

# **Code of Ethics and Conduct of the Employees of New Uzbekistan University**

## **Chapter 1. General Provisions**

### **Article 1. Relations Regulated by This Code**

This Code has been developed in accordance with the Law of the Republic of Uzbekistan "On Education" and other applicable laws and regulations. It governs the principles and norms of ethics and conduct for central administrative staff, academic personnel, and other employees (hereinafter – Employees) of New Uzbekistan University (hereinafter – the University), regulating professional behavior and moral-ethical standards in the educational environment.

### **Article 2. Purpose and Objectives of the Code of Ethics**

The objectives of this Code of Ethics are to:

Shape the ethical culture of Employees based on national and universal values;

Establish and continuously develop the concept of ethics at the University;

Educate Employees in a spirit of respect for the University and its values;

Set standards for dress code, appearance, and conduct within the University.

#### **The tasks of the Code include:**

Implementing preventive measures against legal violations and criminal behavior among Employees;

Preventing acts and promotion of violence, cruelty, and indecency within the University;

Countering negative influences and alien ideas contrary to national mentality, including extremism, separatism, fundamentalism, and "mass culture";

Identifying and eliminating the root causes and enabling conditions for such misconduct;

Developing a strong legal consciousness among Employees, fostering respect for and adherence to the Constitution, laws, and other normative legal acts of the Republic of Uzbekistan;

Promoting respect for and protection of citizens' rights, freedoms, and interests;

Instilling patriotism and high moral and ethical values in Employees, as well as respect for national traditions;

Creating and maintaining a healthy socio-psychological environment at the University;

Encouraging a culture of appearance and personal presentation;

Preserving and enhancing the University's reputation and standing in society and the national education system.

### **Article 3. Scope of Application**

This Code applies to all Employees of the University.

## **Chapter 2. Principles of the Code**

### **Article 4. Fundamental Principles of Employee Conduct**

The Code is based on the principles of legality, equality, the supremacy of citizens' rights, freedoms and lawful interests, patriotism, loyalty to duty, fairness, honesty, impartiality, efficiency, and frugality.

### **Article 5. Principle of Legality**

Employees must strictly comply with the laws of the Republic of Uzbekistan and perform their professional duties in accordance with this Code, the University's Internal Regulations, and other educational regulatory documents.

### **Article 6. Equality in Interpersonal Relations at the University**

No individual's rights may infringe on the rights of another.

Freedom of speech must not be used to slander, insult, or deliberately violate commonly accepted moral norms.

Freedom of religion does not imply the right to conduct religious ceremonies at the University.

Freedom in clothing choices must not lead to behavior that negatively affects the educational process.

### **Article 7. Supremacy of Citizens' Rights, Freedoms, and Lawful Interests**

The rights, freedoms, and lawful interests of citizens are the highest values of the University.

Employees must not allow any violations of these rights and must assist in restoring them when infringed.

### **Article 8. Patriotism, Loyalty to Duty, and Service to Education**

Employees must carry out their work based on moral-ethical values, loyalty to the homeland, and dedication to their duties.

They must reflect society's trust in the University, and fulfill their duties sincerely, regardless of personal interest or ideology.

### **Article 9. Principle of Fairness, Honesty, and Impartiality**

Employees must act fairly, honestly, and impartially in all aspects of their duties.

They must show the same ethical conduct toward all individuals and organizations interacting with the University, including through its website and social media platforms.

## **Article 10. Principle of Efficiency and Frugality**

Employees must continuously improve the efficiency of their work through the use of innovative technologies and other methods.

They must also handle University property and their own and others' time responsibly and carefully.

## **Chapter 3. Anti-Corruption Measures**

**Article 11. Zero Tolerance for Corruption in Any Form** Employees must reject any form or manifestation of corruption and collectively take lawful measures to combat it.

They must actively support anti-corruption efforts and prevention, strictly follow the University's anti-corruption policy and related regulations.

Their actions must be transparent, fair, and guided by high moral standards and principles, with unwavering adherence to the rule of law.

