

# CODE OF CONDUCT OF TASHKENT STATE UNIVERSITY OF ECONOMICS

## Chapter 1. GENERAL RULES

### **Article 1. Relations regulated by the Code of Conduct of the Tashkent State University of Economics**

The Code of Conduct (hereinafter referred to as the Code) of the Tashkent State Economic University (hereinafter referred to as the University), developed in accordance with the Law of the Republic of Uzbekistan "On Education", other documents and regulatory legal acts, regulates relations, principles of behavior in the service, norms of the educational process and professional etiquette teaching and management staff of the University, students and doctoral students (hereinafter - employee, student, doctoral student, respectively)

### **Article 2. Goals and objectives of the Code**

*The objectives of the Code are as follows:*

developing a common culture in the employee, student and doctoral students; to shape the contemporary image of the employee, students and doctoral students of the University; to nurture a spirit of respect towards the University and its traditions among employees, students, and doctoral candidates;

enhancing the concept of institutional ethics and developing a unified approach to requirements for appearance and behavior within the University.

*The functions of the Code are as follows:*

prevention of offenses and crimes, unacceptable behavior including violence, cruelty, and cynicism linked to breaches of etiquette among employee, students and doctoral students as well as protection from extremism, separatism, fundamentalism, the influence of "mass culture", various negative vices, ideas and views alien to our national mentality;

identification and elimination of the causes and conditions of the occurrence of this undesirable behavior;

education of employees, students and doctoral students in the spirit of a high level of legal consciousness, strict adherence to the Constitution, laws and other normative legal acts of the Republic of Uzbekistan;

formation and promotion of the ability to constantly respect and protect the rights, freedoms and legitimate interests of citizens among employees, students and doctoral students;

formation of patriotism, high spiritual and moral qualities among employees, students and doctoral students and their education in the spirit of respect for our national values;

creation and enhancement of a healthy socio-psychological environment at the University;

establishment of conditions to shape the external appearance ethics among employees, students and doctoral students of the University;

preservation and further improvement of the reputation and prestige of the University in the life of the state and society, as well as in the education system

### **Article 3. Scope of operation of the Code**

This Code applies to all employees, students and doctoral students of the University

## **Chapter 2. PRINCIPLES OF THE CODE**

### **Article 4. Basic principles of behavior of University employees, students and doctoral students**

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

### **Article 5. The principle of legitimacy**

University employees, students and doctoral students strictly comply with the legislation of the Republic of Uzbekistan and fulfill their service and study obligations in accordance with job instructions, employment contracts, the provisions of this Code, the internal labor regulations of the University, and other normative documents related to education.

### **Article 6. The principle of priority of rights, freedoms and legal interests of citizens**

The rights, freedoms and legal interests of citizens are the highest value of the University. University employees, students and doctoral students do not allow violations of the rights, freedoms and legal interests of citizens and help to restore them in cases of such violations.

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

University employees, students and doctoral students perform their studies and service activities on the basis of spiritual and moral qualities, loyalty to the Motherland, service and study duty, expressing the society's demand and trust in the University. Employees, students and doctoral students perform their studies and service duties at the level of demand, regardless of their interests and ideological views.

#### **Article 8. The principle of fairness, honesty and impartiality**

Employees, students and doctoral students of the University must be fair, honest and impartial in the implementation of their service and study activities, as well as treat all legal entities and individuals who apply to the University, its websites and social networks based on the requirements of this principle.

#### **Article 9. The principle of efficiency and economy**

University employees, students and doctoral students constantly increase the efficiency of their work by implementing innovative technologies and in other ways.

University employees, students and doctoral students, in turn, treat the property of the University, their own time and other people's time with responsibility and care.

### **Chapter 3. FIGHT AGAINST CORRUPTION**

#### **Article 10. Not to accept any form and appearance of corruption**

University employees, students and doctoral students do not accept any form and practice of corruption and take legal measures against its manifestation in any way.

