

CODE OF CONDUCT

Chapter 1. General provisions

Article 1. Relations regulated by this Code

This code has been developed based on the requirements of the Constitution of the Republic of Uzbekistan, the Charter of the non-state educational institution "Termez University of Economics and Service" (hereinafter referred to as the University), and regulates relations related to the principles, standards of professional ethics, the educational process and the basic rules of conduct in the service of the University's administrative staff, professors, teachers and other employees, and students (hereinafter referred to as Employee, Student).

Article 2. Goals and objectives of the Code of Ethics

The objectives of the Code of Ethics are to:

- development of a common culture among employees and students;
- Formation of a modern image of university staff and students;
- educate employees and students in a spirit of respect for the University and its values;
- to improve the concept of etiquette of an educational institution and develop a unified approach to requirements for appearance and behavior at the University.

The objectives of the Code of Ethics are as follows:

- prevention of offenses and crime, unacceptable behavior related to violations of etiquette among employees and students, including the promotion and incitement of violence, cruelty, and shamelessness, as well as protection from the influence and attacks of various negative vices and ideas and views alien to our national worldview, extremism, separatism, fundamentalism, and "popular culture";
- identify the causes and conditions for these unacceptable actions and eliminate them;

- to educate employees and students in the spirit of high legal awareness, strict adherence to the Constitution, laws and other regulatory legal acts of the Republic of Uzbekistan;

- to form and improve the skills of employees and students to always respect and protect the rights, freedoms and interests of citizens;

- to form patriotism, high spiritual and moral qualities in employees and students and to educate them in the spirit of respect for our national values;

- Formation and development of a healthy socio-spiritual and psychological environment at the university;

- Creating conditions for the formation of a culture of appearance among university employees and students;

- To preserve and further enhance the university's prestige and authority in state and public life, as well as in the education system.

Article 3. Scope of the Code

This Code applies to all employees and students of the University.

Chapter 2. Principles of the Code

Article 4. Basic principles of conduct of university employees and students

This Code is based on the principles of legality, the primacy of the rights, freedoms and legitimate interests of citizens, patriotism, loyalty to the duty of service and education, justice, honesty and impartiality, efficiency and economy.

Article 5. Principle of legality

University employees and students unconditionally comply with the legislation of the Republic of Uzbekistan and fulfill their service and study obligations in accordance with job descriptions, employment contracts, bilateral agreements for the training of bachelors and masters, the provisions of this Code, the University's Internal Regulations, and other regulatory documents related to education.

Article 6. The principle of priority of the rights, freedoms and legitimate interests of citizens

The rights, freedoms and legitimate interests of citizens are the highest value of the University. University employees and students do not allow violations of the rights, freedoms and legitimate interests of citizens and, in cases where such violations occur, contribute to their restoration.

7. The principle of patriotism, service, and loyalty to the duty of study

University employees and students carry out their academic and service activities based on spiritual and moral values, loyalty to the Motherland, and commitment to the duty of service and study, reflecting the demands and trust of society in the University.

Employees and students properly fulfill their academic and service duties out of mutual goodwill, regardless of their own interests and ideological views.

Article 8. The principle of justice, honesty and impartiality

University employees and students are required to be fair, honest, and impartial in carrying out their service and educational activities and to treat all legal entities and individuals who contact the University, its websites, and social networks in accordance with the requirements of this principle.

Article 9. Principle of efficiency and economy

University staff and students are constantly improving the efficiency of their work through the implementation of innovative technologies and other means.

University employees and students, in turn, treat university property, their own time, and that of others with responsibility and care.

Chapter 3. Fighting corruption

Article 10. Non-acceptance of corruption in any form or manifestation

University employees and students do not accept any form or manifestation of corruption and will take legal measures in solidarity against any manifestation of it.

Employees and students are required to fight corruption and actively contribute to its prevention, as well as conduct their activities openly and fairly, adhere to high ethical values and principles, and strictly adhere to the rule of law.

