TORAIGHYROV UNIVERSITY

**REGULATIONS ON A STRUCTURAL UNIT**

QUALITY MANAGEMENT SYSTEM

APPROVED
by decision of the meeting
of the Management Board
of Toraighyrov University NJSC
Minutes No. 9 of 26 May 2025

# REGULATIONS ON THE ETHICS COMMISSIONER

**Non-profit Joint Stock Company "Toraighyrov University"**

**Pavlodar**

**2025**

## Foreword

1 **DEVELOPED BY:**

G. Akhmetova, Ethics Commissioner

2 **SUBMITTED BY** the Ethics Commissioner

3 **APPROVED** by decision of the meeting of the Management Board of 26 May 2025, Minutes No. 9

4 **EFFECTIVE** from 26 May 2025

5 **INTRODUCED FOR THE FIRST TIME**

6 **REVIEW FREQUENCY:** these Regulations shall be reviewed once every 3 years or as necessary

## 1 Purpose and Scope

**1.1** These Regulations on the Ethics Commissioner have been developed in accordance with the Code of Corporate Governance Ethics, the Charter of Toraighyrov University NJSC (hereinafter – the University), other legislative acts of the Republic of Kazakhstan and internal regulatory documents of the Company.

**1.2** These Regulations define the legal status, purpose, objectives, functions and procedure for the activities of the Ethics Commissioner at the University.

## 2 Definitions and Abbreviations

For the purposes of these Regulations, the following definitions and abbreviations are used:

**Academic integrity** – a principle of the educational process requiring students and employees of the University to observe the norms of honesty, fairness, responsibility and respect in their academic, research and professional activities;

**Business reputation** – a stable positive public assessment of a person's professional merits;

**Position** – the designation of a staff position, or of a position under a contract for the paid provision of services to the University;

**Applicant** – a person who has approached the Ethics Commissioner with a written or oral report of an alleged breach of the standards of professional ethics;

**Code of Academic Integrity of Students** – an internal regulatory document of the University containing the norms and rules of ethical conduct of participants in the educational process and regulating measures to ensure academic integrity;

**Code of Corporate Ethics (CCE)** – an internal regulatory document of the University intended to regulate the ethical foundations of conduct and the relationships between the participants in the academic, research and administrative and management processes of the University. The main purpose of the Code is to ensure that employees comply with the accepted standards and norms of business ethics, and to create at the University an atmosphere of mutual respect, goodwill, and scientific and creative cooperation in order to achieve the strategic development goals of Toraighyrov University NJSC and to strengthen the corporate culture and image of the Company;

**Conflict of interest** – a contradiction between the personal interests of persons equated to persons authorized to perform functional duties and their official powers, in which the personal interests of such persons may lead to the non-performance and (or) improper performance of their official duties;

**Confidentiality** – the obligation of the Ethics Commissioner and members of the Ethics Council to keep secret any information obtained in the course of considering appeals and conducting internal investigations;

**Corporate culture** – the set of values, norms of conduct, traditions and attitudes shared by the employees, teaching staff and students of the University that contribute to strengthening the internal cohesion and effectiveness of the organization;

**Corporate conduct** – the conduct of employees, students and teaching staff, covering a wide range of actions related to the activities of the University;

**Appeal** – an individual or collective application, complaint or request of an employee submitted to the Ethics Commissioner in writing, orally or by telephone, in the form of an electronic document or a video message, concerning actions (omissions) of employees/the employer and decisions (acts) adopted by officials of the Company;

**Professional ethics** – the set of moral norms, rules of conduct and standards governing the professional activities of the teaching staff, employees and students of the University;

**Consideration of an appeal** – a set of measures to verify the facts set out in a report of an alleged ethical breach, carried out by the Ethics Commissioner and the Ethics Council in the established manner;

**Ethics Commissioner** – an official appointed by order of the head of the University to ensure compliance with the standards of professional ethics, corporate culture and the principles of academic integrity, and to consider matters related to ethical breaches;

**Participants in corporate relations** – individuals or organizations having certain interests related to the activities of the University (the Sole Shareholder, employees, clients, the public);

**Ethical breach** – an action or omission of a student, employee or teacher of the University that is contrary to the established standards of professional ethics, the Code of Corporate Ethics, the Code of Academic Integrity of Students and other internal regulatory documents of the University.

## 3 Legal Status and Liability

**3.1** The Ethics Commissioner bears liability in the manner established by the legislation of the Republic of Kazakhstan.

**3.2** The Ethics Commissioner is appointed by order of the Rector. In his or her activities, the Ethics Commissioner is guided by the Constitution of the Republic of Kazakhstan, legislation in the fields of education and anti-corruption, the Charter, the Code of Corporate Ethics of the University, other internal regulatory documents and these Regulations.

## 4 Purpose and Objectives

The purpose of the Ethics Commissioner's activities is to promote an ethical environment and to help resolve conflict situations related to breaches of ethical standards.

The main objectives are:

– advising employees on matters of corporate ethics;
– preventing ethical breaches;
– assisting in the resolution of conflicts;
– conducting an initial assessment of incoming appeals.

## 5 Functions

– receiving and registering appeals concerning breaches of ethical standards;
– conducting a preliminary review;
– referring appeals to the Ethics Council where there are grounds to do so;
– interacting with the University management and structural units on ethical matters.

## 6 Rights

The Ethics Commissioner has the right to:

– access the information necessary within his or her competence;
– request written explanations and hold interviews with the parties to a conflict;
– make recommendations on improving corporate ethics and the ethical environment at the University.

## 7 Duties

The Ethics Commissioner shall:

– observe the principles of impartiality and confidentiality;
– consider appeals and complaints objectively;
– keep records of appeals received and opinions prepared;
– conduct an anonymous survey of employees and academic staff (once every six months) in order to monitor compliance with the norms of corporate ethics and the moral and psychological climate in the workforce.

## 8 Final Provisions

**8.1** These Regulations shall be reviewed at least once every three years or as necessary.

**8.2** These Regulations enter into force upon their approval.