Employees, students and doctoral students must fight against corruption and actively support its prevention, as well as the requirements of the University Anti-Corruption Program and the regulations of the University "On notification of cases of appeals by employees, students and doctoral students for the purpose of inciting them to commit corruption crimes" perform their activities openly and fairly, adhere strictly to the rule of law while remaining loyal to high moral values and principles.

### **Chapter 4. REQUIREMENTS FOR THE CONDUCT AND FORMAL COMMUNICATION OF EMPLOYEES, STUDENTS AND DOCTORAL STUDENTS**

#### **Article 11. Rules of University Attire and Appearance.**

Employees, students, and doctoral students of the University should be dressed in modern attire that corresponds to their studies and profession.

Female University employees, students, and doctoral students are required to adhere to a dresscode that promotes professionalism and modesty. Attire that draws undue attention, such as revealing the shoulders, breasts, abdomen, and part above the knees, as well as overly tight clothing, is prohibited. Additionally, the wearing of any metal objects, including piercings or tattoos on visible body parts other than ears, and fingers, is not permitted within the University territory. Furthermore, wearing attire representing various religions, denominations, subcultures, or sports-related clothing and footwear (with the exception of the uniform approved by the University) is also prohibited. Female University employees, students, and doctoral students are not permitted to apply excessive makeup and wrap their heads with a headscarf (except in cases of close relatives' passing or health concerns).

Female students are required to wear blouses that are not too bright or too flashy, and skirts or dresses that cover the knees, as well as closed-toed shoes of a modest color. Additionally, they must bring essential learning materials with them.

Male University employees, students, and doctoral students are required to wear white, light blue, light brown, or light gray shirts along with classic-style trousers or suits as required, a tie, and dark-colored shoes. They are prohibited from entering the University premises with a grown beard. Additionally, students must have necessary learning materials with them.

Employees, students, and doctoral students are restricted from wearing outerwear (such as coats, jackets, and overcoats) in classrooms and service areas.

Employees, students, and doctoral students are required to have a modest and clean appearance in their outer clothing and attire.

### **Article 12. Participation in meetings and gatherings**

The University employee, student and doctoral students are obliged to show respect towards the speakers during their participation in various events (meetings, ceremonial gatherings, briefings, celebrations), maintain peace and tranquility throughout the event, and refrain from speaking out or expressing opinions without the permission of the presiding officer and moderator. If necessary, attendees can enter and exit the session hall during breaks between speeches.

### **Article 13. Following the rules of conduct in buildings**

At entrances and exits of buildings, as well as on pathways, students should give way to staff, men to women, and younger individuals to older ones.

Each person entering the building must present an identification document (such as an employee or student ID card, passport, etc.) for supervision of entering and exiting the premises or pass through turnstiles using a specially provided card.

Employees, students, and doctoral students within the University premises are required to approach from the right side of the road, as well as to refrain from engaging in loud conversations using mobile communication devices in corridors and halls. When encountering each other, they should greet each other, and it is recommended that students extending greetings to employees and younger individuals to older ones.

#### **Article 14. Official communication standards of employees, students and doctoral students**

When interacting with organizations and institutions, mass media, and citizens, University employees, students, and doctoral students must adhere to the following official communication standards and rules:

To act in the interests of the University, support and enhance its image, refrain from actions that could harm the reputation and interests of the University, its employees, students, and doctoral students, and when interacting with them and in social media correspondence, create a strong and positive impression of the University through exemplary behavior.

To refrain from spreading false or inaccurate information about the University, its employees, students, and doctoral students, as well as from sharing information that could lead to incorrect accusations; to avoid engaging in discussions on such topics in public and social media platforms.

To respect the privacy of the University employees, students, and doctoral students by refraining from disclosing personal information about their private lives without their consent.

To refrain from disclosing information unrelated to their professional and educational activities about the University employees, students, and doctoral students.