Chapter 4. Requirements for behavior and official communication of employees and students

Article 11. Rules regarding dress and appearance at the university

University employees and students should wear modern clothing appropriate to their studies and profession.

Female university employees and students are not allowed to come to the University in clothing that draws attention to themselves, in particular, clothing that exposes the body, such as clothing that exposes the shoulders, chest, abdomen, and above the knees, or clothing that is too tight, as well as wearing earrings, various jewelry or metal objects on any part of the body other than the ears and fingers, or any visible body piercings or tattoos.

It is also prohibited to wear clothing belonging to different religions, denominations, and subcultures, as well as sportswear and shoes. Women who are university employees and students are not allowed to wear excessive makeup.

students must come to the University in light-colored and non-flashy blouses, a skirt or formal suit that covers the knees, and dark-colored shoes. They must also bring the necessary study materials with them.

Male university employees and students should wear a white, light blue, light brown, or light gray shirt, a classic-style trouser or suit, a tie that complements the classic

style (if possible), and dark-colored shoes. Students are required to bring their own school supplies.

The appearance and clothing of staff and students must be neat and clean.

Article 12. Participation in meetings and gatherings

During their participation in various events (meetings, ceremonial gatherings, meetings, celebrations), university employees and students are required to treat speakers with respect, maintain peace and quiet during the event, and are not allowed to interrupt or speak without the permission of the chairperson and moderator.

If necessary, you can enter and exit the meeting room between speeches.

Article 13. Compliance with the rules of conduct in university buildings

At the entrances and exits of university buildings, as well as in corridors, students must let staff pass, men must let women pass, and young people must let adults pass before them.

Each person entering the building must openly show their identity document (service or student ID, passport, etc.) to the person responsible for controlling entry and exit to the buildings or the person on duty, or pass through the turnstiles using a specially issued ID card.

Staff and students must walk on the right side of the road on University grounds and must not talk loudly on mobile phones in corridors and hallways.

It is recommended that they greet each other when they meet, with students being the first to greet staff and young people being the first to greet adults.

Article 14. Official communication standards for employees and students

University employees and students must adhere to the following official communication norms and rules when interacting with organizations and institutions, the media, and citizens:

- to carry out their actions in the interests of the University, to maintain and enhance its image, not to take actions that harm the name and interests of the University, its employees and students, as well as to create a highly positive impression of the University through their exemplary behavior when communicating with them and in their correspondence on social networks;

Not to disseminate information about the University, its employees and students that is untrue or misinterpreted, or that allows for misinterpretation, not to allow the spread of such information, and also not to make statements on this topic in public and on social networks;

- not to disclose information about the personal lives of employees and students without their consent;

- not to disclose information about employees and students that is not related to their professional and educational activities;

- comply with the rules for providing service information;

- provide the requested information in accordance with the requirements of sufficiency (not too brief but not too much) and reliability (not requiring re-verification);
- not to use information obtained in the course of performing their official duties in an inappropriate manner, as well as not to distribute it without the permission of the University management;
- not to criticize the activities and professional actions of employees and students in the educational process without reason, not to make public statements, as well as not to discuss the activities of state authorities and administrative bodies and the University, its employees in the media and various social networks without true, unfounded and clear evidence, and not to evaluate and express opinions about them.

Article 15. Compliance with work and study hours

Employees and students are required to arrive at classes and work on time, and to adhere to work and study discipline.

Article 16. Prohibition of immoral and inappropriate behavior at the university

It is strictly prohibited to commit the following unethical and inappropriate acts that interfere with a student's studies or an employee's work at the University:

