

**Quality Management System
Anti -corruption regulations in
JSC “S.Seifullin KATU”**



**MA RK
KAZAKH AGROTECHNICAL
UNIVERSITY named after
S.SEIFULLIN**

RAC QMS 08.8000-2017 P.1 Of 11 Vesion 1

Approve

Chairman of the Board

JSC S.Seifullin KATU

_____ A.K.Kurishbaev

03.10.2017

QUALITY MANAGEMENT SYSTEM

REGULATION

**ON ANTI-CORRUPTION in JSC “S. SEIFULLIN KAZAKH
AGROTECHNICAL UNIVERSITY”**

QMS 08.8000 -2017

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Foreword

DEVELOPED AND INTRODUCED by the leading lawyer together with the quality service name of the structural division that developed RAC

1 APPROVED AND INTRODUCED by the order of the Chairman of the Board of 04.10.2017 # 681-H

(official, who approves the document)

2 DEVELOPERS: - Deputy Chairman of the Board for educational work
- Kusainova Zh.A

academic degree, academic title, Full name.

- Leading lawyer – Kerimshe A.S

academic degree, academic title, Full name

- Acting for the head of quality – Aldabergenova S.S.

academic degree, academic title, Full name

- quality service specialist – Tleumbetova D.B

Academic degree, academic title, Full name

4 FIRST REVIEW DATE
CHECK FREQUENCY

2022
5 years

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1.Scope of use

1. This Regulation is directed:

- to protect the rights and freedoms of employees and consumers of educational services, to ensure the effective operation of the teaching staff (hereinafter referred to as teaching staff), officials and other persons, as well as university students by preventing, detecting, suppressing and disclosing offenses related to corruption, eliminating their consequences and bringing the perpetrators to justice;
- to expand democratic principles, openness and control in university management, to strengthen students' confidence in the leadership of the university, faculties, heads of departments and teaching staff, officials and other university officials.

The Regulation contributes to the strengthening of the conscious legal performance of one's labor duties, and the creation of conditions for incorruptibility.

1.2 The Regulation is included in the set of documentation for the quality management system of the Kazakh Agrotechnical University named after S. Seifullin (hereinafter referred to as KATU named after S. Seifullin).

2 Normative references

This provision uses references to the following regulatory documents:

Constitution of the Republic of Kazakhstan dated August 30, 1995

Anti-corruption strategy of the Republic of Kazakhstan for 2015-2025 Approved by Decree of the President of the Republic of Kazakhstan dated December 26, 2014 No. 986

Civil Code of the Republic of Kazakhstan dated December 27, 1994, as amended and supplemented as of July 1, 2017.

Criminal Code of the Republic of Kazakhstan dated July 3, 2014 No. 226-V.

Law “On Anti - Corruption” dated November 18, 2015 No. 410 Law “On State Secrets” dated March 15, 1999 No. 349-I

Decree of the Government of the Republic of Kazakhstan dated December 30, 2015 No. 1131 “On approval of the Rules for encouraging persons who report the fact of a corruption offense or otherwise assist in anti - corruption”

International Standard ISO 9000:2005 Quality management systems. Fundamentals and vocabulary.

International Standard ISO 9001:2015 Quality management systems. Requirements. OS QMS 1.1.01 -2015 Quality management system. Organization standard. General requirements for the construction, presentation and execution of documentation of the quality management system.

DP QMS 01-2015 Quality management system. documented procedure.

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Documentation management.

DP QMS 02 -2015 Quality management system. documented procedure. Quality records management.

3 - Definitions

3.1 This provision applies terms and definitions in accordance with IS ISO 9000:2005.

4. Designations and abbreviations

The following abbreviations are used in this provision:

- JSC "S.Seifullin KATU" - JSC "Kazakh Agrotechnical University named after S. Seifullin";
- RAC - regulation on anti-corruption;
- RK - Republic of Kazakhstan;
- Teaching staff ;
- QMR - representative of the quality management;
- QC - quality service;
- DHRMD - department of human resources management and document flow.

