Workplace Non-Discrimination Policy — Code of Conduct

Summary of the Code of Conduct of Afrasiab University (formerly the Institute of Social and Political Sciences, ISFI) — evidence for THE Impact Ratings, SDG 8.2.3

Document	Code of Conduct (Odob-axloq qoidalari) of the Institute of Social and Political Sciences (ISFI), non-state higher education institution — now Afrasiab University
Adopted / revised	First adopted in 2022; current version reviewed and approved by the Institute Council (meeting No. 1) and signed by the Rector on 5 September 2025
Scope	All faculty, staff and students (the “Institute community”). Everyone joining the institute signs that they have read the Code (Art. 26)
Contents of this file	p. 1: this summary · pp. 2–19: official Uzbek original, signed by the Rector and stamped, dated 5 September 2025 · pp. 20–37: English translation

Article 26 — Non-discrimination (file p. 14 Uzbek / p. 32 English)

• Members of the Institute community must “not form incorrect views about or disparage any person based on their gender, race, nationality, language, religious belief, social origin and position, and other characteristics.”

Article 17 — Obligations of managers (file p. 10 Uzbek / p. 28 English)

• Managers must “not permit cases of selecting and placing personnel and discrimination in labor relations based on kinship, regional connections or personal loyalty”; must not denigrate persons’ honour and dignity or exert psychological and physical influence on them; must not require tasks beyond official duties; and must prevent groupism, localism and favouritism.

Article 20 — Prevention of harassment (file p. 12 Uzbek / p. 30 English)

• Any form of pressure or harassment, including penalising a refusal to perform unpaid work without consent, is strongly condemned.

Article 34 — Status

• The Code enters into force upon approval by the Institute Council; amendments are made only by Council decision. The current version was approved on 5 September 2025.

Together, these provisions commit the university to preventing discrimination in the workplace on grounds including gender, religion, ethnicity, language, social origin and other characteristics, and apply to all staff and managers.

O‘ZBEKISTON RESPUBLIKASI

OLIY TA’LIM, FAN VA INNOVATSIYALAR VAZIRLIGI

IJTIMOIY VA SIYOSIY FANLAR INSTITUTI

“TASDIQLAYMAN”

Ijtimoiy va siyosiy fanlar instituti

nodavlat ta‘lim tashkiloti rektori

_____ K.Boboxujayev

“ 05 ” sentyabr 2025-yil

ODOB-AXLOQ QOIDALARI

TOSHKENT-2025

Ijtimoiy va siyosiy fanlar instituti nodavlat oliy ta’lim tashkilotining

ODOB-AXLOQ QOIDALARI

1-bob. Umumiy qoidalar

1-modda. Ushbu qoidalar bilan tartibga solinadigan munosabatlar

Ushbu qoidalar O‘zbekiston Respublikasi “Ta’lim to‘g‘risida”gi Qonuni, boshqa qonun va qonunosti hujjatlarga muvofiq ishlab chiqilgan bo‘lib, Ijtimoiy va siyosiy fanlar instituti nodavlat oliy ta’lim tashkiloti (keyingi o‘rinlarda - Institut) professor-o‘qituvchilari, boshqa xodimlari va talabalari (keyingi o‘rinlarda – institut jamoasi) kasbiy odob-axloqining tamoyillari, normalari, ta’lim jarayoni va xizmatdagi xulq-atvorining asosiy qoidalari bilan bog‘liq munosabatlarni tartibga soladi.

2-modda. Odob-axloq qoidalarining maqsad va vazifalari

Odob-axloq qoidalarining maqsadlari: institut jamoasida umumiy madaniyatni rivojlantirish;

institut jamoasining zamonaviy imidjini shakllantirish;

institut jamoasini Institut va uning qadriyatlariga hurmat ruhida tarbiyalash;

ta’lim muassasasi odob-axloqi tushunchasini takomillashtirish va Institutda tashqi ko‘rinish va xulq-atvorga bo‘lgan talablarga oid yagona yondashuvni ishlab chiqishdan iboratdir.

Odob-axloq qoidalarining vazifalari quyidagilardan iborat: huquqbuzarlik va jinoyatchilikning oldini olish;

institut jamoasi orasida odob-axloq qoidalarini buzish bilan bog‘liq bo‘lgan nomaqbul hatti-harakat, jumladan, zo‘ravonlik, shafqatsizlik va hayosizlikni targ‘ib va tashviq qilish, shuningdek, turli salbiy illatlar va milliy mentalitetimizga yot bo‘lgan g‘oya va qarashlar, ekstremizm, separatizm, fundamentalizm va “ommaviy madaniyat”ning ta’sir hamda xurujlaridan himoya qilish;

mazkur nomaqbul xatti-harakatlar sodir etilishining sabab va shart-sharoitlarini aniqlash va ularni bartaraf etish;