- committing any offense or crime, including defamation, insult;
- consumption and distribution of narcotic drugs, psychotropic substances and their analogues, alcohol and tobacco products;
- to commit acts of aggression against peace or tranquility, to quarrel, to gamble, and to play other games based on risk;
- Causing material damage to the University and moral damage that negatively affects its reputation;
- causing physical, moral, or material harm to employees and students;
- pollute or otherwise harm the university environment in any way;
- consuming alcoholic beverages and smoking tobacco or other products in the University buildings and courtyard, as well as in the area adjacent to the University buildings and no less than 500 meters from them, being intoxicated, arriving with long, disheveled hair, an unkempt beard, unshaven, and not complying with the dress code, contrary to appearance and established etiquette rules;
- Preparing, viewing, storing, distributing and encouraging the use of non-university information on university computers, as well as various films, illegal information, obscene photos and films, any materials that promote national, racial, ethnic, religious hatred, extremist, separatist and fundamentalist sentiments;
- committing actions that disrupt training and work, as well as the peace of employees and students (unintentional use of radio transmitters, televisions, multimedia and sound-emitting devices);

- posting materials on the Internet and other social networks that are not characteristic of universal and national values or that damage the reputation of the University, its employees and students, or using them for various inappropriate purposes;

- The use and distribution by employees and students of photographs, videos and audio recordings that degrade the reputation, dignity and authority of the University, lead to moral degradation of the educational process, degrade the honor and dignity of people, depict violence and brutality, vandalism, incite interethnic conflict, are of a religious nature, terrorism, extremism and fundamentalism, as well as obscene and erotic scenes.

Also, the appearance (disclosure) of various forms of information, opinions, comments and attitudes on the Internet, social networks, as well as other mass media sources, distributors, and carriers that negatively affect the honor and dignity of state authorities and the activities of the University, its employees and students, and that are not true, unfounded and not based on verified evidence, as well as expressing a positive attitude to such information (for example, supporting it by "liking" or reposting) is considered unethical and inappropriate behavior that hinders the student's studies and the employee's work at the University.

Chapter 5. Ethical responsibilities of university management and procedures for preventing conflicts of interest in professional activities

Article 17. Obligations of the leader

Management and heads of structural units (hereinafter referred to as leaders) must set an example of high professionalism, impartiality, integrity, and justice for their subordinates, and contribute to the formation of a positive, spiritual and psychological environment in the University or its structural unit.

A manager should not require subordinates to perform tasks that are outside the scope of their official duties, nor should he encourage them to commit illegal actions.

The leader in his work :

- not to select and place personnel based on citizenship or personal loyalty, and not to allow discrimination in labor relations;

- not to allow factionalism, localism, favoritism, as well as other negative factors in the process of performing their official duties;

- not being rude, not degrading people's honor and dignity, and not having a psychological or physical impact on them;

- take timely measures to prevent and regulate conflicts of interest;

- take measures to prevent corruption;

- create all conditions, based on internal capabilities, for employees to have a comfortable workplace for their professional and intellectual development, free access to modern computers, the Internet, library funds and information resources, leisure, recreation, and physical exercise;

- employees must organize their activities effectively and treat the property and financial resources entrusted to them with care and economy.

The manager is responsible for demanding and ensuring that subordinates observe labor discipline.

Chapter 6. Requirements for the relationship between staff and students

Article 18. Relations between employees and students

Relationships between staff and students should be based on national values and traditions, a unified team atmosphere, mutual respect and consideration, friendship, solidarity, honesty, and justice.

Disrespect for human dignity, humiliation of personality, appropriation of another's intellectual property, rudeness, use of obscene language, and fighting are strictly prohibited in interactions between staff and students.

The high demands placed on students by teaching staff in the educational and upbringing process must be combined with respect for their individuality.

Article 19. Interaction between teaching staff and students in and outside the classroom

When the teacher enters the auditorium, all students should stand up and greet him/her with respect, then take their seats after the teacher greets them and allows them to sit.

Students must also stand up and follow the teacher as he or she leaves the classroom after finishing the lesson .

Teachers must respect the personality of students during the educational process and in other situations, adhere to the principles of openness and goodwill in their relations with them, perform their duties impartially in the process of educating students, absolutely refrain from using derogatory, abusive language, condescending, and conniving approaches towards students, and always be fair and impartial towards them.

