

1. General Provisions

1. The Code of Ethics for Administrative and Management Staff (hereinafter referred to as the Code) establishes standards of professional conduct for employees of the university's administrative offices, departments, and services.
2. The purpose of the Code is to ensure transparency in governance, high-quality services for students and faculty, and the prevention of misconduct and corruption risks.

2. Core Principles

1. **Serving the interests of the university and students**—prioritizing the interests of the institution and students over personal gain.
2. **Legality and compliance with regulations**—adherence to laws and internal regulations.
3. **Openness and transparency** – clear procedures and accessibility of information within established frameworks.
4. **Neutrality and impartiality** – no favoritism or discrimination.
5. **Anti-corruption** – zero tolerance for corruption and conflicts of interest.
6. **Confidentiality** – protection of the personal data of students, faculty, and staff.

7. Ethical Standards in Working with Students and Faculty

1. An employee is required to:
 1. provide courteous and professional service to students, faculty, and visitors;
 2. provide accurate and comprehensive information within the scope of their authority;
 3. comply with deadlines and regulations for processing requests and documents.
2. The following is prohibited:
 1. rude treatment, ignoring requests, or deliberately delaying processes;
 2. demanding or accepting gifts, money, or services in exchange for expediting or “simplifying” procedures;
 3. using one’s official position for personal gain.

8. Conflict of Interest and Anti-Corruption Conduct

1. Employees are required to:
 1. avoid situations where personal gain could influence official decisions;
 2. disclose the existence of a potential conflict of interest in accordance with established procedures;
 3. not to participate in decisions in which he has a personal interest.
2. The following are prohibited:
 1. any form of corruption (bribes, “gifts for services,” reciprocal favors, bartering of influence);
 2. informal agreements that violate the rights of other students and staff.

9. Handling of Documentation and Information

1. An employee is required to:
 1. maintain accurate and timely record-keeping;
 2. prevent forgery, falsification, and distortion of information;
 3. ensure the security and confidentiality of documents, especially those containing personal data and assessment results.

2. It is prohibited to:

1. disclose official information to third parties without legal grounds;
2. alter documents and databases without the appropriate authorization.

10. Digital Ethics and the Use of Information Systems

1. Administrative staff are required to comply with the rules for using LMS, ERP, electronic document management, and other systems.

2. It is prohibited to:

1. share passwords or use other people's accounts;
2. accessing information unrelated to one's job responsibilities without authorization;
3. altering grades, student statuses, or registration data without official justification.

11. Liability for violations of the Code

1. Violations are reviewed by the Ethics Committee/Security Department/Quality Committee in accordance with local regulations and labor laws.

2. Possible measures:

1. a warning;
2. disciplinary action;
3. removal of certain privileges;
4. transfer or dismissal in accordance with established procedures;
5. referral of materials to the competent authorities if there are signs of a violation.

12. Brief Employee Checklist

Ethical Guidelines:

1. **I operate transparently,**
2. **I do not accept or offer "services in exchange for gratitude,"**
3. **I maintain confidentiality,**
4. **and treat every request as important.**

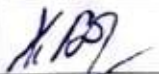
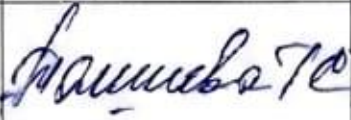







CHANGE LOG

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