## **Chapter 4. Requirements for Employee Conduct and Official Communication**

### **Article 12. Dress Code and Appearance at the University**

Employees must wear modern clothing appropriate for their professional duties.

Female employees must not come to the University wearing transparent clothing, garments that expose the shoulders, chest, abdomen, or areas above the knees, overly tight clothing, headphones, or body piercings (except for the ears and fingers), or with visible tattoos or piercings on any part of the body.

Female employees must wear modest blouses in neutral or dark colors, skirts that cover the knees, classic-style trousers or suits, and dark-colored shoes.

Male employees must wear white, light blue, beige, or light gray shirts, classic trousers or suits, and dark-colored shoes.

Professional and career-appropriate attire is encouraged for all employees.

Employees are prohibited from wearing outer garments such as coats, jackets, or hats inside classrooms and offices.

Employee appearance must be clean and neat, with properly groomed hair and shaved beards.

University-approved dress must not contain elements reflecting any religion, denomination, or subculture (e.g., kippah, kasaya, cross, hijab, etc.).

On weekends (Saturday and Sunday), casual clothing is permitted, **except** for transparent or revealing attire and items associated with religions or subcultures. For those participating in official events, the standard dress code applies.

### **Article 13. Participation in Meetings and Gatherings**

During events (meetings, ceremonies, gatherings, celebrations), employees must treat speakers with respect and maintain order.

Interruptions or speaking without the chairperson's or moderator's permission is not allowed.

Leaving or entering the meeting hall is only permitted between speeches if necessary.

#### **Article 14. Conduct in University Buildings**

At entry/exit points and hallways, students must yield to employees, men must let women pass, and youth must yield to elders.

Upon entering, employees must present valid identification (ID card, passport, etc.) or use a turnstile with facial recognition or access card as assigned.

Employees must walk on the **right side** within University premises and avoid speaking loudly on mobile phones.

Polite greetings are expected when encountering others: students should greet employees first, and younger people should greet elders.

**Handshakes** are permitted **only** if initiated by the elder or senior person.

#### **Article 15. Standards for Official Communication**

When interacting with organizations, media, or citizens, employees must:

Act in the University's best interests, protect its image, and avoid actions harmful to the University, its employees, students, or reputation, including through conduct and written communication on social media and messengers;

Refrain from spreading false or misleading information about the University or its community;

Not disclose personal information about students or employees without consent;

Avoid investigating or sharing non-academic or non-professional information about students or colleagues;

Provide requested information that is **sufficient** (not too short or excessive) and **reliable** (not requiring re-verification);

Avoid unjustified criticism of teaching or academic activity;

Not make baseless public comments, including on media or social platforms, about the University, its leadership, or state authorities;

Address one another using formal pronouns

#### **Article 16. Adherence to Working Hours**

Employees must arrive on time for classes and official duties, and strictly observe work discipline.

#### **Article 17. Prohibited Unethical and Inappropriate Behaviors**

Employees are **strictly prohibited** from engaging in the following behaviors that hinder professional activity:

Committing any offenses or crimes, including slander and insults;  
Using or distributing drugs, psychotropic substances, or their analogs;  
Disturbing peace or engaging in conflicts, gambling, or other risky games;  
Causing moral or material damage to the University's reputation or property;  
Requesting or demanding any form of bribe in exchange for academic grades, or negotiating grades through intermediaries;  
Physically, emotionally, or financially harming students or colleagues;  
Visiting students' or colleagues' homes for personal matters or threats;  
Unlawfully acquiring, using, or controlling property belonging to others;  
Polluting the University environment in any form;  
Accepting or offering incentives related to grading;  
Spitting, littering, or leaving gum behind;  
Smoking or consuming alcohol on campus (unless exceptionally permitted by the Rector for official events), or being intoxicated;  
Coming to the University with untidy or unusually dyed hair, overgrown facial hair, or in violation of the dress code;  
Misusing confidential information obtained during professional duties;  
Publicly or internally criticizing the work of other employees or University management;  
Using University computers for non-University purposes such as watching movies, accessing inappropriate or illegal content, or promoting religious, ethnic, or extremist ideologies;  
Using audio/visual devices in ways that disrupt learning;  
Failing to maintain cleanliness in shared spaces (changing rooms, restrooms, etc.);  
Submitting false information or documents;  
Intentionally altering or destroying University documents (e.g., erasing, adding notes, damaging);  
Posting or distributing inappropriate content online that undermines human or national values, or the University's reputation.