To comply with the rules for providing service information;

To provide the requested information in accordance with the requirements of sufficiency and reliability (without necessitating reconfirmation);

Not to use the information received in the course of performing their official duties in a way that is not appropriate for the purpose, as well as not to distribute them without the permission of the University management.

Not to unreasonably criticize the activities and professional actions of employees, students and doctoral students in the educational process, their public appearances, as well as the activities of state authorities and management bodies and the activities of the University, its employees in mass media and various social networks, which are untrue, unfounded and not based on concrete evidence not to enter into a discussion and not to evaluate and express opinions about them.

#### **Article 15. Compliance with work and study time**

Employees, students and doctoral students must come to class and work on time, observe work and study discipline

#### **Article 16. Absence of unethical and inappropriate behavior in the University**

It is strictly forbidden for a student and a doctoral student to commit the following inhumane and inappropriate behavior that prevents them from studying, and an employee from conducting labor activities 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;

trespassing against peace or tranquility, fighting, gambling and playing 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, students and doctoral students; polluting the University environment in any way; drinking alcohol and smoking tobacco or other products, being intoxicated, appearing with overgrown hair, unshaven and not complying with the dress code in violation of the rules of appearance and etiquette in the University buildings and yard, as well as adjacent to the University buildings

preparing, viewing, storing, distributing and promoting any materials on computers related to the University that contain inappropriate content, such as various films, explicit information, obscene images and videos, materials promoting national, racial, ethnic, religious hatred, as well as extremist, separatist, and fundamentalist ideologies;

engaging in activities that disrupt the learning process and work, as well as actions that disturb the tranquility of both staff and students (unintended use of radio, television, multimedia and sound devices);

posting materials that are not typical of universal and national values or that damage the reputation of the University and its employees on the Internet and other social networks or use them for various inappropriate purposes.

Aggression by employees, students and doctoral students that lowers the reputation, value and prestige of the University, leads to moral disruption of the educational process, degrades the honor and dignity of people, rape and brutality, vandalism, incites inter-ethnic conflict, religious orientation, terrorism, extremism, and fundamentalism, as well as the use and distribution of photos, videos and audio recordings showing obscene and romantic scenes are prohibited.

Also, information, opinions and attitudes of various forms that are untrue, baseless and not based on verified evidence, which negatively affect the honor and dignity and reputation of the state authorities and management bodies and the activities of the University, its employees and students, on the Internet, social networks, as well as , appearing (disclosing) in other media sources, distributors, carriers, and showing a positive reaction to such information (clicking "like", reposting) is an unethical and improper behavior that prevents the student and doctoral student from studying, and the employee from working at the University.

## **Chapter 5. ETHICAL OBLIGATIONS OF UNIVERSITY MANAGEMENT AND PROCEDURES REGARDING THE PREVENTION OF CONFLICT OF INTERESTS IN PROFESSIONAL ACTIVITY**

### **Article 17. Obligations of the leader**

The management and heads of the structural unit (hereinafter referred to as the Head) should be an example of high professionalism, objectivity, purity and justice in relation to subordinates, and should contribute to the formation of a positive, spiritual and psychological environment in the university or its structural unit. Head should not demand subordinate employees to perform tasks that are outside the scope of their official duties, and also should not encourage them to commit illegal actions.

In his activities, Head should avoid favoritism, nepotism, or personal biases in the selection of personnel, promotions, and assignments, as well as refrain from creating situations that could lead to a deterioration in working relationships or reduced diligence in carrying out their duties. They should not succumb to groupthink or fail to address the emergence of negative factors during the execution of their tasks. They should be vigilant in detecting and addressing the factors that contribute to the emergence of corruption.

Head should provide a comfortable work environment, modern computer equipment, internet access, library resources, and information facilities for the professional and intellectual development of employees. They should facilitate

opportunities for personal growth, skill development, physical well-being, and provide all necessary conditions for these aspects. Employees' activities should be well-organized and effective, demonstrating responsibility and careful handling of entrusted property and financial resources.

Head is responsible for demanding and ensuring compliance with the work discipline of the employees under him.