Institut jamoasini yuksak huquqiy ong, O‘zbekiston Respublikasining Konstitutsiyasi, qonunlari va boshqa normativ-huquqiy hujjatlariga qat’iy rioya qilish ruhida tarbiyalash;

institut jamoasida fuqarolarning huquqlari, erkinliklari va manfaatlarini doimo hurmat qilish va himoya qilish ko‘nikmasini shakllantirish va yuksaltirish;

institut jamoasida vatanparvarlik, yuksak ma’naviy-axloqiy fazilatlarni shakllantirish va ularni milliy qadriyatlarimizga hurmat ruhida tarbiyalash;

Institutda sog‘lom ijtimoiy-psixologik muhitni shakllantirish va rivojlantirish;

institut jamoasida tashqi ko‘rinishga oid madaniyatni shakllantirish uchun sharoitlar yaratish;

Institutning davlat va jamiyat hayotidagi hamda ta’lim tizimidagi nufuzi, obro‘-e’tiborini asrab-avaylash va yanada oshirish.

3-modda. Qoidalarning amal qilish doirasi

Ushbu Qoidalar Institutning barcha xodim va talabalariga nisbatan tatbiq etiladi.

2-bob. Odob-axloq qoidalarining prinsiplari

4-modda. Institut xodim va talabalari xulq-atvorining asosiy prinsiplari

Mazkur qoidalar qonuniylik, fuqarolarning huquqlari, erkinliklari va qonuniy manfaatlarining ustuvorligi, vatanparvarlik, xizmat va o‘qish burchiga sodiqlik, adolat, halollik va xolislik, samaradorlik va tejamkorlik prinsiplariga asoslanadi.

5-modda. Qonuniylik prinsipi

Institut jamoasi O‘zbekiston Respublikasi qonunchiligiga so‘zsiz rioya qiladilar hamda o‘z xizmat va o‘qish majburiyatlarini lavozim yo‘riqnomalari, mehnat shartnomalari, ushbu Odob-axloq qoidalari, Institut Ichki tartib qoidalari hamda ta’limga oid boshqa me’yoriy hujjatlarga muvofiq bajaradilar.

6-modda. Fuqarolarning huquqlari, erkinliklari va qonuniy manfaatlarining ustuvorligi prinsipi

Fuqarolarning huquqlari, erkinliklari va qonuniy manfaatlari Institutning oliy qadriyati hisoblanadi. Institut jamoasi fuqarolarning huquqlari, erkinliklari va qonuniy

manfaatlari buzilishiga yo‘l qo‘ymaydilar va bunday buzilishlar ro‘y bergan hollarda ularni tiklashga ko‘maklashadilar.

7-modda. Vatanparvarlik, xizmat va o‘qish burchiga sodiqlik prinsipi

Institut jamoasi o‘z o‘qish va xizmat faoliyatlarini ma’naviy-axloqiy qadriyatlar, Vatanga sadoqat, xizmat va o‘qish burchiga sodiqlik asosida jamiyatning Institutga bo‘lgan talabi va ishonchini ifodalagan holda amalga oshiradilar. xodim va talabalar o‘z o‘qish va xizmat burchlarini o‘zaro xayrixohlik, o‘z manfaatlari va mafkuraviy qarashlaridan qat’iy nazar lozim darajada bajaradilar.

8-modda. Adolat, halollik va xolislik prinsipi

Institut jamoasi o‘z xizmat va o‘qish faoliyatlarini amalga oshirishda adolatli, halol va xolis bo‘lishlari hamda Institutga, unga tegishli bo‘lgan saytlar va ijtimoiy tarmoqlarga murojaat qilgan barcha yuridik va jismoniy shaxslarga nisbatan ushbu prinsip talablari asosida munosabatda bo‘lishlari shart.

9-modda. Samaradorlik va tejamkorlik prinsipi

Institut jamoasi o‘z faoliyati samaradorligini innovatsion texnologiyalarni tatbiq etish va boshqa yo‘llar bilan doimiy ravishda oshirib boradilar.

Institut jamoasi, o‘z navbatida Institutning mulkiga, o‘zining va boshqa shaxslarning vaqtiga mas’uliyat va ehtiyotkorlik bilan yondashadilar.

3-bob. Korrupsiyaga qarshi kurashish

10-modda. Korrupsiyaning har qanday shakl va ko‘rinishini qabul qilmaslik

Institut jamoasi korrupsiyaning har qanday shakli va ko‘rinishini qabul qilmaydilar va uning biror-bir tarzda namoyon bo‘lishiga qarshi hamjihatlikda qonuniy choralarni ko‘radilar.

Institut jamoasi korrupsiyaga qarshi kurashishlari va uning profilaktikasiga faol ko‘maklashishlari, o‘z faoliyatlarini oshkora va adolatli amalga oshirishlari, yuqori axloqiy qadriyatlar va prinsiplarga sodiq qolgan holda qonun ustuvorligiga qat’iy rioya etishlari shart.

4-bob. Institut jamoasi yurish-turish va rasmiy muloqotiga oid talablar

11-modda. Institutda kiyinish va tashqi ko‘rinishga oid qoidalar

Institut jamoasi o‘z o‘qish va kasbiga mos bo‘lgan zamonaviy kiyimda bo‘lishlari lozim.