Violations related to the academic process are regulated by internal policies on academic integrity.

Unethical behavior includes any actions that diminish the University's reputation, such as:

Disseminating or endorsing (liking, reposting, etc.) false, baseless, or unverified information online;

Posting or distributing aggressive, discriminatory, violent, sexual, or extremist content;

Sharing unverified opinions about the University or its stakeholders on the internet, media, or social platforms.

Such behavior may result in consequences including termination of employment or dismissal from the University.

### **Article 18. Relations Between Management and Employees**

University leadership must serve as a role model in professionalism, integrity, and fairness.

They are responsible for fostering a positive moral and psychological environment and **must not** assign tasks beyond employees' official duties or encourage unlawful behavior.

Managers must avoid favoritism based on kinship, regional origin, or personal loyalty, and prevent factionalism, cliques, and other negative influences.

Managers must:

Refrain from rudeness, discrimination, or unjust psychological or physical pressure;

Proactively address and manage conflicts of interest;

Take measures to prevent corruption;

Provide a supportive working environment with access to modern equipment, internet, libraries, and facilities for rest and fitness;

Efficiently manage staff and University resources.

If a manager fails to address unethical behavior among subordinates, they are held responsible for those violations.

## **Chapter 5. Conflict of Interest**

### **Article 19. Avoidance of Conflict of Interest**

Employees must avoid situations involving personal interests that may lead to a **conflict of interest** while performing their official duties.

A conflict of interest arises when an employee's personal interests influence or may influence their impartial and selfless execution of responsibilities.

Personal interest includes any benefit or advantage for the employee themselves, their close relatives, or persons with whom they have close personal or business relationships.

If a conflict of interest arises, the employee must immediately inform their supervisor. Upon receiving such information, the supervisor must take timely measures to regulate the conflict.

## Chapter 6. Employee and Student Relations

### Article 20. Relations Between Employees and Students, and Among Employees

Employee relations with students and among themselves must be based on **national traditions, unity, mutual respect and attention, friendship, cooperation, honesty, and fairness.**

Any form of **disrespect for human dignity, personal insults, plagiarism, rudeness, use of obscene language, or physical violence** is strictly prohibited in these relationships.

Employees must uphold **high standards** with students while maintaining respect for their personality.

### Article 21. Interaction Between Employees and Students Inside and Outside the Classroom

When an employee enters the classroom, **all students must stand up** to greet and show respect. Students may sit only after the employee greets them and grants permission.

At the end of the lesson, students **stand again** to show respect as the employee exits.

### Article 22. Prohibition of Academic Harassment and Pressure

Employees are strictly prohibited from **involving students in any work without their consent**, or using student labor without payment, except in cases of **voluntary campus activities** (e.g., organized clean-ups approved by the President of Uzbekistan or the Cabinet of Ministers in compliance with safety standards).

If a student refuses such a request, it **must not** result in **lower grades, threats, or any form of academic pressure** ("academic harassment"). Such behavior is condemned.

### Article 23. Replacement of a Faculty Member

In the event of serious and substantiated concerns—such as rudeness, bribery, or consistent class disruptions caused by the faculty member—and if the group of students reaches a **consensus**, they may formally request the replacement of the instructor by applying to the **Academic Department**.

### Article 24. Use of Mobile Phones

The use of mobile phones during class is strictly prohibited for everyone.

Exceptions may be made in urgent or justifiable situations.

### Article 25. Participation in Teaching and Work Duties

Employees must not arrive late to their duties.

If a student disrupts a class with inappropriate behavior, the instructor may notify the **School Dean** (or if unavailable, the **Deputy Dean** or **Tutor**) and remove the student from the class.