## **Chapter 6. REQUIREMENTS REGARDING RELATIONSHIPS OF EMPLOYEE, STUDENT AND DOCTORAL STUDENTS**

### **Article 18. Employee, student and doctoral student relations**

Relations between employees, students and doctoral students should be based on the principles of national personnel and traditions, a single team atmosphere, mutual respect and attention, friendship, solidarity, honesty and justice.

Disrespect for human dignity, discrimination of personality, appropriation of other's intellectual property, profanity, use of obscene words, fist fighting are strictly prohibited in the relations between employees, students and doctoral students.

Pedagogical staff should make high demands on students in the educational process while respecting their personality.

### **Article 19. Interactions of teaching staff and students in and out of the classroom**

When a teaching staff member enters the auditorium, all students should stand up and greet, then take their seats when the teaching staff member greets and allows them to sit down. When the teacher leaves the auditorium after finishing the lesson, the students should get up and follow him.

Pedagogical staff must respect the personality of students during the study process and in other situations, follow the principles of openness and benevolence in dealing with them, perform their duties impartially in the process of teaching students, discriminate against students, use rude words, be arrogant is necessary not to use forms of approach, instead always being honest and impartial in relation to them is required.

Pedagogical staff should respond to students' questions about the subject or study course of interest to them outside of the classroom, following ethical standards, and take measures to increase their interest and passion for science.



## **Article 20. Avoiding academic harassment**

In the life of the university, the management or teaching staff involved students in certain activities without their consent, using their labor power without payment (organization of voluntary Saturday and other types of events in the University and other areas attached to it with the appropriate decision of the President of the Republic of Uzbekistan or the Cabinet of Ministers in strict compliance with safety standards (except for the cases mentioned above) when they are approached for the purpose, the rejection of such a request by the students does not allow the pedagogic staff to treat them in the future with a low grade in the lesson or other types of academic harassment, and this kind of harassment is strictly condemned.

## **Article 21. Use of mobile devices**

The use of cell phones during class is strictly prohibited for all. The use of mobile communication devices may be allowed only with the permission of the pedagogue in necessary and justified cases.

## **Article 22. Participation in the lesson**

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

A pedagogue employee may expel a student who interferes with class activities by his/her inappropriate actions by notifying the dean of the faculty (in his/her absence, the deputy dean or tutor group coach) about the situation.

## **Article 23. Communicating outside of class**

If there is a need for a student to communicate with a pedagogue outside of class, then communication can be done during consultation hours, independent work, or at a time determined by mutual agreement. In this case, it is desirable for the student to know the position, name, patronymic and surname of the pedagogue he wants to communicate with.

In cases where there are justified serious reasons (abundance, greed, low quality of lessons, evidence of regular interruptions in classes due to the fault of the pedagogue, etc.) and there is an unanimous opinion of the group (course), students can apply to the dean of the faculty with a request to replace the pedagogue .

## **Article 24. Subordination**

Appeals to senior staff by employees, students, and doctoral students in relation to any issues are organized on the basis of a certain order (principle of

subordination), i.e. step-by-step access to the management links in the response. Except for cases of direct application of students to the rector of the University.

### **Article 25. Initiative and activity**

Initiatives and ideas of employees, students and doctoral students to further improve the moral and ethical environment at the University, to increase the quality of education, to use innovative ideas effectively, and to organize various beneficial events are encouraged.

## **Chapter 7. ETHICAL OBLIGATIONS OF EMPLOYEE, STUDENT AND DOCTORAL STUDENTS**

### **Article 26. Ethical obligations**

Persons entering the University to study and work are introduced to this Code in writing (by signing).

