



ALTE UNIVERSITY Internal Regulations

(Approved by the Minutes of Meeting of the Board of Directors of 13 December 2021)

Table of Contents

1. Purpose	3
2. Definitions.....	3
3. Employee Work and Rest Time.....	4
4. Labour Remuneration/Salary Paymnt Terms	5
5. Leave	5
6. Labour Relations Suspension/Termination	6
7. Student Rights and Obligations	7
8. Business Ethics	8
9. Dress Code	9
10. Confidentiality	10
11. Security and Permissible Action Policy	11
12. Employee Remuneration Package and Benefits.....	12
13. Disciplinary Liability/Reward	12
14. Rules for conducting disciplinary proceedings	14
15. Communication between the Parties.....	16
16. Changes and Amendments to the Contract/Internal Regulations	16
17. Qualification Training.....	16
18. Obtaining/Processing Personal Information.....	17
19. University Property	17
20. Qualification Data Verification/Confirmation	17
21. Conclusive Provisions	18

Internal Regulations

1. Purpose

- 1.1. Based on legislation, university regulations and other internal regulations of the University the **Internal Regulations** shall define and govern the main duties of the staff, working hours and rules of its use, types of incentives, observance of labor discipline by the staff, observance of the rules established by the staff and students, norms of disciplinary responsibility and rules of disciplinary proceedings, rules of conduct of staff and students.
- 1.2. The provisions of the Internal Regulations which are in conflict with the terms of the employment contracts (if any) concluded with the said persons shall not apply to the persons authorized to manage and / or represent the University, who are registered in the Register of Entrepreneurs and Non-Entrepreneurial (Non-Commercial) Legal Entities of the National Agency of Public Registry of the Ministry of Justice of Georgia.
- 1.3. The purpose of the **Internal Regulations** shall be as follows: (a) to introduce and strengthen the values of the University; (b) ensure understanding of personal responsibility in the performance of duties imposed by the employee; (c) introduce defined rules of conduct that apply to all staff at the University, including supervisors and students.
- 1.4. The employee and the student shall carefully read the **Internal Regulations**. Compliance with the **Internal Regulations** shall be a necessary condition for working and studying at the university. All employees and students shall perform their work/study process in accordance with the procedures and rules defined by the **Internal Regulations**.
- 1.5. The purpose of the **Internal Regulations** shall not to describe all possible situations or to answer all questions related to employment / study at the University, it helps the staff and student to understand the values of the University, the binding rules and to properly manage the employee-student relationship with the University. Subject to the foregoing, the **Internal Regulations** shall not define the issues related to labor relations/learning process in a comprehensive and maximum detail, but indicate the basic principles and grounds, which are specified / expanded and implemented by separate decisions and instructions of university governing persons/governing bodies.
- 1.6. Unless otherwise provided by the **Internal Regulations**, the definitions of the terms given in the contract with the employee and the student shall apply in full to the **Internal Regulations**.
- 1.7. In the event of any inconsistency between the **Internal Regulations** and the terms of the Agreement, the terms of the Agreement shall prevail.
- 1.8. In case of any inconsistency between the **Internal Regulations** and other University regulations, the **Internal Regulations** shall prevail.

2. Definitions

- 2.1. Unless otherwise provided by the **Internal Regulations**, the terms used in the **Internal Regulations** shall have the following meanings:
 - 2.1.1. **Employee** - a natural person (s) who performs (-) the work specified in the Agreement for the University on the basis of the Agreement.
 - 2.1.2. **Legislation** - Legislative and sub-legislative normative acts of Georgia and international treaties and agreements included in the system of normative acts of Georgia;
 - 2.1.3. **Third party** - any natural person, legal entity and / or other organizational entity that is not a legal entity, except for the parties to the Agreement;
 - 2.1.4. **Party / Parties** – the **University** and / or an **employee** and / or a **student** (as per context);
 - 2.1.5. **Staff - Employees** who in turn are divided into academic, scientific, administrative and support staff and a combination of invited specialists.

- 2.1.6. **Working day - Employees** who in turn are divided into academic, scientific, administrative and support staff and a combination of invited specialists;
- 2.1.7. **Student** - a natural person who is enrolled and studying at the University for a bachelor's, master's and/ or certificate educational program in accordance with the Law of Georgia on Higher Education and the internal regulations of the University;
- 2.1.8. **University** – Alte University (I/N 202192643);
- 2.1.9. **Internal Regulations** – the present Internal Regulations coupled with annexes;
- 2.1.10. **Agreement** - an individual labor agreement between the parties and/or a student agreement, together with any of its annexes;

3. **Employee Work and Rest Time**

- 3.1 **Work schedule.** Unless otherwise provided in the **Internal Regulations**, the Agreement and/or other Staff Regulatory Document, the University shall establish a five-day working week, Monday through Friday, with an eight-hour working day and a one-hour break. The length of working hours may be changed by agreement of the parties, including taking into account the fact that some employees enjoy a flexible schedule of working hours or a change schedule.
- 3.2 Unless otherwise provided by the Agreement, the working day at the University starts, Monday to Friday, from 10:00 am and ends at 6:00 pm, the duration of working hours is not more than 35 (thirty-five) hours per week.
- 3.3 All employees are required to report for work in accordance with **Internal Regulations**, except for those employees who enjoy a flexible work schedule or change schedule or whose contract otherwise regulates the terms of the work schedule. Such employees shall optimally manage their working hours in order to perform their duties honestly.
- 3.4 All employees shall put their workplace in full order after working hours, to keep documents securely, to shut down the computer completely and to leave the workplace only thereafter.
- 3.5 **Rest/break time.** The duration of the break shall be 1 (one) hour, between 13:00 and 15:00, in agreement with the Line Manager.
- 3.6 An employee who is a breastfeeding woman and is feeding a child under the age of one shall be granted an additional break of 1 (one) hour per day upon request. Upon request, the employee must apply in writing to his/her (employee) Line Manager.
- 3.7 The employee shall return to work in time after the break, and this requirement shall not apply to employees working with flexible schedules and shift schedules.
- 3.8 The agreement shall not stipulate anything else. The day off at the university shall be Saturday. Sunday, as well as holidays defined by the law.
- 3.9 **Business trip.** If necessary, at the request of the University and at its expense, the employee may be sent on a business trip.
- 3.10 While on a business trip, the employee shall retain the job, salary and other rights provided by the Agreement.
- 3.11 Business trip period shall not exceed 45 (forty five) calendar days per year.
- 3.12 The University shall not reimburse the expenses provided for business trips if it is determined that the employee did not fully and duly perform his / her duties during the business trips and/or misused the funds entrusted by the University.
- 3.13 **Overtime work.** By agreement between the University and the employee, the employee shall be entitled to work for a period of working time that exceeds the maximum length of working time established by law.
- 3.14 The following shall not be considered as overtime work performed by the employee after working hours: (a) to perform work without the written instruction of the University and/or (b) to be at the workplace on his/her own initiative.