Institut xodimi va talabasi xotin-qizlar diqqatni tortadigan, xususan, tanani shaffof ko‘rsatib turadigan, yelka, ko‘krak va qorin, tizzadan yuqori qismlari ochiq qoladigan hamda haddan ziyod tor kiyimda, shuningdek, quloqchinlar, quloq va barmoqlardan tashqari tananing turli qismlariga turli zirak yoki metall buyumlar bilan, tanasining ko‘rinib turadigan qismida pirsing yoki tatuirovkada Institutga kelishlari mumkin emas.

Talaba-qizlar Institutga och rangli va yorqin rangda bo‘lmagan bluzkalarda, tizzani yopib turadigan yubka yoki odmi kostyum va to‘q rangdagi poyabzalda kelishlari tavsiya etiladi, shuningdek, o‘zlari bilan zaruriy o‘quv vositalarini olib kelishlari shart.

Institut xodimi va talabasi bo‘lgan erkaklar oq, havorang, och jigar rang yoki och kulrang ko‘ylakda, klassik uslubdagi shim yoki odmi kostyum, galstukda va to‘q rangdagi poyabzalda kelishlari tavsiya etiladi. Bunda, talabalar o‘zlari bilan zaruriy o‘quv vositalarini olib kelishlari shart.

Xodimlar va talabalarning tashqi qiyofasi va kiyimlari ozoda, pokiza bo‘lishi lozim.

12-modda. Majlis va yig‘inlarda ishtirok etish

Institut jamoasi turli tadbirlar (majlislar, tantanali yig‘ilishlar, uchrashuvlar, bayramlar)dagi ishtiroki jarayonida so‘zga chiquvchilarga nisbatan hurmat bilan munosabatda bo‘lishlari, tadbir davomida tinchlik va osoyishtalikni saqlashlari shart bo‘lib, raislik qiluvchi va moderatorning ruxsatisiz luqma tashlash va so‘zga chiqish mumkin emas. Zarurat tug‘ilganda nutqlar o‘rtasida majlislar zalidan chiqib-kirish mumkin.

13-modda. Binolarda yurish-turish qoidalariga amal qilish

Binolarga kirish va chiqish joylarida, shuningdek, yo‘laklarda talabalar xodimlarni, erkaklar ayollarni, yoshlar esa kattalarni o‘zlaridan oldin o‘tkazib yuborishlari lozim.

Institut jamoasi Institut hududida yo‘lning o‘ng tomonidan yurishlari, shuningdek, yo‘lak va xollarda mobil aloqa vositalari orqali baland ovozda gaplashmasliklari kerak. Bir-birlariga duch kelganda salomlashishlari, bunda: talabalar xodimlarga, yoshlar kattalarga birinchi bo‘lib salom berishlari tavsiya etiladi.

14-modda. Institut jamoasining rasmiy muloqot me’yorlari

Institut jamoasi tashkilot va muassasalar, ommaviy axborot vositalari hamda fuqarolar bilan o‘zaro munosabatga kirishganda quyidagi rasmiy muloqot me’yor va qoidalariga amal qilishlari kerak:

o‘z harakatlarini Institut manfaatlarini ko‘zlab amalga oshirish, uning imijini saqlash va oshirish, Institut, uning xodimlari va talabalari nomi va manfaatlariga ziyon yetkazadigan harakatlarni amalga oshirmaslik, shuningdek, ular bilan muloqot qilganda hamda ijtimoiy tarmoqlardagi yozishmalarida o‘zlarining namunali xulq-atvori bilan Institut haqida yuksak ijobiy taassurot uyg‘otish;

Institut, uning Institut jamoasi haqida haqiqatga to‘g‘ri kelmaydigan yoki noto‘g‘ri talqin qilingan, noto‘g‘ri talqin qilish uchun imkon beradigan ma’lumotlarni tarqatmaslik, bunday ma’lumotlar tarqalishiga yo‘l qo‘ymaslik, shuningdek, jamoat oldida va ijtimoiy tarmoqlarda bu mavzuda chiqishlar qilmaslik;

Institut jamoasining roziligisiz ularning shaxsiy hayotiga oid ma’lumotlarni oshkor qilmaslik;

Institut jamoasi haqida ularning kasbiy va o‘quv faoliyatiga oid bo‘lmagan ma’lumotlarni aniqlashtirmaslik;

xizmat axborotlarini taqdim etish qoidalariga amal qilish;

so‘ralgan axborotni yetarlilik (haddan tashqari qisqa shu bilan birga o‘ta keragidan ortiq) va ishonchlilik (qayta tekshirishni talab qilmaydigan) talablariga muvofiq holda taqdim etish;

o‘z xizmat vazifalarini bajarish jarayonida olingan ma’lumotlardan maqsadga muvofiq bo‘lmagan tarzda foydalanmaslik, shuningdek, ularni Institut rahbariyati ruxsatisiz tarqatmaslik;

Institut jamoasining ta’lim jarayonidagi faoliyati va kasbiy harakatlarini asossiz tanqid qilmaslik, jamoat oldida chiqishlar, shunindek, ommaviy axborot vositalari va turli xil ijtimoiy tarmoqlarda davlat hokimiyati va boshqaruvi organlari va Institut faoliyati, uning xodimlari harakatlarini haqiqatga to‘g‘ri kelmaydigan, asossiz va aniq dalillarga asoslanmagan holda muhokama qilmaslik va ular haqida baho berib, fikr-mulohazalar bildirmaslik.