#### **Article 26. Communication Outside of Class Hours**

If communication between an instructor and a student is needed outside of class time, it must occur during **office hours, independent study sessions**, or at a **mutually agreed time**.

If a student arrives **without prior arrangement** or is **late or absent** for a scheduled consultation, the instructor may only provide a brief conversation as time permits.

#### **Article 27. Subordination**

Employees must follow a defined **hierarchical chain of command** (subordination principle) when raising any issues with University leadership, escalating step-by-step through management levels.

**Direct communication** with the **Rector** or **Rector's Advisor** is an **exception** to this rule.

Regardless of rank, the University Rector and Rector's Advisor have the right to assign tasks to any employee within their authority and request reports as required.

#### **Article 28. Initiative and Proactivity**

Employees are encouraged to **take initiative** and show **proactivity** in improving the University's moral-ethical environment, enhancing educational quality, implementing innovative ideas, and organizing beneficial activities

### **Chapter 7. Employees' Ethical Responsibilities**

#### **Article 29. Ethical Obligations**

Individuals joining the University are introduced to this Code **in writing**, and each employee must confirm their full understanding of the Code by **signing a dedicated register**.

##### **Employees must:**

Comply with legal regulations and the requirements of this Code;

Strive for excellence, integrity, and fairness in both life and work;

Avoid aimless roaming on University premises during working hours;

Refrain from engaging in any non-work or non-academic personal relationships with students, graduate students, PhD candidates, or other employees;

Refrain from loudly expressing emotions, using offensive language toward other audience members or performers, whistling, shouting, leaving events without a valid reason before their conclusion, sleeping, lying on chairs, talking loudly, making phone calls, or disturbing others during events;

Respect national traditions, customs, and values;

Continuously improve themselves and stay updated on current legal regulations;

Perform their duties conscientiously and professionally;

Avoid any actions that could damage the University's image and reputation;

Not use University-related information to harm its interests or business reputation;

Handle University property with care (including movable and immovable property, flora, and fauna);

Use electricity and water efficiently;

Immediately inform University leadership of any incidents or emergencies;

Comply with restrictions and prohibitions; perform their duties faithfully; avoid discussing or interfering in the personal or family matters of students, colleagues, and others; and refrain from discriminatory behavior based on gender, race, ethnicity, language, religion, social background, position, or other attributes;

Avoid all forms of religious propaganda (including missionary activity) on and off campus;

Not spread gossip, slander, or create intrigues involving students, graduate students, PhD candidates, employees, or others;

Avoid conflict situations that could harm the University's business reputation;

Take all necessary steps to protect confidential information obtained during professional duties, as required by law;

Avoid any unlawful financial or economic dealings with students, prospective students, or other individuals;

Not intentionally harm the efforts of students, graduate students, PhD candidates, or colleagues in the academic or work process;

Avoid offensive or demeaning actions, harassment, or vulgar language in interactions, particularly toward women;

Fully and promptly comply with orders and instructions issued within the authority of government agencies, officials, and University leadership;

Not abuse their position for personal or others' gain;

Be truthful and not mislead supervisors or colleagues;

Not install or display any advertisements on University premises or elsewhere without appropriate authorization;

Lead a healthy lifestyle, care for the well-being of others, and promote aesthetic and environmental awareness;

Accept constructive criticism, make objective decisions, recognize and correct their own mistakes;

Avoid flaunting wealth or financial status;

Be polite and respectful when dealing with library staff, treat books and equipment with care, silence or turn off mobile phones, refrain from speaking loudly, eating, or littering, and comply with borrowing and return procedures;

Enter the sports complex only in appropriate sports attire and footwear;

Treat sports equipment responsibly and return it to designated places after use;

Follow the established rules of the sports complex;

Keep chemistry, physics, and computer labs clean and use them appropriately;

Maintain calm and discipline; avoid running, pushing, or using physical force to resolve issues; refrain from inappropriate language or creating noise;

Work not just to receive a salary, but to contribute to the University's development;

Turn off mobile phones in classrooms;

Avoid providing unauthorized assistance during written work or assessments;