- 3.15 Overtime work shall be remunerated by the employer in the amount of the increased hourly wage and shall be equal to the amount of 1.25 (one whole 25 percent) of the employee's hourly rate of pay.
- 3.16 The employer shall be entitled, at his/her own discretion, to provide the employee with additional adequate rest time in exceptional cases, in exchange for overtime pay
- 3.17 **Attendance accounting.** The University shall be authorized to introduce an accounting system / method for employee attendance accounting, including a special computer program (leave-absence accounting and management module) that will electronically register / process employee entry and exit.
- 3.18 The University shall be entitled to change the working time schedule independently and unilaterally within the limits provided by law, without the consent of the employee, by giving prior notice / warning to the latter within a reasonable time.

4. Labour Remuneration/Salary Paymnt Terms

- 4.1 The employee shall receive a monthly pay (salary).
- 4.2 Monthly salary shall be paid no later than the 5th (fifth) day of the following calendar month.
- 4.3 If the last payment date coincides with a holiday and/or a day off, the salary may be paid on the next working day of the holiday.
- 4.4 Salary shall be transferred to the employee's card account. By agreement of the parties, payment may be made in cash.
- 4.5 In case of termination of the Agreement, the final settlement with the employee shall be made by the employee, in case of full and proper fulfillment of the conditions provided for in paragraph 6.15 of the Internal Regulations, unless the parties agree otherwise.

5. Leave

- 5.1 **Annual leave.** All employees can take annual paid leave in accordance with the rules established by labor law.
- 5.2 Annual leave shall be 24 (twenty four) working days.
- 5.3 The employee's right to claim a paid leave shall arise 11 (eleven) months after starting work.
- 5.4 Requests for leave by academic and research staff shall be made in such a way as not to impede the learning process / scientific work. The use of leave by academic and scientific staff in agreement with the University shall be implemented during the time of study / scientific.
- 5.5 Permission for leave shall be taken by the employee at least 2 (two) weeks before the start of the leave from the Line Manager. The employee fills out the leave application form and sends it to the Line Manager.
- 5.6 If necessary, the University shall reserve the right to call the employee on leave early, provided that the number of unused days is not be deducted from the leave.
- 5.7 Upon termination of the Agreement at the initiative of the University, the University shall reimburse the employee for unused leave, in proportion to the duration of the employment during the relevant current year
- 5.8 Vacation pay (according to the days used in a particular month) shall be paid together with the salary of the respective month. In addition, the employee shall temporarily transfer his/her rights and responsibilities to another employee of the same service, in accordance with the decision of the Line Manager.
- 5.9 The employee shall return to work immediately after the end of the leave. In the event that an employee is unable to report to work on time for a good reason upon the end of the leave, he/she shall notify the University (his/her Line Manager) in advance or no later than 1 (one) calendar day after the end of the leave. Failure to do so shall be construed as evasion of the job (breach of contractual obligation) and the employee shall be subject to the disciplinary liability set out in the Internal Regulations, including the possibility of termination of the Agreement.

- 5.10 **Unpaid leave.** Unless otherwise provided by the Agreement, the employee, in accordance with the law, shall have the right to take unpaid leave for 15 (fifteen) calendar days per year. The use of unpaid leave for more than 15 (fifteen) calendar days, unless there is proof of temporary incapacity for work in the amount not exceeded by law, shall be considered as termination of the Agreement with the University at the initiative of the employee.
- 5.11 The employee shall receive an unpaid leave permit from the Line Manager at least 2 (two) weeks before the start of the leave, unless warning is not possible due to urgent medical or family circumstances. The employee shall fill out the leave application form and send it to the Line Manager.
- 5.12 The employee shall be entitled to unpaid leave only after taking all other types of leave.
- 5.13 During the year, the employee shall be entitled to 3 (three) day-offs, subject to prior agreement with the University.

