

Approved by the order of the
Chairman of the
Board - Rector
NJSC "S. Seifullin KATRU"
№183-H from "31" March 2025

CODE OF ETHICS POLICY ETHICAL RULES OF BEHAVIOR FOR EMPLOYEES OF THE UNIVERSITY

1 Scope of Application

This Regulation on the ethical rules of conduct for employees of the NJSC "Kazakh S. Seifullin Agrotechnical Research University" (hereinafter referred to as the "Regulation") establishes requirements for the business ethics of employees, as well as for the policy of resolving conflicts of interest, relationships, and decision-making at the NJSC "Kazakh S. Seifullin Agrotechnical Research University" (hereinafter referred to as "the University" or "KATIU").

This Regulation is mandatory for all employees of the University in their work.

The regulation is included in the internal regulatory documents of the University.

2 Normative References

This regulation contains references to the following regulatory documents:

- Constitution of the Republic of Kazakhstan.
- Civil Code of the Republic of Kazakhstan.
- Labor Code of the Republic of Kazakhstan.
- Charter of the University.
- Regulations on anti-corruption and disciplinary commissions of the University.

3 Responsibilities and Powers

3.1. The Chairman of the Board – Rector of the University approves this Regulation.

3.2. The responsibility for the development of the Regulation, specifically for its content and structure, lies with the Director of the Administrative Department (hereinafter referred to as "AD").

3.3. The approval of this Regulation is carried out with the member of the Management Board - Vice-Rector for Operations, Director of the Legal Service, Director of the AD, Chief Manager of the Quality Committee (hereinafter referred to as "QC").

3.4. Responsibility for the transfer of this Regulation (original) for storage in the QC is the responsibility of the head of the structural division that develops it.
3.5. Simultaneously with the approval of the Regulation, the Control Committee prepares an order for its entry into force.

4 General Provisions

4.1 This Regulation is a set of general principles of professional ethics and basic rules of conduct that must be followed by employees of the University regardless of their position.

4.2 Each employee must take all necessary measures to comply with the Regulation, and each citizen of the Republic of Kazakhstan has the right to expect behavior from employees that aligns with the Regulation.

4.3 Knowledge and compliance with the Regulation by employees is one of the criteria for assessing the quality of their professional activities and labor discipline.

5 Ethical Norms of Business Relationships

5.1 In their behavior, employees of the University must adhere to the constitutional provisions that a person, their rights, and freedoms are the highest value, and every citizen has the right to privacy, personal and family confidentiality, and protection of honor, dignity, and good name.

5.2 The University fosters a culture of equal opportunities for its employees based on responsibility, impeccable work ethics, and mutual respect.

5.3 The University adheres to the principle of conscientious and unbiased treatment of all employees and is committed to eradicating any forms of injustice and discrimination.

5.4 All employees are provided with equal opportunities for career advancement.

5.5 The University requires that all employees, regardless of position or rank, observe norms of business and personal ethics in the performance of their duties.

5.6 The rights and obligations of employees are defined by the Labor Code of the Republic of Kazakhstan and job descriptions.

5.7 Employees must fulfill their professional responsibilities diligently, reasonably, and with due care in the interests of the University.

5.8 Responsibility for obligations lies equally with all employees, regardless of their status and position. To achieve strategic goals, employees must make business decisions that consider fundamental values and principles of business ethics and bear full responsibility for the tasks assigned to them.

5.9 Every employee and official must be guided by the interests of the University rather than personal relationships or gain in the performance of their official duties.

5.10 Recruitment is conducted according to qualification requirements for positions, and the selection and promotion of personnel are based solely on professional abilities, knowledge, and skills.

5.11 Employees must contribute to a stable and positive atmosphere within the team through their work ethic and behavior. The University prohibits providing privileges or benefits to individual employees except on a legal basis, ensuring equal opportunities for all.

5.12 Employees must strive to perform their duties to the highest professional standards, treat University property with care, and use it rationally and effectively.

5.13 Preventing conflicts of interest is essential for protecting the interests of the University and its employees.

5.14 The University is responsible for ensuring that decisions are made free from conflicts of interest at all stages, from officials to any employee making decisions.

5.15 Employees must avoid situations that may lead to conflicts of interest, whether concerning themselves or others.

5.16 Decision-making by officials must be based on principles of transparency and adequacy.

5.17 Employees are expected to provide each other with reliable information promptly while respecting confidentiality standards.

5.18 Employees must inform and refrain from participating in discussions and voting on issues in which they have an interest.

5.19 Employees are prohibited from accepting:

- Remuneration in the form of money, services, or other forms for the performance of their functional duties.

- Gifts or services related to the performance of their functional duties from individuals dependent on them.

5.20 Employees must not disclose commercial and other secrets protected by law or use information for personal purposes.

5.21 Employees Must:

- Respect the honor and dignity of every individual, regardless of origin, social, official, and property status, gender, race, nationality, language, religious beliefs, place of residence, or any other circumstances.

- Show respect for state symbols - the Coat of Arms, Flag, and Anthem.

- Respect corporate symbolism.

