:

- to serve as an example for students;
- be literate, able to constantly maintain a high level of scientific and pedagogical qualifications;
- honest and objective assessment of students' knowledge, skills and abilities;
- to devote their strength, knowledge and experience to improving the scientific achievements of the university.
- do not resort to plagiarism, getting ideas from unpublished sources.

4.6.5 Holding meetings and assemblies:

- timely arrival at meetings, gatherings;
- familiarize yourself with the agenda in advance and take all the necessary materials with you;

4.7 Responsibility for violation of the Code of honor

4.7.1 Code of Honor All teachers and staff have the same job.

4.7.2 Teachers and staff of the University are obliged to know and comply with the Code of Honor, to treat their activities and behavior with strict responsibility.

4.7.3 Violation of the provisions of the Code is considered as an action that does not correspond to the status of a teacher and employee.