Employee, student and doctoral students:

to comply with legal documents and the requirements of this Code;

as noble as always striving for excellence, living a life of honesty and justice

to a deep understanding of virtues; to respect our national traditions, customs and morals;

to constantly work on them and regularly study the adopted legal documents; to carry out their duties conscientiously and professionally;

to refrain from any actions that tarnish the reputation and authority of the University;

not to use information about the University in order to harm its interests and reputation;

careful treatment of University property (movable and immovable property, flora and fauna, etc.), including proper and economical use of material equipment provided for the performance of official duties;

efficient use of electricity and water; to report to the University management immediately if any unpleasant incident or event occurs;

to comply with the specified restrictions and prohibitions, to fulfill their duties without deviation, not to discuss the personal and family problems of employees, students and doctoral students, regardless of their gender, race, nationality, language, religious belief, social origin and position, and other characteristics not to think negatively and not to belittle him;

not to organize and spread various incitements, conspiracies, gossip and slander about employees, students and doctoral students, as well as other persons;

to avoid controversial situations that harm the reputation or prestige of the University;

not to deliberately harm the efforts of employees, students and doctoral students in the work and study process; to fulfill the decisions (assignments) received (given) by state bodies and officials, as well as University management within their powers, in a timely and quality manner;

not to abuse one's position for personal benefit and the benefit of others;

to tell the truth, do not mislead managers and other employees, and be an official;

not to install various advertising tools without the permission of employees; to take all measures to ensure the preservation and confidentiality of information known to them in the course of their professional activities, for their disclosure they will be liable in accordance with the procedure established by law;

to maintain a healthy lifestyle and caring for the health of others

to support the growth of cultural, aesthetic and ecological culture;

to express thoughtful opinions and make objective decisions, to understand and eliminate one's mistakes and shortcomings; deliberately not to flaunt one's financial well-being in various ways;

To be polite to the staff of the information resource center, to be careful with books and equipment, to turn off the mobile devices there or put them in silent mode, not to speak loudly and not to disturb others, not to eat food, not to leave paper, chewing gum and other waste, to observe the procedures for receiving and handing over books;

to enter the sports complex in sports clothes and shoes; to be careful with sports inventory;

to return sports inventory to designated places after training;

to comply with the established procedures of the sports complex; cleanliness in the University auditoriums, buildings and the area adjacent to the buildings

to keep; do not pollute the area, dispose of waste in special bins

to throw; not to leave a personal car in a prohibited place, not to violate traffic rules and disregard (being careless), as well as not to create danger when using vehicles;

outside of work (study), they are obliged to observe generally accepted norms of etiquette, to avoid antisocial behavior.

### **Article 27. Additional ethical requirements**

*a) students:*

to constantly improve speech culture;

active support of students' self-management system

strengthen development of creative activity and collective culture

to form; not to discuss the grades of other students with the pedagogue;

not to receive help from outside, not to provide help to others during the procedure for protection of written works and rating control; not to submit assignments or written works prepared by other persons on their behalf;

not to miss classes without reason and not to come late to classes without reason;

not to loiter in the University territory during study sessions;

not to leave the territory of the University without the permission of the dean of the faculty, the head of the master's department, during classes;

in the event of a conflict situation with an employee, student or doctoral student, to control one's emotions and to address the relevant department and staff (coach (tutor), dean, primary organization of the Youth Union of Uzbekistan at the University, Spirituality and Enlightenment Center);

to be active, attentive in the learning process and strictly follow the instructions of the pedagogue;

not to talk during the lesson and not to engage in activities not related to the lesson; to be careful with equipment, not to write on tables and chairs;

not to leave paper, chewing gum and other unnecessary things in the auditorium; not to eat, not to chew gum during classes, as well as to use a personal computer and other means of communication only with the permission of the pedagogue;

to address the pedagogic employee with a question or request during the training session and after permission is granted; to follow the queue procedure and established rules when ordering and receiving food in public dining places;

to strictly observe the rules of internal order in student residences;

in the interests of public safety, to the extent possible to come to the University by public transport;

