

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	QMS-DP-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	Code of ethics Ekibastuz engineering and technical institute named after academician K. Satpayev	Changes № _____ Date _____ Ex. _____

APPROVING IT:
 Rector of EETI named
 after academician K. Satpayev
 Sivaraksha D. M.
 " 31 " August 2022



QUALITY MANAGEMENT SYSTEM

CODE OF CONDUCT

CODE OF ETHICS

**EKIBASTUZ ENGINEERING AND TECHNICAL INSTITUTE NAMED
AFTER ACADEMICIAN K. SATPAYEV**

QMS-K-1.1-02-2022

EI "Ekibastuz Engineering and Technical Institute named after academician K. Satpayev"	
«Code of ethics Ekibastuz engineering and technical institute named after academician K. Satpayev»	CMK-IP-7.2.2-04-2022

Introduction

1 DEVELOPED BY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED by the Quality Management System, Standardization and Norm Control Management Service

3 DEVELOPER:

Dzhekibaeva D.S.-Head of the Department for Educational Work

4 APPROVED and PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute dated August 31, 2022, № 1

5 EXPERTS:

- 1) D. K. Imangazinoва-Vice-rector for Academic Affairs;
- 2) Zh. N. Khammetova-Vice-Rector for Research and International Relations connections.
- 3) Potyaga L. A.-Head of the Internal Security Department quality of education;
- 4) Asylova K. B.-Dean of the Faculty of Engineering and Economics;
- 5) Kadyrbekova K. K.-Head of the "Educational department".

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1 Scope of application

1.1 This Code of Ethics of Ekibastuz Engineering and Technical Institute named after academician K. Satpayev Code of Ethics (hereinafter referred to as the Code of Ethics) sets out the basic requirements for the moral and ethical appearance of all participants in the educational process: students, faculty and employees of the Ekibastuz Engineering and Technical Institute named after academician K. Satpayev (hereinafter referred to as the Institute). Recognition, observance, protection of human and civil rights and freedoms, moral integrity, loyalty to the interests of the Institute, and loyalty to professional duty form the basis of moral and ethical behavior of members of the institute community.

1.2 The purpose of the Code of Ethics is to establish a set of rules and standards of conduct for members of academician K. Satpayev EETI community and formation of a positive climate in the team. The Code of Ethics sets out certain behavioral patterns and uniform standards of relations in joint activities.

1.3 The purpose of the Code of Ethics is to comprehensively promote the preservation of standards of conduct and moral and ethical values in the joint activities of community members, established in the norms of the Law and in this Code of Ethics.

2 Regulatory references

This Code of Ethics has been developed and compiled in accordance with the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Law of the Republic of Kazakhstan dated December 27, 2019 "On the status of a teacher";
- Law of the Republic of Kazakhstan dated November 18, 2015 No. 410-V "On combating Corruption";
- State mandatory standard of higher education of the Republic of Kazakhstan. Approved by Resolution of the Government of the Republic of Kazakhstan 20 июля 20No. 604 dated July 20, 2022;
- Rules of organization of the educational process on credit technology of training, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;
- Standard rules of activity of educational organizations of the corresponding types, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018;
- Charter of Ekibastuz Engineering and Technical Institute named after academician K.Satpayev;
- QMS-PR-5.1.2-01-2019 Internal labor and educational regulations;
- ST RK ISO 9001-2016 Quality Management Systems. Requirements.

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3 Basic terms, abbreviations and designations

3.1 Basic terms

Norms of ethics – moral and ethical rules of conduct for all participants in the educational process: employees, teachers, and students in relationships within the Institute.

Participants in the educational process are students, faculty, and employees of the Institute.

Student – a person receiving a bachelor's degree.

Teaching staff – the teaching staff of the university, including teachers(see-*teacher*), heads of departments, heads of structural divisions, professors, associate professors(associate professors), senior teachers, teachers.

Teacher – a scientific and pedagogical employee of a higher educational institution who trains students in educational programs of higher education in accordance with their specialty and scientific qualifications and the terms of the employment contract.

Employee – an employee of the administrative and administrative or training and support staff of the Institute.

3.2 Abbreviations

The following abbreviations are used in this Code of Ethics:

IS - Head of the HR department.

RK - The Republic of Kazakhstan.

I – institution.