Teachers should also respond to students' questions about the subject or course of study they are interested in outside of class time in an ethical manner and take steps to increase their interest and enthusiasm for the subject.

Article 20. Prohibition of academic harassment and bullying

In university life, when students are approached by the administration or a teaching staff to engage them in certain activities without their consent, or to use their labor power without payment, the refusal of such a request by the students does not allow the teaching staff to give them low grades in class or to subject them to other types of academic harassment in the future, and such harassment is strongly condemned.

Article 21. Use of mobile communication devices

The use of mobile communication devices during classes is strictly prohibited for everyone. The use of mobile communication devices may be permitted outside the auditorium only with the permission of a teaching staff member in necessary and justified cases. In university buildings (except classrooms) and the courtyard, mobile communication may be used outside of classes and during breaks if necessary, provided

that maximum noise and peace are maintained, loud talking is avoided, and the use of mobile communication devices is not allowed.

Students are required to put their mobile devices on silent mode during classes in the auditoriums.

Article 22. Participation in class

Students are not allowed to be late to class. However, a student who is late to class for a valid reason may, with the permission of the teacher, enter the auditorium and take his/her seat.

A teaching staff member may remove a student who is disrupting the classroom with inappropriate behavior from the class, informing the relevant dean's office staff about the situation.

Article 23. Communication outside of class time

If it is necessary for a student to communicate with a teacher outside of class, then the communication should be:

- consulting hours can be held at a fixed time, independent work or by mutual agreement;

- It is advisable for the student to know the position, name, patronymic, and surname of the teacher with whom he or she intends to communicate.

In cases where there are justified serious reasons (rudeness, greed, poor quality of classes, evidence proving regular disruptions in classes due to the fault of the teaching staff, etc.) and the unanimous opinion of the group (course), students may apply to the relevant dean's office with a request to replace the teaching staff.

Article 24. Subordination

Appeals to management personnel by employees and students regarding any issues arising are organized according to a certain procedure (principle of subordination), that is, based on a gradual approach to the management levels in which the response is made.

This is an exception to the case where students directly address the university rector.

Article 25. Initiative and activity

Initiatives and ideas of staff and students to further improve the spiritual and moral environment at the university, increase the quality of education, effectively use innovative ideas, and organize various beneficial events are encouraged.

Chapter 7. Ethical Responsibilities of Employees and Students

Article 26. Obligations regarding ethics

Persons entering the university to study or work shall be familiarized with this Code in writing (by signing). Employees and students:

- comply with the requirements of legislation and this Code;

- to deeply understand such noble qualities as constantly striving for excellence, living a life of honesty and justice;
- to respect our national traditions, customs and values regarding etiquette;
- to constantly work on themselves and regularly study the adopted legislative documents;
- to perform their duties conscientiously and professionally;
- To refrain from committing any actions that may tarnish the reputation and authority of the University;
- not to use information about the University to harm its interests and reputation;
- Be careful with university property (movable and immovable property, flora and fauna, etc.), including the proper and economical use of material and technical means provided for the performance of official duties;
- use electricity and water economically;
- to immediately report any untoward incident or incident to the University administration;
- to comply with established restrictions and prohibitions, to perform their duties without deviation, not to discuss the personal and family problems of employees and students, not to misjudge or discriminate against any person regardless of their gender, race, nationality, language, religious beliefs, social origin, position, or other characteristics;
- not to organize and spread various incitements, intrigues, gossip and slander about employees and students, as well as other persons;
- Avoiding conflict situations that could damage the reputation or prestige of the University;
- not to intentionally harm the efforts of employees and students in the work and educational process;
- timely and qualitatively fulfill the decisions (tasks) adopted (issued) by state bodies and officials, as well as the University leadership, within the scope of their powers;
- not to abuse one's position for personal gain or the benefit of others;
- to tell the truth and not to mislead managers and other employees;
- to take all measures to ensure the preservation and confidentiality of information that becomes known to them in the course of their professional activities, for whose disclosure they are held accountable in accordance with the procedure established by law;
- to lead a healthy lifestyle and take care of the health of those around them, and to promote the growth of aesthetic and ecological culture;