*6) employees:*

to comply with the rules of discipline and internal labor procedure of the University;

before vacation or when the employment contract is terminated, to leave the place of work in a state that meets the requirements, not to hand over office equipment and other materials under his responsibility, tasks assigned to him, but not yet completed, to another person;

when communicating by phone, it is necessary to observe the culture of behavior and the rules of providing information (including, first of all, starting the conversation with a formal greeting, and then moving on to the purpose by stating one's service institution, position and surname, first name, first name, the information presented is maximally short, concise and it must be clear, because the requested information is searched during the conversation, it is not allowed to occupy the telephone network, if necessary, a call back can be made);

to educate young people in the spirit of patriotism;

to decide on a healthy lifestyle among young people, to warn them about the evils of alcoholism and drug addiction, various other dangerous threats and extremist influences alien to us, attacks of "mass culture";

spiritual and moral education of students and the effectiveness of educational work

to assist in the development of forms and styles; behavior that raises doubts about the conscientious performance of one's official duties

not to take actions, not to discuss with students the professional and personal shortcomings of their colleagues;

not to expel students from study activities without grounds, as well as not to threaten the student with expulsion from the ranks of University students (expulsion from the course) or to force the student to abandon studies, and not to cause him to be expelled from the ranks of students (expulsion from the course) without grounds.

## **Chapter 8. PROCEDURE FOR INCENTIVES AND MEASURES**

### **Article 28. Motivating staff and students**

Employees and students who have fully complied with this Code during the academic year and who have contributed to the establishment and strengthening of a high moral and ethical environment at the University may be financially or morally encouraged according to the recommendation of the management, faculty deans, heads of departments and other structural units.

## **Article 29. Importance of Code compliance for attestation and other processes**

Compliance with this Code by employees is taken into account in the formation of the personnel reserve for certification, appointment to higher and other positions (career growth).

## **Article 30. Responsibility for violation of the provisions of the Code**

Violation of the provisions of this Code by University employees, students and doctoral students serves as a basis for holding them accountable in the prescribed manner.

## **Article 31. Interaction of the Code and internal rules**

When employees, students and doctoral students violate the rules of this Code, the measures mentioned in the relevant chapter of the University's Internal Labor Procedures (chapter on responsibility for violation of labor and study discipline) will be applied to them.

## **Chapter 9. ORGANIZING THE ACTIVITY OF THE ETHICS COMMISSION**

### **Article 32. Ethics Commission**

Issues related to violations of the norms of this Code by employees, students and doctoral students are investigated by the Ethics Commission. Also, the Ethics Commission:

according to the instructions of the rector of the University;

according to the results of the service inspection;

on his own initiative;

the University studies such issues on the basis of information received from employees, students and doctoral students, as well as through communication channels. Ethical commission shall consist of at least 5 members. The purpose, duties, functions, rights and other issues related to the organization of the Ethics Commission are defined in the Statute of the Ethics Commission approved by the rector of the University.

### **Article 33. Conclusion of the Ethics Commission**

Based on the results of consideration of violations of the Code of Ethics by the Ethics Commission, a conclusion is drawn on the existence (non-existence) of disciplinary or other violations of the rules. Taking into account the nature of the

violation of the rule, the Ethics Commission may limit itself to a warning against the violation of this Code against the employee, student and doctoral student.

The draft order on disciplinary action against the employee, student and doctoral student who does not comply with the Code is prepared by the deans of the faculty and the graduate department (in relation to students), and the personnel department (in relation to employees and doctoral students).

Employees, students and doctoral students have the right to receive information about the violation of the rules they have committed, the process of investigation of the violation of the rules, and to present evidence for self-defense, as well as to appeal the decisions of the University in the prescribed manner.

#### **Article 34. Public control**

In order to ensure public control over the behavior of an employee, student or doctoral student, the practice of discussing cases of non-compliance with this Code in the Trade Union Committee, advisory councils on women's issues, and the primary organization of the Youth Union of Uzbekistan may be introduced.

### **Chapter 10. FINAL RULE**

#### **Article 35. Entry into force of the Code and amendments and additions to it**

This Code shall enter into force upon approval by the University Council, and amendments and additions to it shall be made by decision of the University Council.