6. Labour Relations Suspension/Termination

- 6.1 **Temporary incapacity for work.** Due to temporary incapacity for work, the employee shall be required to submit a relevant hospital certificate.
- 6.2 The University shall be authorized to request the employee present a hospital certificate if it considers the purpose of the employee's leave to be in doubt.
- 6.3 If it is found that the employee has taken leave of absence due to temporary incapacity for work, this shall serve as the basis for the University to apply disciplinary liability to the Employee, including the possibility of termination of the contract unconditionally.
- 6.4 The period of temporary incapacity for work shall not be reimbursed by the University, unless otherwise provided by the legislation of Georgia.
- 6.5 If the period of temporary incapacity for work exceeds 40 (forty) calendar days in a row or the total period of 6 (six) months exceeds 60 (sixty) calendar days, in addition, the employee has used his/her paid and unpaid leave in full, the University shall be entitled to terminate his/her employment. .
- 6.6 **Leave for pregnancy and childbirth, leave for the adoption of a newborn and additional leave for child care.** According to the Labor Code of Georgia, the employee shall be granted paid maternity leave of 126 (one hundred and twenty six) calendar days, and in the case of complications during childbirth or the birth of twins, maternity leave of 143 (one hundred and forty three) calendar days. After the expiration of this period, the employee shall be obliged to return to the workplace, unless otherwise provided by law.
- 6.7 The above leave can be redistributed at the discretion of the employee to the pre- or post-pregnancy periods.
- 6.8 The employee shall be granted maternity leave of 604 (six hundred and four) calendar days upon his/her request, and in case of complication of childbirth or the birth of twins - a parental leave of 587 (five hundred and ninety seven) calendar days. 57 (fifty seven) calendar days shall be reimbursed from this leave.
- 6.9 When taking a period of parental leave, an employee shall notify the employer thereof 2 (two) weeks prior to taking the leave. The employee shall use the paid part of maternity leave and parental leave in sequence, for 183 (one hundred eighty three) or 200 (two hundred) calendar days, respectively.
- 6.10 Employees who have adopted an infant under the age of 12 months shall, upon their request, be granted a period of newborn adoption leave of 550 (five hundred fifty) calendar days from the birth of the child. 90 (ninety) calendar days of the leave shall be paid.
- 6.11 Leave for pregnancy and childbirth, child care, as well as adoption of a newborn shall be reimbursed from the state budget in accordance with the rules established by law.
- 6.12 Due to pregnancy and childbirth, child care, as well as the term of the contract during the leave period for the adoption of a newborn, the University shall be entitled not to continue the employment relationship with the employee.
- 6.13 Improper use of leave provided for in this Article shall be deemed to be an avoidance of labor duties and the Line Manager shall have the right to apply disciplinary measures against the employee.

- 6.14 The contract between the University and the employee shall be terminated in accordance with the rules and conditions provided by law.
- 6.15 In case of termination of the employment contract, the employee shall be obliged to transfer the case under his /her competence, the documents in his / her possession and the equipment transferred to him/her to the person named by the University.

7. Student Rights and Obligations

- 7.1 A student of the academic level of the University shall have the right to: a) receive a quality education; b) Participate in scientific research if the relevant preconditions are met; c) use the material-technical, library, information and other means of the University in equal conditions in accordance with the rules established by the internal regulations of the University and the regulations of the structural units; d) elect a representative and be elected in the student self-government, school representative bodies; e) freely establish and/or join student organizations in accordance with its interests; f) to freely express their opinion and to refuse to share the ideas offered during the learning process; g) to receive scholarships, financial or material assistance, other benefits from the state, the university or other sources in accordance with the legislation and the regulations of the University from time to time; h) choose an educational program; i) evaluate the work of the academic staff of the University; j) request a fair assessment of knowledge and appeal against undesirable exam results; k) exercise other rights granted to him by law.
- 7.2 A Student shall be prohibited from: a) smoking on the territory of the University; b) hindering the learning process; c) making a political speech on the territory of the University building and/or organizing a rally and/or participating in such a speech/rally; d) bringing firearms or other life-threatening weapons and/or equipment into the University building; e) arranging gambling on the territory of the University and / or participating in gambling; f) using alcohol on the University premises and/or being under the influence of alcohol; g) using and/or distributing drugs on the territory of the University and/or reporting to the University under the influence of drugs; h) violation of the rules of failure of the examination and conduct of the examination; i) causing material damage to the University; j) deliberate damage to official documents at the University; k) providing false information to students and/or staff for the purpose of disrupting an audition or test, or counting as an honor for absenteeism, or preventing the University staff from contacting his or her family members; l) plagiarism in academic/scientific/educational process and/or other similar type of actions; m) contamination/pollution of the university territory (building and yard); n) violation of legislation and/or other rules of the University, including the Code of Ethics, as well as other disciplinary violations.
- 7.3 The University shall be authorized to apply disciplinary measure/measures against the student for violating the obligations/rules/prohibitions defined by the internal regulations and/or other regulations of the University. Disciplinary proceedings against a student shall be carried out in accordance with the Internal Regulations of the University.
- 7.4 Types of disciplinary sanctions for students shall be the following: a) remark b) reprimand; c) severe reprimand; d) Termination of student status; e) Material penalty in the amount determined by the legislation of Georgia and internal acts. It shall be permissible to apply two or more disciplinary measures at the same time.
- 7.5 The University shall be entitled to provide students with incentives for conscientious and exemplary performance of duty, exemplary conduct and activity, outstanding academic achievement, and success in sporting, cultural, and scientific activities on behalf of the University. The types of incentives are: a) Expressing gratitude; b) rewarding with a valuable gift; c) Appointment of a scholarship. The incentive is announced by order of the President and is included in the student's personal file.
- 7.6 A student shall be allowed in the building only upon presentation of a student card, while a stranger will be allowed in the building only with the prior consent of the administrative staff.

7.7 Students shall leave the University building no later than 23:00. Staying in the building for more than this time or entering the building on non-working/non-lecture days shall require the prior consent of the administration.

8. Business Ethics

8.1 The University's values shall be as follows:

8.1.1 **Purpose.** *We make every effort to ensure the unwavering growth of the University's reputation and the effective solution of the related tasks.*

8.1.2 **Creativity.** *The University is committed to finding new, effective and different ways to face the challenges.*

8.1.3 **Academic freedom.** The University enables its academic and scientific staff to engage in creative, research and educational activities without any restrictions.

8.1.4 **Good faith.** *All employees of the University fulfill their responsibilities in accordance with the universally recognized norms of honesty, transparency of duties and responsibilities, and universally recognized norms of correctness.*

8.1.5 **Loyalty.** The University attaches great importance to long and fruitful relationships with staff and students, and allows for the development of strong social and friendly relationships.

8.1.6 **Flawless performance.** We believe that only a team of professionals will be able to effectively solve the tasks facing the University.

8.2 **University Principles.** All employees shall show commitment to the common cause and efforts to achieve maximum results, set difficult but realistic goals and persistently strive to achieve them.

8.3 ***For team building and development:*** (a) All employees shall be committed to professionalism; (b) all employees shall take responsibility adequately for their functions and capabilities; (c) all employees shall be able to structure tasks correctly, allocate time correctly and ensure perfect execution; (d) all employees shall meet the qualification requirements for the position held; (e) all employees shall be able to plan and spend resources wisely, determine the optimal level of delegation, accuracy and control.