- express critical opinions and make objective decisions, understand and eliminate one's own mistakes and shortcomings;

- not to deliberately flaunt one's financial well-being in various ways;

- Be polite to the staff of the Information Resource Center, be careful with books and equipment, turn off mobile communication devices there or set them to silent mode, do not speak loudly and do not disturb others, do not eat food, do not leave paper, chewing gum and other waste, and follow the procedures for receiving and returning books;

- Maintain cleanliness in university buildings, courtyards, and areas adjacent to buildings;

- do not pollute the area, throw waste in special bins placed on site;

- not to leave a personal vehicle in a prohibited place, not to violate or disregard traffic rules (be careless), as well as not to create a hazard when using vehicles;

- are obliged to adhere to generally accepted standards of etiquette and morality outside of work (study) and to refrain from antisocial behavior.

Article 27. Additional requirements regarding ethics

a) students :

- The principles of academic integrity must be strictly adhered to at the university. The following are not permitted:

- plagiarism (appropriation);
- copying scientific papers and assignments;
- presenting another person's work on their own behalf;
- falsifying or manipulating results.

All written work can **be checked through anti-plagiarism systems** .

Violation of these requirements will result in liability in accordance with the established procedure.

- to constantly improve speech culture;

- actively support and strengthen the self-management system of students, develop creative activity and cultivate collective culture;

- not to discuss other students' grades with the teaching staff;

- not to receive outside help or provide assistance to others when completing the procedure for defending written work and rating control;

- not to submit assignments or written work prepared by other persons in one's name;

- not to miss classes without a reason and not to be late for classes without a reason;

- not to wander around the University grounds during classes;
- not to leave the University premises during classes without the permission of the deans;
- to control one's emotions in the event of a conflict situation with an employee or student and to contact the relevant department and staff (coordinator, dean) to review the situation;
- to be active, attentive during the learning process and strictly follow the instructions of the teacher;
- not to talk during class and not to engage in activities unrelated to the lesson;
- Be careful with equipment and do not write on tables and chairs;
- not to leave paper, chewing gum, and other unnecessary items in classrooms;
- not to eat, chew gum during classes, and use personal computers and other communication devices only with the permission of a teacher;
- to address a teaching staff member with a question or request during classes by raising their hand and after permission is granted;
- to comply with the queueing procedure and established rules when ordering and receiving food in public catering establishments;
- Strictly adhere to the internal rules of the student dormitory;
- to travel to the University by public transport, whenever possible, in the interests of public safety;

b) employees :

- to comply with discipline at their place of work and the University's internal labor regulations;
- to leave their workplace in a satisfactory condition before vacation or upon termination of the employment contract, not to transfer office equipment and other materials under their responsibility, and not to transfer tasks assigned to them but not yet completed to another person;
- to observe the rules of etiquette and information presentation when communicating by telephone (including, first of all, starting the conversation with a formal greeting, then moving on to the purpose by stating your institution, position, and surname, name, patronymic, and patronymic; the information provided should be as short, concise, and clear as possible; the telephone network should not be busy due to the information being searched for during the conversation; if necessary, a callback may be made);
- to educate young people in the spirit of patriotism;
- to promote a healthy lifestyle among young people, to warn them against the vices of alcoholism and drug addiction, various other destructive threats, as well as various extremist influences, and attacks from "popular culture";

- to assist in the spiritual and moral education of students and the development of effective forms and methods of educational work;

- not to engage in actions that cast doubt on the conscientious performance of their official duties, and not to discuss the professional and personal shortcomings of their colleagues with students;

- not to expel students from classes without reason, as well as not to threaten a student with expulsion from the University (dropping from course to course) or incite a student to forcibly abandon his studies, not to cause his unjustified expulsion from the University (dropping from course to course);

- fulfill requirements such as providing written information to the relevant dean's offices about the general cultural state of student behavior in the academic group (course) and taking corrective measures if necessary.