15-modda. Ish va o‘qish vaqtiga rioya qilish

Institut jamoasi dars mashg‘ulotlari va ishga o‘z vaqtida kelishlari, mehnat hamda o‘qish intizomiga rioya qilishlari shart.

16-modda. Institutda g‘ayriaxloqiy va nojo‘ya xatti-harakatlarni sodir etishga yo‘l qo‘yilmasligi

Talabalarning o‘qishiga, xodimning esa Institutda mehnat faoliyatini yuritishiga to‘sqinlik qiladigan quyidagi g‘ayriaxloqiy va nojo‘ya xatti-harakatlarni sodir etishi qat’iyan taqiqlanadi:

har qanday huquqbuzarlik yoki jinoyat sodir etish, jumladan, tuhmat qilish, haqoratlash; giyohvand moddalar, psixotrop vositalar va ularning analoglari, alkogol va tamaki mahsulotlarini iste’mol qilish va tarqatish; tinchlik yoki osoyishtalikka qarshi tajovuz qilish, janjallashish, qimor va tavakkalchilikka asoslangan boshqa o‘yinlar o‘ynash;

Institutga moddiy va uning ishchanlik obro‘siga salbiy ta’sir etuvchi ma’naviy zarar yetkazish;

Institut jamoasiga jismoniy, ma’naviy yoki moddiy zarar yetkazish;

Institut atrof-muhitini har qanday ko‘rinishda ifloslantirish;

Institut binolari va hovlisida, shuningdek, Institut binolariga tutashgan hududda spirtli ichimliklar ichish va tamaki yoxud boshqa turdagi mahsulotlarni chekish hamda mast holda bo‘lish, tashqi ko‘rinishga va ushbu qoidalarda belgilangan qoidalarga zid

ravishda soch-soqoli o‘sgan, to‘zg‘igan va kiyinish talablariga rioya qilmagan holda kelish;

Institutga tegishli kompyuterlarda Institutga tegishli bo‘lmagan ma’lumotlarni, shuningdek, turli kinofilmlar, noqonuniy ma’lumotlar, behayo surat va filmlar, milliy, irqiy, etnik, diniy adovatni targ‘ib qiluvchi, ekstremistik, separatistik va fundamentalistik kayfiyatdagi har qanday materiallarni tayyorlash, ko‘rish, saqlash, tarqatish va ularga da’vat etish;

o‘quv mashg‘ulotlari va ishga hamda xodim va talabalarning osoyishtaligiga xalaqit beradigan xatti-harakatlar sodir etish (radiouzatgich, televizor, mulьtimedia va ovoz chiqaruvchi moslamalardan maqsadsiz foydalanish);

umumbashariy va milliy qadriyatlarga xos bo‘lmagan yoki Institut, uning xodimlari nufuziga putur yetkazadigan materiallarni Internet tarmog‘i va boshqa ijtimoiy tarmoqlarga joylashtirish yoki ulardan turli nomuvofiq maqsadlarda foydalanish.

Institut jamoasi tomonidan Institutning ishchanlik obro‘si, qadr-qimmati va nufuzini tushiradigan, ta’lim jarayonining ma’naviy buzilishiga olib keladigan agressiya, odamlarning sha’ni va qadr-qimmatini kamsitadigan, zo‘rlash va vahshiylik, vandalizm, millatlararo nizo qo‘zg‘atadigan, diniy yo‘nalishdagi, terrorizm, ekstremizm, va fundamentalizm, shuningdek, behayo va ishqiy sahnalarni namoyon qiladigan fotosuratlar, video va audioyozuvlardan foydalanish va ularning tarqatilishiga yo‘l qo‘yilmaydi.

Shuningdek, davlat hokimiyati va boshqaruvi organlari hamda Institut faoliyati, uning xodimlari hamda talabalari sha’ni va qadr qimmati hamda ishchanlik obro‘siga salbiy ta’sir qiluvchi haqiqatga to‘g‘ri kelmaydigan, asossiz va tekshirilgan dalillarga asoslanmagan turli xil ko‘rinishdagi ma’lumot, fikr, mulohaza va munosabatlarni Internet, ijtimoiy tarmoqlar, shuningdek, boshqa ommaviy axborot manbalarida, tarqatuvchilarda, tashuvchilarda paydo bo‘lishi (oshkor etilishi) hamda shunday ma’lumotlarga ijobiy munosabat bildirish (“layk” bosish, repost qilish) mazkur talaba

va doktorantning o‘qishiga, xodimning esa Institutda mehnat faoliyatini yuritishiga to‘sqinlik qiladigan g‘ayriaxloqiy va nojo‘ya xatti-harakat hisoblanadi.