8.4 **Initiative.** The University shall welcome any initiative of the staff, which will be aimed at improving the efficiency and quality of the University. Thus, it shall always be appreciated and encouraged: (a) to develop one's own abilities, to perform new and exciting tasks; (b) to ensure both the achievement of the set goal and the creative approach and initiative; (c) to search for ways to continuously improve work processes; (d) to ensure constant care for professionalism; (e) to look for ways to increase student satisfaction; (f) to ensure constant care to establish and maintain the University's competitive advantage.

8.5 **Teamwork and Partnership.** A healthy working atmosphere, mutual respect of employees and conscientious attitude towards work, which determines the team style of work and partnership relations, shall be extremely valuable for the University. In particular:

8.5.1 All team members are actively involved in the decision-making process;

8.5.2 All team members are aware of the common goal and strive to achieve it;

8.5.3 Employees perceive mutual responsibility and mutual accountability;

8.5.4 All team members perceive and share responsibility for the overall outcome;

8.5.5 All team members adequately perceive oppositional opinion and are constructive in opposing it;

8.5.6 Team members demonstrate support, constructiveness, and acceptance of peer feedback;

8.5.7 Team members are friendly, open and sensitive to the satisfaction of their team, give positive feedback to others and recognize the success of others.

8.5.8 It is easy for the employee to share their views and suggestions with the manager and get support;

8.5.9 Managers show respect for the opinion of employees and work with them as an equal partner.

8.5.10 Relationships with colleagues are horizontal, employees do not need the intervention of managers, assignments received by colleagues are perceived as mandatory and responsible.

- 8.6 **Transparency and trust.** For us, transparency is the best way to demonstrate the legality, ethics and effectiveness of the activities carried out by the University, which is the basis for the trust of students, regulators and staff towards the University.
- 8.7 The University shall use all sources of information: business meetings, group discussions, Internet - to disseminate unbiased information;
- 8.8 Managers shall ensure an objective evaluation and adequate response of the result achieved by the employees: recognition and appreciation of success and punishment of failure;
- 8.9 Managers shall ensure that the decision-making process is consistent, logical, and easily understood by all employees who are exposed to those decisions or their consequences
- 8.10 **Employee Interaction.** The University shall be focused on long-term cooperation with employees.
- 8.11 The University shall be entitled to provide social protection of the employee, which includes health insurance, professional growth, increase of social welfare.
- 8.12 All managers shall share responsibility for the results and proper motivation of their subordinate employee.
- 8.13 All employees shall be aware of the responsibility for the high quality of performance of duties defined by their position.
- 8.14 All employees shall be aware of their responsibility to achieve a common goal.
- 8.15 **Rules of mandatory conduct of employees.** It shall be the responsibility of all employees to realize that a positive image of the University is an important prerequisite for achieving the goals of the University. The employee is obliged to constantly defend the interests and image of the University in front of students and partners.
- 8.16 The employee shall be honest and objective with both the students and their colleagues and subordinates.
- 8.17 The employee shall demonstrate professionalism in work and constantly strive for its perfection.
- 8.18 The employee shall create conditions for cooperation and establish a good relationship with colleagues.
- 8.19 The employee shall respect and protect the interests of colleagues - not only to avoid a situation that will lead to conflict, but also to avoid a situation that will provoke even a small conflict.
- 8.20 All managers shall show respect for the opinion of the employee and work with him as an equal partner.
- 8.21 All employees shall be required to follow the following rules of conduct:
- 8.21.1 be disciplined, not to allow unreasonable absenteeism, frequent delays or avoidance for work;
- 8.21.2 not to perform incompetent and unprofessional actions;
- 8.21.3 to prevent deliberate distortion of facts, lies and dishonest approach in statements and actions;
- 8.21.4 not to allow plagiarism or other similar actions while performing his / her academic activities;
- 8.21.5 not to allow negligence, unauthorized taking and other criminal offenses of the University's belongings;
- 8.21.6 not to create a non-working atmosphere – not to allow noise, loud speech is obliged to control his/her speech and gestures;
- 8.21.7 adhere to ethical norms established in the relations with both colleagues and students;
- 8.21.8 not to allow alcohol consumption during working hours or going to work under the influence of alcohol;
- 8.21.9 not to allow the use of drugs.
- 8.22 The University shall be entitled, at any time, without prior notice, to request an examination of employees on drugs/alcohol, to refrain from passing the examination, to have a conclusion on the excessive content of alcohol in the blood and/or the existence of a positive conclusion on drug use is considered as a gross violation by the employee of the obligations set out in the contract and internal regulations and is the basis for immediate, unconditional dismissal/termination of the employee.

9. **Dress Code**

- 9.1 **Dress Code and Personal Hygiene.** All employees of the University shall follow the free style of dress in accordance with international etiquette. In addition to the requirements below, the University shall be authorized to impose additional requirements, which are periodically notified to the employee through the communication channels specified in the contract.

- 9.2 All employees shall take care of the authority and image of the University not only with professional behavior, but also with a professional look. A professional appearance will help you make a first positive impression on students and your colleagues.
- 9.3 All employees shall be required to maintain personal hygiene in a way that does not create an uncomfortable work environment for students and colleagues.
- 9.4 **Note.** The University dress code shall apply on weekdays only. The day-to-day control over maintaining the accepted style shall be the responsibility of the employee's Line Manager. If the dress does not meet the established standards the employee is required to no longer wear inappropriate clothing during working hours and if this problem is repeated, the university is authorized to apply disciplinary measures against the employee for violating the dress etiquette.