Avoid damaging or writing on desks and chairs;

Use personal computers and other communication tools only for work-related purposes;

Follow queue and service rules in dining facilities;

Show respect to other teachers, women, and elders during congestion;

Avoid making noise during meals;

Observe etiquette and behave respectfully toward others;

Refrain from entering into any conflict or using insulting language or slander toward any employee, student, graduate student, PhD candidate, or other individuals;

Avoid causing material or physical harm; do not engage in fights or altercations;

Avoid practicing non-official or street-style sports such as street fighting or unauthorized races;

Continuously develop their speech and communication culture;

Treat all laboratory equipment with care;

Properly return laboratory equipment and elements to their designated places during and after practical sessions;

Strictly follow safety rules during laboratory work;

Keep classrooms, buildings, and adjacent areas clean;

Dispose of waste in designated bins and avoid polluting the campus;

Avoid parking in restricted areas, violating traffic rules, or creating safety hazards when using vehicles;

Follow universally accepted moral norms outside of working hours and refrain from antisocial behavior;

Obey the demands of University leadership and responsible persons related to this Code without dispute.

### **Article 30. Additional Ethical Requirements**

Employees must also:

Actively support and reinforce employee self-governance, develop creativity, and promote a culture of teamwork;

Before taking vacation or terminating employment, leave their workspace in an orderly condition, return all technical equipment and materials, and properly hand over incomplete tasks to another responsible person;

Maintain professionalism in phone communications, beginning with a formal greeting, followed by their institution, position, and full name, then proceed with the subject; all information should be brief, precise, and clear. If the requested information is not immediately available, the phone line must not be kept occupied unnecessarily, and a callback should be arranged if needed;

Avoid removing students from lessons without valid reasons or threatening them with expulsion or failure to force compliance; no actions should result in unjust removal or failure of a student;

Provide written reports to the Academic Affairs Department regarding the general cultural behavior of students in their academic group if intervention is necessary;

Avoid discussing a student's grades with other students or employees;

Avoid assisting others during written assignments or rating assessments;

Treat all students, employees, and faculty members respectfully; avoid arguments and report any inappropriate behavior to the appropriate authorities instead of reacting personally; refrain from asking intrusive personal questions or holding grudges;

Not leave the territory of the Republic of Uzbekistan during the academic semester without notifying University leadership;

Remain emotionally composed in conflicts with students, graduate students, or PhD candidates, and submit the issue to the relevant unit or staff (such as tutor, dean, Center for Spiritual and Educational Affairs, or Student Council);

Be responsible and attentive during the educational process and not act with hostility toward students;

Treat all furniture and equipment carefully and avoid writing on desks or chairs;

Not leave paper, chewing gum, or other litter in classrooms;  
Follow queue and service rules in cafeterias and dining areas.

## **Chapter 8 Procedure for Encouragement and Disciplinary Measures**

### **Article 31. Encouragement of Employees**

Employees who fully comply with this Code during the academic year, and contribute to the establishment and strengthening of a high moral and ethical environment at the University, may be materially or morally encouraged in accordance with the established procedure.

Compliance with this Code by employees is taken into account during certification procedures, as well as when forming a reserve of personnel for appointment to higher and other positions.

### **Article 32. Responsibility for Violation of the Code**

When employees violate this Code, measures stipulated in this Code, the University's Internal Labor Regulations (responsibility for violating labor and educational discipline), and other legislative documents shall be applied against them.

For violations of these rules and the University's internal regulations, local normative and regulatory documents by employees:

reprimand;

fine not exceeding thirty percent of the average monthly salary;

in case of repeated disciplinary penalties, a fine not exceeding fifty percent of the average monthly salary;

dismissal from the labor contract may be applied.