5-bob. Institut rahbariyatining odob-axloqqa oid majburiyatlari va kasbiy faoliyatda manfaatlar to‘qnashuviga yo‘l qo‘ymaslikka oid tartiblar

17-modda. Rahbarning majburiyatlari

Rahbariyat hamda tarkibiy bo‘linma rahbarlari (keyingi o‘rinlarda – rahbar) o‘ziga bo‘ysunuvchi xodimlarga nisbatan yuqori professionallik, xolislik, soflik va adolatda o‘rnak bo‘lishi, Institut yoxud uning tarkibiy bo‘linmasida ijobiy, ma’naviy-psixologik muhit shakllanishiga ko‘maklashishi lozim. Rahbar bo‘ysunuvchi xodimlardan ularning xizmat vazifalari doirasidan chiquvchi topshiriqlarni bajarishini talab qilmasligi, shuningdek, qonunga xilof xatti-harakatlarni sodir etishga undamasligi kerak. Rahbar o‘z faoliyatida:

kadrlarni qarindoshlik, hamshaharlik yoki shaxsiy sadoqat belgilari bo‘yicha tanlash va joy-joyiga qo‘yish va mehnat munosabatlarida kamsitish holatlariga yo‘l qo‘ymasligi;

guruhbozlik, mahalliychilik, favoritizmga, shuningdek, o‘z xizmat vazifalarini bajarish jarayonida boshqa salbiy omillarning kelib chiqishiga yo‘l qo‘ymasligi;

qo‘pollik qilmasligi, odamlarning sha’ni va qadr-qimmatini kamsitmasligi, ularga psixologik va jismoniy ta’sir ko‘rsatmasligi; manfaatlar to‘qnashuvining oldini olish va ularni tartibga solish yuzasidan o‘z vaqtida chora-tadbirlar ko‘rishi;

korrupsiyaning oldini olish choralarini ko‘rishi;

xodimlarning kasbiy va intellektual jihatdan rivojlanishlari uchun qulay ish joyi, zamonaviy компьyuterlar, internet tarmog‘i, kutubxona fondi va axborot resurslaridan erkin foydalanishlari, hordiq chiqarishlari, dam olishlari, jismonan chiniqishlari uchun barcha sharoitlarni ichki imkoniyatlardan kelib chiqib yaratib berishi;

xodimlar faoliyatini samarali tashkil etib, o‘ziga ishonib topshirilgan mulkka va moliyaviy mablag‘larga ehtiyotkorlik va tejamkorlik bilan munosabatda bo‘lishi shart.

Rahbar qo‘l ostidagi xodimlarning mehnat intizomiga rioya qilishlarini talab qilishi va uni ta’minlashga mas’uldir.

6-bob. Institut jamoasining o‘zaro munosabatlariga oid talablar

18-modda. Institut jamoasining o‘zaro munosabatlari

Institut jamoasining o‘zaro munosabatlari milliy qadriyat va an’analar, yagona jamoaviy muhit, o‘zaro hurmat va e’tibor, do‘stlik, hamjihatlik, halollik va adolat tamoyillariga asoslanishi lozim.

Institut jamoasining o‘zaro munosabatlarida inson qadr-qimmatiga hurmatsizlik, shaxsiyatni kamsitish, o‘zganing intellektual mulkini o‘zlashtirib olish, qo‘pollik, behayo so‘zlar ishlatish, mushtlashish qat’iyan man etiladi.

Pedagog xodimlar tomonidan talabalarga nisbatan o‘quv va tarbiya jarayonidagi yuqori talabchanlik ularning shaxsini hurmat qilish bilan birgalikda amalga oshirilishi kerak.

19-modda. Pedagog xodim va talabalarning auditoriyadagi va undan tashqaridagi o‘zaro munosabatlari

Pedagog xodim auditoriyaga kirganida, barcha talabalar o‘rinlaridan turib hurmatlarini bildirgan holda kutib olishlari, so‘ngra pedagog xodim salomlashib, o‘tirishga ruxsat bergach, o‘z joylarini egallashlari kerak. Pedagog xodim darsini tugatib, auditoriyadan chiqib ketayotganda ham talabalar o‘rinlaridan turib, kuzatib qo‘yishlari lozim.

Pedagog xodimlar o‘quv jarayoni va boshqa holatlarda ham talabalarning shaxsini hurmat qilishi, ular bilan munosabatda ochiqlik va xayrixohlik tamoyillariga amal qilish, talabalarga ta’lim berish jarayonida o‘z vazifalarini beg‘araz amalga oshirishi, talabaga munosabatda ularni kamsitish, qo‘pol so‘z ishlatish, o‘zini yuqori tutish va tanish-bilishchilik kabi yondashuv shakllarini mutlaqo qo‘llamaslik, ularga nisbatan doimo haqqoniy munosabatda va xolis bo‘lishlari shart.