10. Confidentiality

- 10.1 All staff shall be aware that the release of any information related to the University's activities and future plans outside the University, prior to the official publication of the information, could cause harm (damage) to the University.
- 10.2 All employees shall have no personal interest or obligation without the type that would affect their work or make a decision detrimental to the University.
- 10.3 The employee shall not assume such obligations before a third party that contradict or are inconsistent with the employee's performance of current or future duties.
- 10.4 During the contractual term, without the prior written consent of the University, the employee shall be prohibited from providing services to any third party (including and not only labor relations).
- 10.5 During the contractual term, without the prior written consent of the University, the employee is prohibited from providing services to any third party, including unequivocally providing services to a third party that competes with the activities of the affiliated person (s) of the University or/and whose interests run counter to the interests of the University affiliate (s).
- 10.6 During the contractual term with the employee, the employee shall not engage in any action that generally harms, obstructs or otherwise violates the interests of the University.
- 10.7 Information obtained while working at the University, which is not intended for publicity, shall not be taken out of the University and/or shall not be considered with other employees, except when the exchange of information is provided by the work instructions and is necessary to guide the work process.
- 10.8 Any information or materials (printed and electronic) provided by the University to an employee or created by the employee for the University shall remain the exclusive property of the University. In the event that any tangible or intangible property created by an employee is not legally regarded as University property, the Contractor (or, if necessary, by signing an additional document) shall unconditionally transfer and grant any property right of the University that the Employee or any of its agents or representatives may have in respect of such property.
- 10.9 If an employee is contacted at any time by a media representative regarding the employee's activities for the University, the employee shall not to answer such questions and to immediately notify the Marketing Department of such interest.
- 10.10 The employee shall not be authorized to obtain, process, disseminate and make available any information about the University that is not within his/her competence and scope of duties.
- 10.11 The employee shall protect the non-public information about the University protected from him/her while performing his/her official duty from unauthorized, unauthorized access by third parties (including other employees of the same University).
- 10.12 The employee shall protect all the information known to him/her confidentially, which the University itself is obliged to protect confidentially.
- 10.13 In addition to ensuring safety, the employee shall be required to comply with the following conditions:
- 10.13.1 not to hide the existence of conflicting incidents in his/her work biography and indicate the real reason for leaving his/her previous job.

- 10.13.2 protect the security of computer codes, safe keys and documents attached to it;
- 10.13.3 inform the university management / direct management about the existence of blackmail or threats against him / her due to his / her official position;
- 10.13.4 not to conceal an unintentional misconduct committed by him / her and to inform the immediate supervisor about it;
- 10.13.5 not to request confidential information from another employee, unless it is due to the necessity of the job;
- 10.13.6 also not to disclose confidential information known to him upon request by an employee or other third party.

11. Security and Permissible Action Policy

- 11.1 **Key Principles.** The provisions of this article shall not impose any restrictions that are in any way contrary to the established culture of publicity, trust and honesty. But also the University shall seek to protect its employees, partners and the University itself from intentional or unintentional, illegal or harmful actions by individuals.
- 11.2 Internet, computer as well as operating systems, Applications, the University e-mail, Internet access and remote access shall be the property of the University. These systems shall be used for business purposes, to protect the interests of the University and to serve students.
- 11.3 **Purpose.** The purpose of this policy shall be to determine the rules for the permissible use of computer equipment at the University. These rules are established to protect the University and its employees. Improper use of information resources can put the University at risk of malicious information, malfunctions of systems and network equipment, and legal liability.
- 11.4 For security purposes, authorized persons, within the University, may monitor device, system and network traffic at any time.
- 11.5 **Security and Confidential Information.** Below are the basic principles that must be followed by anyone who applies. In case of non-compliance with these principles, the University shall reserve the right to punish the violator within the law.
- 11.6 Information contained on the Internet or personal computer shall be classified as confidential or non-confidential. An example of confidential information could be (and not only): the University internal corporate strategies, confidential information for competitors, specifications, student lists, and research analysis results. Employees shall make every effort to prevent unauthorized access to this information and leakage outside the University.
- 11.7 Passwords shall be protected. It shall not be allowed to transfer software users and passwords. Passwords can only be known to the employee's Line Manager (s). Employees shall be responsible for the security of their passwords and software users.
- 11.8 Employees shall not leave their computers open when leaving the workplace. It shall be mandatory to block the computer in case of leaving the workplace.
- 11.9 All information sent by the University by e-mail to the Employee shall include an indication that the views expressed in this notice are those of the sender only and may not reflect the University's position unless the message is sent in the ordinary course of business.
- 11.10 **Inadmissible use.** All of the actions listed below shall be subject to a general ban. Employees may be exempt from these restrictions due to the need for them to perform their legal duties.
- 11.11 Using the University-owned information resources, in all cases, employees may engage in activities that are considered unlawful under local, national, or international law.
- 11.12 The list below is not exhaustive, but includes a description of actions that are considered to be an inadmissible use of information resources.
- 11.13 **Actions related to systems and networks.** Without any exception, the employee shall be prohibited from performing the following actions:
 - 11.13.1 Sharing an employee's username and password to others or allowing others to use your username. This also includes family members and other persons when work is done from home;

- 11.13.2 Use of computer resources of the University to process and disseminate information containing any aggression or violence.
- 11.13.3 Fraudulent offering of products, items or services using a university account.
- 11.13.4 Providing guarantees, explicitly or implicitly, if this is not part of the job. Forgery of the sender's name for the purpose of collecting certain information, causing any harm or other purposes.
- 11.13.5 sending mass mailing of non-service news to employees.
- 11.14 **Liability.** 11.14 Liability. Any employee found to be in breach of this policy, even unintentionally, may be punished by internal disciplinary liability, dismissal or other sanction provided by law.

12. Employee Remuneration Package and Benefits

- 12.1 **Composition of the Remuneration Package.** The employee remuneration package shall be compulsorily included in the basic salary, and in accordance with the decision of the university - a bonus;
- 12.2 **Bonus.** The bonus shall be paid only to those employees whose employment contract provides for the bonus, in accordance with the rules and conditions defined by the University;
- 12.3 **Insurance.** The University shall be authorized to provide the employee with insurance schemes, packages and/or conditions with or without the agreement of the employee.
- 12.4 **Other benefits.** The University employees shall be granted the opportunity to use the university parking lot on duty, as well as the University shall be entitled to offer corporate numbers to the University's employees, and to offer a 50% discount on tuition fees to employees and family members of employees.

