



EMPLOYEE CODE OF ETHICS OF THE INDEPENDENT AGENCY FOR QUALITY ASSURANCE IN EDUCATION

1. General provisions

The Code of Ethics (hereinafter - the Code) establishes the basic standards of conduct and employee of agencies in accordance with generally accepted moral and ethical principles and norms.

Participation in the accreditation of educational institutions is an expression of special trust on the part of educational organizations and NGO "Independent Agency for Quality Assurance in Education", and it makes high demands on the morality and moral and ethical image of Agency employees.

Agency employees are obliged to comply with the principles, norms and rules of business communication and conduct established by this Code on a voluntary basis.

Agency employees get acquainted with the text of the Code and sign it.
The text of the Code is posted on the official website of the Agency.

2. Responsibilities

2.1 Agency employees are required to:

- be carriers of high culture, decency, tolerance;
- perform their official duties, showing high responsibility, conscientiousness and tact and make effort for a highly professional work;
- maintain and improve their competence through continuous professional development and regular participation in training seminars, conferences held by the Agency;
- contribute to the creation of a stable and positive moral and psychological environment in the Agency's team by their attitude to business and personal behavior;
- not create conflict situations that may damage his/her personal authority, business reputation or the authority and reputation of the Agency;

- report to the immediate supervisor about the conflict that has arisen or about the threat of its occurrence and take measures to overcome the negative consequences of conflict situations;
- not to give rise to justified criticism by their actions and decisions from the side of educational organization and the public, to use constructive criticism to eliminate shortcomings and improve their professional activities;
- behave with dignity, act in strict accordance with their official duties, principles and norms of professional ethics;
- not to allow the use and dissemination of official information for mercenary and other personal purposes;
- to counteract corruption (fraud, bribery, abuse of official position) and actions associated with or creating conditions for it, as a threat to undermine the Agency's reputation in the implementation of its mission and development strategy;
- control his/her behavior, feelings and emotions, not allowing personal likes, dislikes or mood to influence office decisions, treat colleagues and management equally correctly, regardless of their official or social status;
- respect the property of the Agency.

3. Rights of staff members

3.1 Agency employees have the right to:

- express their opinions openly and apply with statements and proposals to the management of the Agency to improve its work;
- participate in the preparation of documents related to the execution of the powers vested in him/her;
- independently negotiate, correspond with educational organizations and experts on issues within his/her competence;
- participate in seminars, advanced training courses organized by the Agency;
- use the Agency's resources (material, technical and informational) and send applications for the purchase of the necessary equipment.

4. Responsibility for the violation of the Code

4.1 The employee is responsible to know and follow this Code. Ignorance or misunderstanding of ethical standards is not an excuse for unethical behavior.

4.2 Violation of the employee's code of ethics is considered at a meeting of the disciplinary committee of the Agency.

4.3 In case of a gross and repeated violation of the employee's code of ethics, incompatible with the behavior of an employee of the Agency, the President of the Agency has the right to terminate the employment contract concluded with the employee.

5. Final provisions

5.1 Changes and additions to this Code can be made at the suggestions of the President

and Agency staff.

52 The provisions of this Code are mandatory for all employees of the Agency.

Name and surname

Signature