Pedagog xodimlar talabalarga ularni qiziqtirgan fan yoki o‘quv kursiga oid masalalar yuzasidan dars jarayonidan tashqari vaqtlarda bergan savollariga ham axloq me’yorlariga amal qilgan holda javob qaytarishlari va ularni fanga bo‘lgan qiziqish va ishtiyoqlarini oshirish choralarini ko‘rishlari zarur.

20-modda. Akademik ta’qib va tazyiqqa yo‘l qo‘yilmasligi

Institut hayotida rahbariyat yoki pedagog xodim tomonidan talabalarni ularning roziligisiz muayyan ishlarga jalb etganlik, haq to‘lamasdan ularning mehnat kuchidan foydalanish (Institut va unga biriktirilgan boshqa hududda O‘zbekiston Respublikasi Prezidenti yoki Vazirlar Mahkamasining tegishli qarori bilan xavfsizlik standartlariga qat’iy rioya qilingan holda ixtiyoriy shanbalik va boshqa turdagi tadbirlar tashkil etilgan hollar bundan mustasno) maqsadida ularga murojaat etilganida, talabalar tomonidan bunday so‘rovga rad javobining berilishi pedagog xodim tomonidan kelgusida ularga dars mashg‘ulotida past baho qo‘yish yoki boshqa turdagi tazyiq va ta’qib (academic harassment) qilish bilan bog‘liq munosabat ko‘rsatilishiga imkon bermaydi va bunday ta’qib qattiq qoralanadi.

21-modda. Uyali aloqa vositalaridan foydalanish

Dars mashg‘ulotlari vaqtida uyali aloqa vositalaridan foydalanish barcha uchun qat’iyan taqiqlanadi. Uyali aloqa vositalaridan foydalanishga zarur va uzrli holatlarda pedagog xodimning ruxsati bilangina ruxsat etilishi mumkin.

22-modda. Dars mashg‘ulotida ishtirok etish

Talabalarning darsga kech qolib kelishlariga yo‘l qo‘yilmaydi. Lekin uzrli sababga ko‘ra darsga kech qolgan talaba uzr so‘rab, pedagog xodimning ijozati bilan auditoriyaga kirib o‘z joyini egallashi mumkin.

Pedagog xodim dars mashg‘ulotlariga o‘zining nojo‘ya harakatlari bilan xalaqit berayotgan talabani yuzaga kelgan vaziyat haqida fakultet dekanini (u o‘z o‘rnida bo‘lmaganda dekan o‘rinbosarini) xabardor qilgan holda darsdan chetlatishi mumkin.

23-modda. Dars mashg‘ulotidan tashqari vaqtda muloqot qilish

Talaba uchun pedagog xodim bilan dars mashg‘ulotlaridan tashqari vaqtda muloqot qilish zarurati bo‘lsa, u holda muloqot:

maslahat soatlari, mustaqil ish yoki o‘zaro kelishuv bo‘yicha belgilangan vaqtda amalga oshirilishi mumkin; talaba o‘zi muloqot qilmoqchi bo‘lgan pedagog xodimning lavozimi, ismi, otasining ismi va familiyasini bilishi maqsadga muvofiq.

Asoslangan jiddiy sabablar (qo‘pollik, tamagirlik, dars sifatining pastligi, pedagog xodimning aybi bilan mashg‘ulotlar o‘tkazilishidagi muntazam uzilish hollarini isbotlovchi dalillar va b.) hamda guruh (kurs)ning yakdil fikri mavjud bo‘lgan holatlarda talabalar pedagog xodimni almashtirish haqida iltimos bilan fakultet dekaniga murojaat qilishlari mumkin.

24-modda. Subordinatsiya

Rahbar xodimlarga Institut jamoasi tomonidan biron-bir masala yuzasidan vujudga kelgan holatlar bo‘yicha murojaat qilinishi muayyan tartib (subordinatsiya tamoyili), ya’ni munosabat bildirishdagi rahbariyat bo‘g‘inlariga bosqichma-bosqich chiqish asosida tashkil etiladi. Institut rektoriga talabalarning to‘g‘ridan-to‘g‘ri murojaat qilish holatlari bundan mustasno.

25-modda. Tashabbus va faollik

Institut jamoasining Institutda ma’naviy-axloqiy muhitni yanada yaxshilash, ta’lim sifatini oshirish, innovatsion g‘oyalardan samarali foydalanish, turli xil manfaatli tadbirlar uyushtirish bo‘yicha tashabbus va g‘oyalari rag‘batlantiriladi.

7-bob. Institut jamoasining odob-axloqqa oid majburiyatlari

26-modda. Odob-axloqqa oid majburiyatlar

Institutga o‘qishga, ishga kirayotgan shaxslar mazkur Odob-axloq qoidalari bilan yozma ravishda (imzo chektirib) tanishtiriladilar.

