

REGULATIONS

on the Internal Regulations of JAIU

Code: **QMS-10-11**

Version: **1.0**

Effective Date: «» _____ 20

Approved by: Rector's Order No. __ dated ..20__

1. General Provisions

- 1.1. These Regulations establish internal rules of conduct for JAIU employees, as well as basic requirements regarding work discipline, working hours, conduct on university premises, and compliance with ethics, safety, and QMS requirements.
- 1.2. These Regulations have been developed in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, and the university's local regulations.
- 1.3. These Regulations apply to all JAIU employees (administration, faculty, academic staff, and administrative staff) and other individuals performing work under contracts, if provided for by the terms of the contracts or orders.
- 1.4. Compliance with these Regulations is monitored by the Rector's Office, the Human Resources Department (HRD), and department heads.

2. Basic Principles of Internal Regulations

- 2.1. Compliance with the law, labor discipline, and corporate ethics.
- 2.2. Prohibition of discrimination; respectful treatment of students and colleagues.
- 2.3. Compliance with occupational health and safety and fire safety requirements.
- 2.4. Compliance with confidentiality and personal data requirements.
- 2.5. Zero tolerance for corruption and conflicts of interest.
- 2.6. Compliance with QMS requirements: documentation, accountability, and corrective and preventive actions (CAPA).

3. Procedures for Hiring, Transferring, and Dismissing Employees

- 3.1. Hiring is carried out on the basis of an employment contract, an order from the rector (or an authorized person), and the submission of documents in accordance with legal requirements.
- 3.2. Transfers, changes in working conditions, granting of leave, and business trips are formalized by orders and supporting documents in accordance with established procedures.
- 3.3. Dismissal is carried out on the grounds provided for by law, with the issuance of an order and the provision of the necessary documents.
- 3.4. Employees are required to acknowledge receipt of local regulations and job descriptions **by signing them.**

4. Rights and Obligations of Employees

4.1. An employee is obligated to:

1. diligently perform their job duties and follow their job description;
2. comply with working hours and discipline;
3. comply with occupational health and safety requirements;
4. treat university property with care;
5. maintain confidentiality and comply with rules for handling personal data;
6. comply with academic ethics standards and anti-corruption requirements;
7. comply with the rules for using eBilim/EDO (if applicable) and not transfer access to third parties.

4.2. The employee has the right to:

1. to safe working conditions;
2. to timely payment of wages and social benefits;
3. to professional development (in accordance with the plan and procedure);
4. to the protection of labor rights in accordance with established procedures.

5. Work and Rest Schedule

5.1. Working hours are established by the employment contract, the department's work schedule, and orders issued by the university administration.

5.2. For faculty members, the schedule is determined by their teaching load, class schedule, and individual work plans, as well as internal regulations.

5.3. The start and end times of the workday, breaks, on-call duties, and specific provisions of the schedule are set forth in local schedules.

5.4. Leave is granted in accordance with the leave schedule and orders.

6. Work Discipline and Responsibility

6.1. Disciplinary measures may be applied for violations of work discipline in accordance with the procedures established by law and local regulations.

6.2. Grounds for disciplinary review include: absenteeism, habitual tardiness, failure to carry out assignments, breach of confidentiality, violations of occupational health and safety regulations, and other violations.

6.3. Financial liability applies in cases provided for by law and contracts.

7. Rules of Conduct on University Premises

7.1. Maintain order and cleanliness; respect the rights of others.

7.2. Comply with access control procedures (if established) and the rules for visiting classrooms, laboratories, and the simulation center.

7.3. The following are prohibited: consumption of alcohol or drugs on campus, aggressive behavior, damage to property, and unauthorized recording or publication of confidential information.

7.4. Use of IT resources is permitted only for official purposes and in compliance with security regulations.

8. Occupational Health, Safety, and Fire Safety

8.1. Employees are required to undergo occupational health and safety training and comply with established instructions.

8.2. Violations of safety requirements are documented and subject to review by the department head and the responsible departments.

8.3. In the event of an incident, the employee is required to immediately notify the manager and responsible persons.

9. Confidentiality and Personal Data

9.1. The processing of personal data of employees and students is carried out strictly in accordance with established procedures.

9.2. The transfer of personal data to third parties without justification is prohibited.

9.3. Access to eBilim/EDO is personal; sharing of usernames/passwords is prohibited.

10. Anti-Corruption Requirements and Conflict of Interest

10.1. Employees are required to comply with anti-corruption restrictions and report conflicts of interest.

10.2. Appeals and reports are reviewed by the Anti-Corruption Commission in accordance with established procedures.

11. Procedure for Familiarization and Monitoring of Compliance

11.1. This Policy is communicated to employees, who must sign it upon hiring and whenever changes are made.

11.2. Compliance is monitored by: the Rector's Office, the Department of Personnel and Human Resources, and department heads; the Internal Audit Department—within the framework of the Quality Management System and internal audits.

12. Final Provisions

12.1. These Regulations shall enter into force by order of the Rector.

12.2. Amendments and additions are approved in accordance with established procedures.

12.3. Issues not addressed by these Regulations shall be resolved in accordance with applicable laws and local regulations of JAIU.

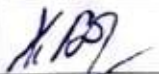
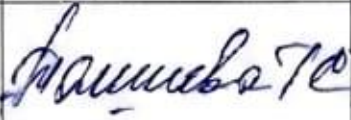







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: _____

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APPROVAL SHEET

№	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