EETI named after Academician K. Satpayev - Ekibastuz Engineering and Technical Institute named after academician K. Satpayev;

UNIVERSITY – a higher educational institution.

QMS - quality management system.

3.3 Designations

The designations are not used in this Regulation.

4 Responsibilities and authorities

4.1 This Code of Ethics is approved by the Rector of the Institute.

4.2 The Head of the Educational Work Department of the Institute is responsible for implementing the requirements specified in this Code of Ethics отдела по воспитательной работе.

4.3 The decision on the final version of the draft Code of Ethics is made by the Rector of the Institute.

4.4 Control over the timely development, review and revision of the Code of Ethics is carried out by the head of the Educational Work Department of the Institute.

5 General provisions

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5.1 The authority of a higher educational institution of the Republic of Kazakhstan directly depends on the competence, professional, moral, ethical and other human qualities of each of its students, employees and teachers.

5.2 The Institute's Code of Ethics sets out the key principles, norms, and rules of business communication and conduct and ensures:

- formation of moral and ethical values and attitudes of all participants in the educational process, their organizational behavior, contributing to the effective implementation of the Institute's mission and strategic development priorities;

- strengthening and developing the spiritual and moral foundations of educational, scientific, educational and organizational activities of the Institute, aimed at improving the quality of training of specialists, increasing the prestige and competitiveness of the Institute in Kazakhstan and the international educational space.

5.3 The Code of Ethics is adopted by the Academic Council of the Institute and brought to the attention of employees through the relevant structural divisions, teachers and students through the faculty and departments of the University, as well as by posting the text of this document on the official website.

6 Principles

6.1 All participants in the educational process are guided by the following principles in their joint activities and in the performance of their functional duties:

- legality;
- equal rights;
- equity;
- ethics;
- good faith;
- responsibility;
- respect for the honor and dignity of the individual.

7 Scope of application

7.1 Adopting the Code of Ethics, EETI named after academician K. Satpayev confirms her commitment to a high level of corporate culture, undertakes to comply with its provisions, implement and apply them in daily activities.

7.2 The norms of the Code of Ethics are applied by all participants in the educational process. Students, faculty and staff of the Institute assume obligations to comply with this Code of Ethics from the moment of familiarization.

8 General standards of conduct and responsibilities of all participants in the educational process

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8.1 Standards of conduct for the Institute's management staff:

- serve as an example of impartiality, justice, selflessness, and respect for the honor and dignity of the individual by their behavior;
- ensure compliance with the principles of meritocracy, when solving personnel issues, do not give preference on the grounds of kinship, community and personal loyalty;
- show fairness and objectivity in assessing the results of their activities, as well as in applying incentives and penalties;
- take measures aimed at protecting labor and health, creating safe and necessary conditions for effective work, as well as creating a favorable moral and psychological atmosphere that excludes any forms of discrimination and attacks on the honor and dignity of employees;
- do not use their official position to influence their activities when dealing with non-official issues;
- do not force to commit illegal actions, as well as actions that are not compatible with generally accepted moral and ethical standards;
- do not allow unfounded accusations, facts of rudeness, humiliation of dignity, tactlessness and incorrect behavior in relation to them.

8.2 Employees and teachers of the Institute are required to:

- conscientiously observe and comply with the current legislation of the Republic of Kazakhstan, the Charter of EETI named after academician K. Satpayev, the Code of Academic Integrity, the Code of Corporate Culture, Internal Labor and Educational Regulations, other regulations, as well as moral and ethical standards;
- promote the strengthening of the unity of the people of Kazakhstan and interethnic harmony, respect the state and other languages, traditions and customs of the people of Kazakhstan, show tolerance and respect, take into account the cultural and other characteristics of various ethnic, social groups and confessions;
- promote the image of the teaching profession and strengthen the authority of the Institute in the academic community;
- be honest, fair, demanding of yourself, and comply with generally accepted moral and ethical standards;
- carry out their activities at a high professional level;
- observe the general culture of behavior, show politeness, correctness, benevolence, responsiveness, observe the culture of speech, do not allow rudeness, use offensive expressions or replicas, do not spread information that does not correspond to reality;
- adhere to a business style in clothing that corresponds to the activities of a university teacher during the performance of their official duties, characterized by restraint and accuracy;
- exclude actions that cause damage to the reputation of the Institute, its property and finances, and do not use the results of research or other information for personal gain;

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- take measures to combat corruption, set an example of honesty, impartiality and fairness by personal behavior;
- to honor and enhance the traditions of the Institute, to promote the preservation and enhancement of its prestige and authority;
- strictly observe official discipline, perform their official duties in good faith, impartially and efficiently, and use their working hours efficiently and efficiently;
- improve your professional level and qualifications for effective performance of official duties, comply with the restrictions and prohibitions established by the law of the Republic of Kazakhstan.