Institut jamoasi: qonun hujjatlari va mazkur Odob-axloq qoidalari talablariga rioya etishga; doimo yuksaklikka intilish, halollik va adolat bilan hayot kechirish kabi olijanob fazilatlarni chuqur anglashga; odob-axloqqa oid milliy an’analarimiz, urf-odat va qadriyatlarimizni hurmat qilishga; o‘z ustilarida doimiy ravishda ishlash va qabul qilinayotgan qonun hujjatlarini muntazam ravishda o‘rganib borishga;

o‘z vazifalarini vijdonan, professional darajada amalga oshirishga;

Institut obro‘-e’tibori va nufuziga dog‘ tushiradigan har qanday harakatlarni sodir etishdan o‘zini tiyishga;

Institut to‘g‘risidagi axborotlardan uning manfaatlari va ishchanlik obro‘siga ziyon yetkazish maqsadida foydalanmaslikka;

Institut mulkiga ehtiyotkorlik bilan munosabatda bo‘lish (ko‘char va ko‘chmas mulk, o‘simlik va hayvonot dunyosiga va b.), shu jumladan, xizmat vazifasini bajarish uchun berilgan moddiy texnika vositalaridan to‘g‘ri va tejamkorona foydalanishga; elektr energiyasi va suvni tejamkorona ishlatishga; biron-bir noxush voqea yoki hodisa ro‘y bersa, u haqda zudlik bilan Institut rahbariyatiga xabar berishga; belgilangan cheklovlar va taqiqlarga rioya qilish, o‘z vazifalarini og‘ishmay bajarishga, Institut jamoasining shaxsiy va oilaviy muammolarini muhokama qilmaslikka, hech bir shaxs haqida jinsi, irqi, millati, tili, diniy e’tiqodi, ijtimoiy kelib chiqishi va lavozimi haqida hamda boshqa xususiyatlaridan qat’i nazar noto‘g‘ri fikr yuritmaslikka va uni kamsitmaslikka; Institut jamoasi, shuningdek, boshqa shaxslar haqida turli ig‘vo, fitna, g‘iybat va bo‘htonlar uyushtirmaslikka va tarqatmaslikka;

Institut ishchanlik obro‘si yoki nufuziga putur yetkazadigan nizoli vaziyatlarga yo‘l qo‘ymaslikka; xodim va talabaning mehnat va o‘quv jarayonidagi sa’y-harakatlariga qasddan ziyon yetkazmaslikka;

davlat organlari va mansabdor shaxslarning, shuningdek, Institut rahbariyatining o‘z vakolatlari doirasida qabul qilgan (bergan) qarorlarini (topshiriqlarini) o‘z vaqtida va sifatli bajarishga;

shaxsiy foydasi hamda o‘zgalar manfaatini ko‘zlab o‘z mavqeini suiiste’mol qilmaslikka;

haqiqatni gapirishga, rahbarlar va boshqa xodimlarni chalg‘itmaslikka; mutasaddi xodimlarning ruxsatisiz turli reklama vositalarini o‘rnatmaslikka;

kasbiy faoliyati davomida o‘zlariga ma’lum bo‘lgan, ularning oshkor etilganligi uchun qonun hujjatlarida belgilangan tartibda javob beriladigan axborotning saqlanishi va maxfiyligini ta’minlash yuzasidan barcha choralarni ko‘rishga;

sog‘lom turmush tarzini yuritish va atrofdagilarning sog‘lig‘ini saqlashga g‘amxo‘rlik qilish, estetik va ekologik madaniyatning oshishiga ko‘maklashishga;

tanqidiy mulohazalarni bildirishga va ob’ektiv qaror qabul qilishga, o‘z xato va kamchiliklarini anglash va bartaraf etishga;

moddiy jihatdan yaxshi ta’minlanganligini turli yo‘llar bilan ataylab ko‘z-ko‘z qilmaslikka;

Axborot-resurs markazi xodimlari bilan xushmuomala bo‘lishga, kitoblar va jihozlarga ehtiyotkorona munosabatda bo‘lishga, u yerda uyali aloqa vositalarini o‘chirib qo‘yish yoki ovozsiz rejimga qo‘yishga, baland ovozda so‘zlashmaslik va atrofdagilarga xalaqit bermaslikka, oziq-ovqat iste’mol qilmaslik, qog‘oz, saqich va boshqa chiqindilarni qoldirib ketmaslikka, kitoblarni olish va topshirish tartib-qoidalariga rioya qilishga; sport majmuasiga sport kiyimi va poyabzalida kirishga; sport inventarlariga nisbatan ehtiyotkorona munosabatda bo‘lishga; mashg‘ulotlardan keyin sport inventarlarini belgilangan joylarga qayta topshirishga;

sport majmuasining belgilangan tartib-qoidalariga rioya qilishga;

Institut auditoriyalari, binolari va binolarga tutashgan hududda tozalikni saqlashga; hududni ifloslantirmaslik, chiqindilarni joylarda qo‘yilgan maxsus qutilarga tashlashga; shaxsiy avtomobilni taqiqlangan joyda qoldirmaslik, yo‘l harakati qoidalarini buzmaslik va mensimaslikka (beparvo bo‘lish), shuningdek, transport vositalaridan foydalanishda xavf-xatar yaratmaslikka; ish (o‘qish)dan tashqari vaqtda umumiy qabul qilingan odob-axloq normalariga rioya etishlari, g‘ayriijtimoiy xatti-harakatlarga yo‘l qo‘ymaslikka majbur.