- Observe generally accepted moral and ethical standards and respect the languages, traditions, and customs of all peoples.

- Be polite and courteous.

- Be intolerant of indifference and rudeness.

- Be attentive to others' opinions.

- Align words and actions, fulfilling promises.

· Act in accordance with the law, adhering to the Constitution of the Republic of Kazakhstan, laws, and other regulatory legal acts, as well as the Charter of the University and other relevant provisions.

Employees of the University must not engage in illegal actions in political and religious spheres. Political, religious, or social activities are prohibited within the University buildings and the use of its property during both working and non-working hours.

Employees must work for the benefit of the University and avoid actions that could discredit the institution. They must treat University property with care and use it rationally and effectively.

Employees must not face persecution for criticism and should utilize constructive criticism to address shortcomings and enhance performance. They must be honest, fair, modest, and polite while adhering to generally accepted moral and ethical standards.

Employees must strictly observe labor discipline and effectively manage their granted powers, performing their duties conscientiously, impartially, and efficiently. They should utilize their working time rationally and strive for high-quality work, employing optimal and cost-effective methods for assigned tasks.

Employees must possess the necessary professional preparation, including knowledge of issues related to their functional responsibilities. They must prevent and address violations of ethical standards by other employees.

5.22 Employees Must Not:

· Make any discriminatory statements or actions based on gender, age, race, nationality, language, citizenship, social, property, or family status, or political or religious preferences.

· Violate subordination, exhibit rudeness, disdainful tones, arrogance, biased remarks, or make unlawful accusations.

· Engage in threats, offensive or obscene expressions, or actions that hinder communication or provoke illegal behavior.

Employees are encouraged to foster business relationships and constructive cooperation within the team through their behavior. They must communicate with colleagues in a polite, friendly, correct, attentive, and tolerant manner.

5.23 Any situation leading to violations of employees' rights must be addressed according to the legislation of the Republic of Kazakhstan and the internal regulatory documents of the University.

5.24 Issues of business ethics and violations of ethical principles may be discussed with immediate supervisors. If a satisfactory solution is not reached, the issue should be reported to the Director of the AD for recommendations and/or appropriate measures.

Violations of ethical rules of conduct by employees are subject to moral condemnation at a meeting of the disciplinary commission regarding compliance with conduct requirements and conflict resolution. In cases stipulated by the legislation of the Republic of Kazakhstan, violation of the norms of this Regulation entails the application of disciplinary measures to employees in accordance with the legislation and internal regulatory documents of the University.

Compliance with ethical rules of conduct by employees is taken into account when conducting certifications, forming a personnel reserve for promotion to higher positions, and when imposing disciplinary sanctions.

6 Ethics of Communication

6.1 Etiquette is a set of behavioral norms and rules of professional conduct that apply to employees of the University. Ethical standards of relationships are based on universal human norms and rules of conduct.

6.2 Ethics of behavior in premises and classrooms require employees to be mindful of their speech and manner of communication with students and colleagues throughout the working day.

6.3 The etiquette of conducting telephone conversations includes: when using an internal telephone, state the name of the department and introduce yourself by name; when using an external telephone, additionally inform the caller of the name of the organization.

6.4 The foundation of a business telephone conversation is competence, tact, goodwill, mastery of conversation techniques, and the desire to efficiently resolve issues. It is essential that business telephone conversations are conducted in a calm, polite tone that evokes positive emotions.

6.5 Dress Code: The University provides educational services, and accordingly, employees participate in educating future generations and serve as examples for students. Therefore, the main requirement for employee appearance is a formal business look characterized by professionalism, restraint, tradition, and neatness. Sportswear and revealing attire are not appropriate.

6.6 Festive events may be held both inside and outside the University. For employee birthday celebrations, light refreshments (soft drinks, fruits, cakes) are acceptable during non-working hours (lunch break).

7 Decision-Making at the University

7.1 The main collegial governing body of the University is the Academic Council.

7.2 Decisions on the distribution of material, financial, and other resources are made by the Chairman of the Board – Rector.

7.3 Decisions on the work, distribution of functions of departments, creation of departments, or their merger are made by the Academic Council of the University.

7.5 When making decisions, management must conduct a risk analysis and ensure that the decisions taken are implemented.

8 Responsibility

8.1. All employees of the University are responsible for the proper implementation of the requirements of this Regulation.

8.2. The head of the Quality Committee is responsible for the safety, unauthorized copying of internal regulatory documents located in the division, and disclosure of official information.

9 Final Provisions

9.1. The requirements of this Regulation are mandatory for all employees of the University.

9.2. These Regulations may be amended and supplemented as necessary.

10 Designations and Abbreviations

This Regulation uses references to the following key designations and abbreviations and their explanations:

- NJSC "Kazakh S. Seifullin Agrotechnical Research University" – the University;
- Regulation – Regulation on the ethical rules of conduct for employees of the NJSC "Kazakh S. Seifullin Agrotechnical Research University";
- AD – Administrative Department;
- US – Legal Service;
- QC – Quality Committee;
- IRD – internal regulatory documents.