13. Disciplinary Liability/Reward

- 13.1 **General terms.** Any employee, regardless of his/her position and/or length of service at the University, may be subject to disciplinary action or dismissed if the breach of the obligation is justified;
- 13.2 Non-fulfillment and/or improper fulfillment of the obligation (s) under the contract, internal regulations by him/her and any legislation and/or other internal documents of the University and/or written instructions of the supervisor, caused by the intentional and/or negligent action of the employee, shall serve as the basis for imposing disciplinary liability on the employee, including dismissal.
- 13.3 **Joint and several liability.** If the performance of any work assignment requires the mutually agreed / joint work of two or more employees and/or the work assignment is performed by one working group / subdivision/shift, each such employee is a joint debtor to the University for the obligations arising from his / her Internal Regulations.
- 13.4 Facts relating to one employee apply to other employees as well, provided that the employer does not exercise its rights (in whole or in part) to any employee and does not release him or her from the relevant obligations;
- 13.5 In case of non-fulfillment and/or improper fulfillment of the obligation (s) fulfilled by one of the employees, the University shall be entitled to make relevant request/requests to any employee and enjoy the rights provided by the contract and/or established by law.
- 13.6 The University shall have the right to require any performance at its discretion from any employee, in whole or in part. A joint and several liability shall apply to the heirs of the employee in accordance with their share.
- 13.7 **The following disciplinary measures shall be applicable at the University:**
- 13.7.1 **Verbal reprimand.** Such measure shall apply to an employee for minor misconduct or service activities that conflict with his or her job requirements (misconduct or unprofessional conduct, single minor misconduct). On giving a verbal reprimand, the University shall be authorized to keep a relevant record, which is notified to the employee;
- 13.7.2 **Written reprimand.** Such measure shall apply to an employee in case the verbal reprimand did not lead to a result and / or there was a serious violation of the norms of ethical and disciplinary behavior.
- 13.7.3 **Severe reprimand.** Such measure shall apply to an employee in case of repeated or gross violation of the university, as a result of which it is possible to consider the issue of dismissal of the employee.

- 13.7.4 **Dismissal** Extreme form of liability used for gross violation of the law, contract and / or Internal Regulations (gross breach is also equivalent to breach of contract / the Internal Regulations by an employee within one reporting year if other disciplinary action has already been taken against him / her, as well as the university's detection of several disciplinary misconduct committed by the employee and such violation, in case of the existence / fixation of which the termination of the contract is directly envisaged by the contract concluded with the employee and / or Internal Regulations).
- 13.8 **Disciplinary liability for misconduct**. Absence of work by an employee for an unreasonable reason shall be inadmissible, which creates a basis for termination of the employment contract in accordance with the rules set forth in these Internal Regulations.
- 13.9 In case of a miss due to certain circumstances, the employee shall contact the Line Manager on the same day and inform the reason for the miss.
- 13.10 In the first case of unjustified or negligent omission, a written reprimand shall be issued to the employee.
- 13.11 In the second case of unjustified or negligent omission, the employee shall be severely reprimanded, his/her action shall be considered as avoidance for work and the issue of dismissal of the employee shall be raised.
- 13.12 In case of negligence of the employee during 3 (three) days or more, the University shall consider his/her behavior as termination of the contract by the employee with the University.
- 13.13 The issue of disciplinary liability towards the employee shall be raised by the Line Manager. The final decision on dismissal of an employee shall be made by the Head of the University and/or a person designated by him/her.
- 13.14 Missing a job shall be considered honorable in the following cases: (a) annual leave; (b) business trip; (c) unpaid leave; (d) termination of employment in cases prescribed by **law**; and (e) accident. In order to make up for the loss, the employee shall fill in the relevant leave request form and sends it to the immedia Line Manager.
- 13.15 **Disciplinary liability for delay / early leaving the service**. It shall be considered late to report for work late, both at the beginning of work (in the morning) and after the break (late return to work after the break). Leaving the service earlier shall be considered to be leaving the service earlier than the established term. If the delay / early departure time during the working day exceeds 3 (three) hours during the working day, the employee's action shall be considered as a miss of the job and the employee shall be subject to disciplinary measures for the miss.
- 13.16 In case of double delay / early termination of service within 13.16 months, the employee shall be given a written reprimand.
- 13.17 In case of delay three times or more during the month / early termination of service, the employee shall be given a severe reprimand;
- 13.18 The employee shall notify the Line Manager in advance of the reason for the delay / early termination of service. If the reason is acceptable, the Line Manager may consider the delay to be honorable;
- 13.19 Imposition of disciplinary liability shall be the authority of the University, the use of which it decides at its discretion. In addition, the University shall be entitled to impose disciplinary liability on the employee for all actions taken together and/or separately, which create the factual legal basis for such liability.
- 13.20 Imposition of disciplinary liability on an employee shall not release him/her from the performance of a basic obligation and from compensation for damages caused to the University in violation of this obligation.
- 13.21 The employee shall have material responsibility towards the University, regardless of disciplinary responsibility.
- 13.22 **Incentives** The University staff shall be encouraged to perform their duties in good faith and in an exemplary manner, to carry out other activities beneficial to the University, and to work long and exemplary times at the University.
- 13.23 The types of incentives shall be as follows: a) expressing gratitude; bB) issuing a cash bonus; c) Rewarding with a valuable gift.

- 13.24 The President of the University shall decide on a case-by-case basis the use of staff incentives and incentive measures, taking into account the results of the staff performance appraisal.

14. Rules for conducting disciplinary proceedings

14.1 Bodies carrying out disciplinary proceedings and their powers

- 14.1.1 The implementation of the Internal Regulations of the University, the Code of Ethics and the monitoring of discipline, as well as disciplinary proceedings shall be carried out by the body conducting the disciplinary proceedings (hereinafter - the Disciplinary Board) and the President of the University. The final decision on imposing a disciplinary sanction on a person or refusing to impose a sanction or terminating disciplinary proceedings shall be made by the President of the University.