A single gross violation of the Code of Ethics by an employee leading to dismissal initiated by the employer includes:

insulting or discriminatory behavior toward employees and students through offensive language (written, including on social networks, or oral);

violation of executive discipline (failure to timely and fully fulfill the tasks set by the Laws of the Republic of Uzbekistan, decrees, orders and instructions of the President of the Republic of Uzbekistan, decisions and orders of the Government of the Republic of Uzbekistan, lawful instructions of the employer, as well as decisions of management meetings);

disclosure of entrusted (notified) service and other confidential information without employer's consent;

violation of internal labor regulations;

engaging in any relationship unrelated to labor activity and education with students, postgraduates, doctoral students, or employees;

absence from work without valid reasons (absence without valid reason for more than three continuous hours during the workday or the whole working day without valid reason is considered job abandonment; for pedagogical employees, failure to start or attend scheduled classes on time);

coming to the workplace under the influence of alcohol, drugs, or toxic substances during working or non-working hours, confirmed by witnesses or medical conclusion (regardless of whether the employee was suspended from work);

damage to or embezzlement of University property in various ways, including theft;

abuse of official duties (using granted powers against the interests of the service) and immoral or inappropriate conduct;

disclosure of state secrets;

gross violation of safety, sanitary rules that endanger the life or health of the employee or others;

causing material damage as a result of violating labor duties amounting to ten times the minimum wage established in Uzbekistan;

guilty (illegal) acts by employees directly handling cash or material assets that result in loss of employer's trust;

failure to use budget funds for their intended purpose by persons responsible for their management;

disclosure of legally protected secrets (state, commercial, service, or other secrets stipulated in labor contracts) known due to labor duties;

failure to report to supervisors or law enforcement any known facts of corruption offenses or attempts to induce corruption;

using official position to receive money, securities, material assets, gifts, loans, or services with property value either directly or through intermediaries in exchange for actions or inactions benefiting oneself or others;

forcing subordinates to make illegal decisions or commit corrupt acts;

obtaining material benefits or privileges through official position by exempting citizens from established payments;

failure to report to the relevant unit head about criminal offenses related to management or corruption that may arise;

damage, embezzlement, or intentional destruction of another's property (including minor property) detected by the employer or confirmed by court or administrative rulings;

violation of occupational safety rules resulting in serious consequences such as accidents, death of employees, or traffic accidents;

commission of criminal acts under the Criminal Code of the Republic of Uzbekistan, regardless of amnesty, punishment, or exemption from punishment, except crimes committed by negligence;

failure of heads of University units to perform their duties if it causes harm to health, property, labor protection, accounting rules, misuse of powers, falsification of data, or malicious use of official powers;

gross violation of the established University Code of Ethics confirmed by the Ethics Commission;

fighting with employees, students, postgraduates, or doctoral students inside or outside the University premises;

direct or indirect discrimination against female employees on the basis of gender in word or deed;

causing or spreading disputes damaging the dignity of students, postgraduates, doctoral students, employees, or the University's reputation, including via social networks;

commission of immoral offenses by employees performing educational functions that make continuation of their work impossible.

Disciplinary penalties shall be applied within one month after the detection of the misconduct and within six months from the date of the offense, excluding periods when the employee is on sick leave or vacation. Termination of the labor contract during sick leave, vacation, or maternity leave is prohibited. Employees subjected to disciplinary penalties may appeal the legality and fairness of the penalty in accordance with the procedure established by law. Information about disciplinary penalties applied to employees shall be kept in their personal files.

### **Article 33. Relationship Between the Code and Internal Regulations**

When employees violate the provisions of this Code, measures stipulated in this Code, the University's Internal Labor Regulations, and other legislative documents shall be applied against them.

## **Chapter 9 Organization of the Activities of the Ethics Commission**

### **Article 34. Ethics Commission**

Matters related to violations of the requirements of this Code by employees are generally reviewed by the Ethics Commission.

To investigate unethical and improper conduct committed by employees, a special working group consisting of at least three (3) persons may be established by order of the University Rector.

The Ethics Commission generally reviews such matters based on the Rector's instructions, results of service inspections, on its own initiative, and based on information received from University employees or through communication channels addressed to the University.

The Ethics Commission is composed of at least five (5) members. The purpose, tasks, functions, rights, and other organizational matters related to the activities of the Ethics Commission are defined in the Regulations on the Ethics Commission, approved by the University Rector.