Chapter 8. Incentives and Procedures

Article 28. Incentives for employees and students

Employees and students who fully comply with this Code during the academic year and contribute to the further establishment and strengthening of a high spiritual and moral environment at the University may receive material or moral incentives in accordance with the established procedure, upon the recommendation of the management, deans, heads of departments, and heads of other structural divisions.

Article 29. Importance of compliance with the Code for certification and other processes

Compliance with this code by employees is taken into account when conducting certifications and forming a personnel reserve for appointment to higher and other positions (career growth).

Article 30. Liability for violation of the provisions of the Code

Violation of the provisions of this Code by a university employee or student serves as a basis for holding him/her accountable in accordance with the established procedure.

Article 31. Relationship between the Code and internal regulations

When employees and students violate the provisions of this Code, they will be subject to the measures specified in the University's Internal Labor Procedure Rules (Responsibility for Violation of Labor and Study Discipline).

Chapter 9. Organization of the activities of the Ethics Commission

Article 32. Ethics Commission

Issues related to violations of the norms of this Code by employees and students are considered by the Ethics Commission, established by order of the university rector.

Also, the Ethics Commission, upon the instructions of the University Rector;

- according to the results of the service inspection;

- on their own initiative;

- The University will consider these types of issues based on information received from employees and students, as well as through communication channels to the University.

The ethics commission is formed with a minimum of 5 members.

The Ethics Commission carries out its activities regularly. The Commission meetings are held **at least once a month** and consider appeals, complaints, and cases of violations of the rules of ethics received by the university.

If necessary, extraordinary meetings may be convened at the initiative of the chairman of the commission.

Article 33. Report on the activities of the Commission

The Ethics Commission annually **presents a report on the results of its activities to the University Council** .

The report states:

- number of applications reviewed;
- decisions made;
- general trends and conclusions are reflected.

it is allowed to publish summarized information on the official website of the university , while respecting the requirements of personal data and confidentiality .

Article 34. Procedure for filing an appeal

University employees, students, and other individuals may contact the University regarding ethics issues in the following ways:

- in person, in writing or orally;
- through the official website of the university;
- through special electronic communication channels, including **Telegram bot (@TISU_rektor_bot)** ;
- via email or other means of communication.

All applications are registered and reviewed in accordance with the established procedure.

Article 35. Conclusion of the Ethics Commission

Based on the results of the Ethics Commission's review of cases of violations of the Code of Ethics, a conclusion is drawn on the presence (absence) of disciplinary or other violations. At the same time, a proposal is submitted to the University Rector for consideration to hold the violating employee and student accountable. Taking into account the nature of the violation, the Ethics Commission may limit itself to issuing a warning to the employee and student to refrain from violating the Code of Ethics.

A draft order on bringing an employee or student who has not complied with the Code of Conduct to disciplinary responsibility is prepared by the relevant dean's office (for students) and the personnel department (for employees). Employees and students have the right to receive information about the violation they have committed, the process of considering the violation, and to present evidence in their defense, as well as to appeal the University's decisions in accordance with the established procedure.

Article 36. Public control

In order to ensure public control over the behavior of employees and students, the practice of discussing cases of non-compliance with this Code in the Trade Union Committee, the primary organization of the Youth Union of Uzbekistan, or another authorized body of employees and students of the University may be introduced.

Article 37. Compliance control

A compliance control system will be implemented at the university to ensure compliance with the rules of conduct. Compliance control includes the following:

- prevention of corruption and conflicts of interest;
- monitoring compliance with internal rules and standards;
- Identify and take measures to eliminate violations.

A department or person responsible for implementing compliance control is designated.

Chapter 10. Final Rule

Article 38. Entry into force of the Code and amendments and additions to it

This Code shall enter into force from the date of its publication, and amendments and additions to it shall be made by order of the Rector of the University.

APPROVED

Termez University of Economics and Service

Approved by the Rector

Effective date: 15.11.2022