



CODE OF HONOR FOR IQAA EMPLOYEES

1. General provisions

Code of Honor (hereinafter – the Code) establishes main standards of behavior and business communication of an IQAA employee in accordance with generally accepted moral and ethical principles and norms.

Participation in accreditation of educational organizations is an expression of special confidence from educational organizations and Independent Kazakh Agency for Quality Assurance in Education and places high demands on morality and ethical image of the IQAA staff.

IQAA employees voluntarily agree to follow the principles, norms and rules of business communication and behavior established by the Code.

IQAA employees get familiar with the Code by signing it. The text of the Code is published on the official website of the Agency.

2. Obligations

2.1 IQAA employees are obliged to:

- represent high culture, decency and tolerance;
- carry out their duties expressing high level of responsibility, good faith and tact, and make every effort to highly professional work;
- maintain and improve their competence through constant professional development and regular participation in training seminars and conferences organized by the Agency;
- promote creation of stable and positive moral and psychological climate in the IQAA community by their attitude to work and personal behavior;
- not to create conflicts that may do harm to their personal authority, reputation or credibility and reputation of the Agency;
- report to the immediate supervisor about a conflict or threat of its occurrence and to take measures to overcome the negative effects of conflict situations;
- not to give rise to justified criticism from educational organizations and the public by their actions and decisions, to use constructive criticism to correct shortcomings and improve their professional activities;

- act with dignity in a strict accordance with their official duties, the principles and norms of professional ethics;
- prevent the use and dissemination of official information for personal gain or other personal purposes;
- counteract corruption (fraud, bribery, abuse of official position) and acts involving corruption or creating conditions for it as a threat to undermine the reputation of the Agency in carrying out its mission and strategy;
- control their behavior, feelings and emotions, not allowing their personal likes or dislikes and mood affect work decisions, to equally correctly communicate with colleagues and administration, regardless of their professional or social status;
- show respect to the property of the Agency.

3. Rights

3.1 IQAA employees have rights to:

- openly express their views and submit applications and proposals to the administration of IQAA in order to improve the work of the Agency;
- participate in drafting the documents relating to their official duties;
- independently negotiate and conduct correspondence with educational organizations and experts on issues falling within their competencies;
- participate in seminars and qualification development courses organized at the Agency;
- use the IQAA resources (material, technical and informational) and submit applications for the purchase of necessary equipment.

4. Responsibility for violation of the Code

4.1 IQAA employees are obliged to know and follow the Code. Not knowing or misunderstanding of ethical norms is not an excuse for unethical behavior.

4.2 Violation of the Code is considered at a meeting of the IQAA Disciplinary Commission.

4.3 In case of a serious or repeated violation of the Code, incompatible with the behavior of the IQAA employee, President of the Agency has the right to terminate an employment contract with the employee.

5. Final provisions

5.1 Amendments and additions to the Code can be introduced upon the proposal of the President or employees of IQAA.

5.2 The provisions of the Code are binding on all employees of the Agency.

Full name

Signature