- 14.1.2 14.1.2 The Disciplinary Council is a group of staff members created by the order of the university president, composition of which is determined by the president based on the nomination of the Director of Human Capital Management and Student Success Department. Six nominations will be submitted to the President, three of whom will be approved as members of the Council. The Chairman of the Disciplinary Council shall be elected at the first session of the Disciplinary Council, by a simple majority of the members, by open voting, for a term of 1 year. The composition of the Disciplinary Council can be changed at any time based on the President's order.

- 14.1.3 The powers of the Disciplinary Board shall be as follows: a) to receive and examine the received information (application/complaint); b) request explanations of the author of the application / complaint and the person against whom the complaint has been filed. Talk to the party and request clarification of information, submission of documents and relevant materials, take into account incoming motions and additional explanations. c) submit a recommendation to the President on imposing disciplinary liability on the person and/or refusing to impose liability.

- 14.1.4 Disciplinary proceedings may be instituted on the basis of a motivated statement / complaint made by the President of the University, the Board of Directors, the Dean, the School Board, the Student Self-Government, another relevant authority of the University, the staff, the student and the person who believes that his or her rights and interests have been violated by the actions of a staff member or a student.

14.2 Application/Complaint Review Procedure

- 14.2.1 The Disciplinary Board shall consider the application / complaint fairly and impartially, in compliance with the principles of adversarial proceedings and equality.

- 14.2.2 Meetings of the Disciplinary Board shall be closed and the information obtained during the disciplinary proceedings shall be confidential. The student shall have the right to request that the issue of disciplinary proceedings against him/her be considered in a public session.

- 14.2.3 Meetings of the Disciplinary Board shall be chaired by its Chairman or any of its members, who shall be elected by a majority of the members present by open voting. If necessary, the Disciplinary Board shall invite witnesses and other persons to attend the hearing to be notified of the date, time and place of the hearing.

- 14.2.4 The Disciplinary Board shall hear the explanation of the disciplinary violator, who has the right to participate in the disciplinary proceedings both directly and through a representative. The parties shall have the right to present their position in full, to question witnesses, to provide written and other evidence, to request additional materials, documents and information, as well as to request information from other persons and to take other actions not provided for in this article.

- 14.2.5 The Disciplinary Board shall have the right to interview the parties and persons invited to attend the hearing, to request additional documents, materials and information, to call witnesses and to carry out other actions. If the person does not appear at the hearing, the hearing may be postponed for not more than 10 days, non-appearance at the hearing is not a mandatory reason for suspending the hearing.

- 14.2.6 At the meeting of the Disciplinary Council, the secretary of the meeting (the assistant of the president performs the duties of the secretary of the council) draws up the protocol, which is signed by the chairperson and secretary of the meeting.
- 14.2.7 The Disciplinary Board shall decide on the refusal to apply a disciplinary sanction or impose a disciplinary sanction on a person or to terminate the disciplinary proceedings by a majority of those present, by open ballot.
- 14.2.8 If the author of the application/complaint rejects the complaint, the Disciplinary Board shall be entitled to submit a recommendation to the President to terminate the hearing or to continue the disciplinary proceedings.
- 14.2.9 In case of termination of disciplinary proceedings, the author of the application/complaint shall be notified of the President's decision to terminate the disciplinary proceedings.
- 14.3 **Suspension and postponement of disciplinary proceedings.** Disciplinary proceedings may be terminated if the material obtained during the investigation of the case indicates that a person may have committed a criminal offense. In such a case, the case should be referred to a body with the appropriate competence.
- 14.3.1. Disciplinary proceedings may be adjourned if there are objective difficulties or obstacles (the person's illness or other cases) during the examination of the application / complaint, which make it impossible to continue the proceedings.
- 14.3.2. The hearing of the case shall be resumed from the moment of elimination of the reason for the suspension or postponement of the disciplinary prosecution.
- 14.4 **Imposition of disciplinary sanctions**
- 14.4.1 In disciplinary proceedings, the Disciplinary Board, and when imposing a disciplinary sanction, the President shall take into account the severity and degree of the violation (s), the amount of (or possible) damage, the recurrence of the violation and other circumstances. A person's liability increases in proportion to the severity and degree of the disciplinary misconduct, or in the event of repeated violations of the norms. If a disciplinary violation has been established by a person and he or she has previously been disciplined, the disciplinary body may decide to impose a more severe disciplinary sanction.
- 14.4.2 It shall be inadmissible to impose a disciplinary sanction for a violation for which the violator has already been disciplined once.
- 14.4.3 The decision to impose a disciplinary sanction shall be substantiated and based on the evidence obtained in the relevant manner.
- 14.4.4 A copy of the decision of the Disciplinary Body shall be sent to the disciplinary violator within 5 (five) working days after the decision is made. A copy of the decision must be attached to the personal case of the disciplinary violator.
- 14.4.5 The disciplinary violator shall be entitled to appeal the decision to impose a disciplinary sanction on him / her as defined by the legislation, as a rule, within one month after the decision is made.
- 14.5 **Enforcement of decisions of the disciplinary body**
- 14.5.1 The decision of the President of the University shall enter into force upon its issuance.
- 14.5.2 The head / relevant body of the relevant structural unit of the University, in accordance with the assignment of the President of the University, shall execute the decision within 1 (one) month after its entry into force.
- 14.6 **Penalty Terms**
- 14.6.1. Penalties: A warning / verbal reprimand, reprimand / written reprimand, severe reprimand, valid only for a certain period of time before which the disciplinary offender shall be considered a disciplinary sanction.
- 14.6.2. If a person does not commit a disciplinary violation within the relevant period, the reprimand shall expire after the entry into force of the relevant decision: warning - after three (3) months, reprimand - after six (6) months, severe reprimand - after one (1) year.