5.Responsibility and authority

5.1 Approves this regulation on anti - corruption

(hereinafter RAC) Chairman of the Board of JSC S.Seifullin KATU

5.2 Responsibility for the development of the regulation, namely for its content, structure lies with the Deputy Chairman of the Board for educational work and the leading lawyer.

5.3 The developers submit the RAC project to the quality service. The quality service (hereinafter referred to as the QS), draws up the original of the RAC, collect approval signatures.

5.4 Simultaneously with the approval of the RAC, an order is being prepared to put RAC into effect.

5.5 The responsibility for bringing to the attention of the employees of the relevant subdivisions of the approved RAC lies with the head of the subdivision. A record of familiarization must be made in the "Familiarization Sheet" (Appendix B).



6. General provisions

6.1 Corruption in this Regulation means personal or via intermediaries acceptance of property benefits and advantages using their official powers and related opportunities, or other use of their powers to obtain property benefits.

6.2 Offenses related to corruption (corruption offences) are acts provided for by this Regulation, the Law of the Republic of Kazakhstan “On Anti - Corruption”, as well as other laws, acts associated with corruption or creating conditions for corruption, which entail disciplinary, administrative and criminal liability.

6.3 All employees and students of the university must ensure compliance with the law, identify and eliminate the causes and conditions of violation of the law, restore the violated rights of employees and students, accurate and uniform application of regulatory legal acts and fulfillment of the mandatory requirements of regulatory acts in accordance with the legislative acts of the Republic of Kazakhstan.

7. Anti-corruption basic principles

7.1 Anti-corruption is carried out on the basis of:

- equality before law and court;
 - ensuring clear legal regulation of society's activities, legality and transparency of such activities;
 - improvement of the structure of the university, personnel work and procedures for resolving issues affecting the rights and legitimate interests of employees and students;
 - the priority of protecting the rights and legal interests of employees and students;
 - restoration of violated rights and legitimate interests of employees
- training, liquidation and prevention of harmful consequences of corruption offenses;
- ensuring personal security of persons assisting in the fight against corruption offenses;
 - implementation of information activities for the purpose of detection, disclosure, control and prevention of crimes related to corruption;
 - conducting surveys of university students and employees in order to identify corruption offenses.

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8 Prevention of corruption

8.1 Students or employees of the university are obliged to prevent corruption offenses and immediately report suspected corruption actions to the chairman of the Board or to the competent authorities.

8.2 Anti-corruption issues are considered at least twice during the academic year at the meeting of the Board and Academic Councils of the faculties.

8.3 At the end of the examination session, the department of educational work and leading students conduct a survey among students, respectively, with the aim of identifying corruption offenses. The results and analysis of the survey are reviewed by a specially created commission at the university.

The commission includes: the first deputy chairman of the Board, the deputy chairman of the Board for educational work, a representative of the department for academic issues, a university lawyer, representatives of the student union and the committee for youth affairs

8.4 The results of the survey of students will be forwarded to the chairman and members of the anti-corruption commission. The Commission ensures familiarization of the Teaching staff with the results of the survey. The anti-corruption commission includes the chairman, deputy chairman of the commission, representatives of the administration and teaching staff.

9 Procedure for making changes

Development, preparation, coordination and approval of RAC, as well as making changes to them are made in accordance with the requirements of DP SMK 01-2015 and must be registered in the "Changes Registration Sheet" (Appendix V).

10 Coordination, storage and distribution

10.1 The approval of the project document is carried out with the Representative of the Quality Management (hereinafter referred to as QMR), the Deputy Chairman of the Board for Educational Work (hereinafter the Deputy Chairman of the Board for EW), the Director of the Department for academic affairs (hereinafter DAA), the director of human resources management and document flow (hereinafter referred to as DHRMD), by the leading lawyer, the head of the QC and is drawn up in the "Approval sheet" (Appendix A).

10.2 Provisions are registered in electronic format in the electronic document management system "ARTA SYNERGY" and sent to university departments.

10.3 The QC responsible for the storage of the approved position, reproduction and distribution of copies to subscribers.