8.3 When dealing with students, the teacher must:

- respect the honor and dignity of students;
- build relationships based on mutual respect, demanding of yourself and your students.
- maintain objectivity and impartiality;
- develop students ' independence, initiative, responsibility, conscientiousness, contribute to the formation of an active civic position, a culture of a healthy and safe lifestyle;
- apply pedagogically sound forms and methods of teaching and upbringing that ensure high quality of education;
- take into account the peculiarities of students ' psychophysical development and their state of health, observe special conditions necessary for persons with disabilities to receive education;
- show correctness and attention to students and their parents (legal representatives).
- ensure the confidentiality of information that has become known to him in connection with the performance of official duties and affecting the privacy, honor and dignity of students;
- refrain from any behavior that might raise doubts about the conscientious performance of the teacher's work duties. As well as avoid conflict situations that can damage its reputation or the authority of the Institute;
- observe business etiquette and rules of conduct.

8.4 Employees and teachers, when dealing with colleagues, must:

- be polite and correct in relation to colleagues, show respect for each other, use generally accepted forms of address in the process of communication;
- share your knowledge and experience with colleagues to achieve a common result;
- objectively perceive criticism, comments of colleagues and managers, and promptly admit mistakes made;
- respect the honor and dignity of colleagues;
- do not spread information about your colleagues that discredits their personality and professionalism.

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8.5 Standards of off-duty behavior of the Institute's management staff, employees, and teachers

During off-duty hours, you must:

- adhere to generally accepted moral and ethical standards, and avoid cases of anti-social behavior, including being intoxicated in public places, which offends human dignity and public morality;
- show modesty, do not emphasize or use your official position when receiving appropriate services;
- do not allow for their part violations of the requirements of the legislation that involve encroachment on public morals, order and security, and do not involve other citizens in committing illegal, anti-social actions.

8.6 The student must:

- comply with the current legislation of the Republic of Kazakhstan, the Charter of EETI named after academician K. Satpayev, the Code of Academic Integrity, the Code of Corporate Culture, Internal Labor and Educational Regulations, other regulations, as well as moral and ethical standards;
- avoid dishonesty, negligence and bad faith in the learning process;
- show politeness in relations with teachers, employees, and representatives of the Institute's administration, avoid familiarity with them, and avoid being rude and incorrect.
- refrain from behavior that may damage the reputation of the student community or the credibility of the Institute;
- attend classroom sessions in a timely manner;
- do not be impertinent to the teacher, do not argue during classes, do not behave cheekily or familiarly;
- it must look neat, and its appearance must comply with ethical standards.

9 Responsibility and conclusion

9.1 All participants in the educational process: students, faculty and staff of the Institute voluntarily assume obligations to comply with this Code of Ethics. The rules of the Code of Ethics are the same for all subjects of the educational process. Compliance with the Code of Ethics by students, administration and staff of the Institute is a moral obligation for students and a professional duty of every employee and teacher.

9.2 Compliance with or violation of the Code of Ethics is also taken into account when conducting a competition for compliance with the position held, when applying disciplinary penalties in case of immoral misconduct committed by a teacher that is incompatible with continuing to work at the Institute, as well as when encouraging employees and teachers who faithfully perform their work duties.

9.3 Violations of the Code of Ethics by students, staff and teachers are considered by the Institute's Disciplinary and Anti-Corruption Council and, if confirmed, are grounds for disciplinary action.

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10 Procedure for making changes

10.1 Changes to the Code of Ethics are made at the initiative of the developer or based on the decision of the Institute's management.

10.2 Introduction of the Code of Ethics, as well as all changes in its activities, are approved and put into effect by orders of the Rector of the Institute.

11 Storage and distribution

За хранение подлинника Кодекса этики The head of the Department is responsible for keeping the original Code of Ethics. It should take no more than 10 working days after the document is signed by the rector of the university to be replicated and distributed to the person responsible for storing the QMS document.