15. Communication between the Parties

- 15.1 Unless otherwise provided by the contract, any communication between the parties shall be in writing and provided to the party in person at the contact details specified in the contract and / or other contract (s) with the employer (including and not only in cases defined by the Internal Regulations, communication between the parties, informing the employee of the changes and additions to the internal regulations, etc.), by courier (including registered mail and / or court courier), via e-mail, cellular communication (short message), business e-mail and/or other means of communication as defined by the University;
- 15.2 In the event that the employee does not notify the University in advance of any change in the contact information (including any requisites in the contract) and/or directly or through a contact person refuses to receive the message sent under the contract, any such message made by the University shall be deemed to have been delivered on the next calendar day.

16. Changes and Amendments to the Contract/Internal Regulations

- 16.1 If as a result of changes and/or amendments to the contract (including the Internal Regulations) the essential terms of the contract defined by law are changed, the, changes and/or amendments to the contract (including Internal Regulations) shall be allowed based on a written agreement signed by the parties. The amendments and/or additions made to the contract (including the Internal Regulations) in this way constitute an integral part of the contract (including the Internal Regulations) and act in conjunction therewith.
- 16.2 If as a result of changes and/or additions to the contract (including the Internal Regulations) the substantive terms of the contract defined by law do not change, the University shall be entitled at its own discretion, at any time, to unilaterally make changes and additions to the contract (including the Internal Regulations) and inform the employee to this effect through the means of communication specified in the contract and/or Internal Regulations (including the e-mail address of the employee at the University).

17. Qualification Training

- 17.1 The University is authorized to plan and conduct qualification education/training/seminars to improve the qualification of the employee, to improve and/or adapt professional (including job) skills.
- 17.2 The employee is obliged to participate in the qualification education/training/seminar appointed by the University as an expert and trainee, for which he/she shall not be paid extra. Qualification training/seminar can be used to establish / verify employee qualification data.
- 17.3 Qualification education/training/seminar can be held during working hours, and in case of agreement also during non-working hours.
- 17.4 The format of the qualification education / training / seminar according to the topics shall be determined by the University with the prior knowledge of the employee.
- 17.5 The theme, format and content of the qualification education / training / seminar shall be determined by the University on the principle of relevance to the employee.
- 17.6 Conducting and organizing qualification education / training / seminar is not the responsibility of the University.
- 17.7 The University may invite a person with relevant experience (specialist, without limitation in legal status) to conduct and organize qualification education/training/seminar.
- 17.8 The employee agrees to participate in the qualification training / seminar even if the venue does not match the job.

18. Obtaining/Processing Personal Information

- 18.1 In parallel with and for the purposes of monitoring the qualification conditions of work, the University shall be authorized to process, obtain and store the personal data of the employee in accordance with the rules established by law.
- 18.2 The Employee shall authorize the University to obtain/process and store personally identifiable information about the Employee from any public or private institution.
- 18.3 The Employee shall agree to the University for the purpose of monitoring to conduct video surveillance at the workplace and in the building, in places permitted by law (with appropriate indication), recording, processing and storing correspondence, telephone conversations and exchanged information on the means of work communications, obtaining, processing and storing other personal data of the employee to the extent that would be justified for monitoring purposes.
- 18.4 The Employee shall, upon request of the University, provide/update for processing the personal information required by the University for the purposes of labor relations and performance (including identification) of service obligations.
- 18.5 The Employee agrees that the University shall collect, process and store personal information both through a staff member and/or through an invited specialist (regardless of legal status).
- 18.6 The University shall ensure the collection, processing and storage of personal information of the employee in accordance with the rules established by these Internal Regulations, unless otherwise provided by law.
- 18.7 The University shall be authorized to use the personal information of the employee for both labor and litigation purposes.

19. University Property

- 19.1 The employee and the student shall take care of the University's property and the property in its possession/use, not to damage it and to protect the property from damage by a third party as far as possible.
- 19.2 The employee shall register the property transferred to him for management by the University, which should not consist of it, including unrestricted inventory, computer equipment, office equipment, vehicles, real estate, claims against third parties, etc.
- 19.3 The employee shall be responsible for damage/destruction of the property transferred to him for use for official purposes, at the full market value of this property.
- 19.4 The employee shall forthwith inform about the damage/destruction of the property transferred to him/her for use for official purposes and/or the possible occurrence of such a threat.
- 19.5 The property of the University belongs to the special property copyrights existing on any intellectual property object created by the employee and/or the student on his/her instructions.
- 19.6 The employee shall not be authorized to use the property of the University, including the property in his possession, for non-official purposes, for personal use.
- 19.7 The employee shall not be authorized to allow third parties in the property and ownership of the University without the permission of the University.

20. Qualification Data Verification/Confirmation

- 20.1 The employee shall check the compliance with the qualification data at the time specified by the University during the employment relationship. To verify/determine the employee's compliance with the qualification data, the University may also use the procedure for obtaining / processing personal data/processing, auditing and qualification training described in these Internal Regulations.
- 20.2 To verify and determine the employee's compliance with the qualification data, the University shall be authorized to conduct interviews and tests and ensure test demonstration of activities at its own discretion and in an independently defined format.

- 20.3 The University shall have the right to invite a person with relevant experience (specialist, without limitation in legal status) to check / determine the employee's compliance with the qualification data.
- 20.4 Verification, refusal and/or otherwise obstruction of compliance with the qualification data/verification procedure shall be considered as a gross violation of the obligations under the contract and Internal Regulations, followed by termination of the employment contract (dismissal of the employee).

21. Conclusive Provisions

- 21.1 The present Internal Regulations shall constitute an integral part of this Agreement, acting and interpreted in conjunction with the latter as a single legal instrument.
- 21.2 These Internal Regulations shall not exhaustively set out, which means that a broad interpretation of its individual provisions shall be permitted in order to regulate matters not expressly provided for in those Internal Regulations.
- 21.3 The provisions of these Internal Regulations shall be subject to automatic change in the event of an imperative change in the legislation, in compliance with the latter.
- 21.4 These Internal Regulations shall be governed and interpreted in accordance with the legislation.