27-modda. Odob-axloqqa oid qo‘shimcha talablar

Talabalar:

nutq madaniyatini doimiy takomillashtirib borishga;

talabalarning o‘z-o‘zini boshqarish tizimini faol qo‘llab-quvvatlash va mustahkamlash, ijodiy faoliyatni rivojlantirish va jamoaviy madaniyatni o‘stirishga;

pedagog xodim bilan boshqa talabalarning bahosini muhokama qilmaslikka;

yozma ishlarni himoya qilish va reyting nazoratiga doir tartib-qoidani bajarish vaqtida chetdan yordam olmaslik, o‘zgalarga yordam ko‘rsatmaslikka;

boshqa shaxslar tomonidan tayyorlangan topshiriqlar yoki yozma ishlarni o‘z nomidan topshirmaslikka;

mashg‘ulotlarni sababsiz o‘tkazib yubormaslikka va darslarga sababsiz kechikib kelmaslikka;

o‘quv mashg‘ulotlari vaqtida Institut hududida behuda yurmaslikka;

dars mashg‘ulotlari o‘tilayotgan vaqtda fakultet dekanlari, magistratura bo‘limi boshlig‘ining ruxsatisiz Institut hududidan ketib qolmaslikka;

xodim, talaba yoki doktorant bilan nizoli vaziyat yuzaga kelganda o‘z hissiyotlarini jilovlashga va mazkur vaziyatni ko‘rib chiqish bo‘yicha tegishli bo‘linma va xodimlarga (murabbiy (tyutor), dekan, O‘zbekiston yoshlar ittifoqi boshlang‘ich tashkiloti, Ma’naviyat va ma’rifat markazi) murojaat qilishga;

o‘quv jarayonida faol, e’tiborli bo‘lishga va pedagog xodimning ko‘rsatmalariga qat’iy rioya qilishga;

dars vaqtida gaplashmaslik hamda dars mashg‘ulotiga taalluqli bo‘lmagan ishlar bilan shug‘ullanmaslikka;

jihozlarga ehtiyotkorona munosabatda bo‘lish, stol va stullarga yozmaslikka; qog‘oz, saqich va boshqa keraksiz narsalarni auditoriyada qoldirib ketmaslikka;

mashg‘ulotlar davomida ovqatlanmaslik, saqich chaynamaslikka, shuningdek, shaxsiy kompyuter va boshqa kommunikatsiya vositalaridan faqat pedagog xodim ruxsati bilan foydalanishga; pedagog xodimga mashg‘ulotlar vaqtida savol yoki iltimos bilan qo‘l ko‘targan holda va ruxsat berilganidan so‘ng murojaat qilishga;

umumiy ovqatlanish joylarida taomlarga buyurtma berish va olishda navbat tartibiga hamda belgilangan qoidalarga rioya qilishga;

Talabalar turar joyi Ichki tartib qoidasiga qat’iy rioya qilishga;

Xodimlar:

o‘z xizmat joyidagi tartib-intizomga va Institut ichki tartib qoidalariga rioya qilishga;

ta’tildan oldin yoki mehnat shartnomasi bekor qilinganda o‘z xizmat joyini talabga javob beradigan holatda qoldirishga, o‘z zimmasidagi orgtexnika vositalari va boshqa materiallarni, o‘ziga topshirilgan, lekin hali yakunlanmagan vazifalarni boshqa shaxsga topshirmaslikka;

telefon orqali muloqot qilishda muomala madaniyati va axborot taqdim etish qoidasiga rioya qilishga (jumladan, suhbatni eng avval rasmiy tarzda salomlashishdan boshlab, so‘ng o‘z xizmat muassasasi, lavozimi hamda familiyasi, ismi, sharifini aytib, maqsadga o‘tish lozim, taqdim etilayotgan axborot maksimal qisqa, lo‘nda va aniq bo‘lishi kerak, so‘ralayotgan ma’lumot suhbat jarayonida izlanishi tufayli telefon tarmog‘ini band qilishga yo‘l qo‘yilmaydi, zarurat bo‘lsa, qayta qo‘ng‘iroqni amalga oshirish mumkin); yoshlarni vatanparvarlik ruhida tarbiyalashga;

yoshlar orasida sog‘lom turmush tarzini qaror toptirish, ularni ichkilikbozlik va giyohvandlik illatlaridan, boshqa turli halokatli tahdidlar hamda biz uchun yot bo‘lgan ekstremistik ta’sirlardan, “ommaviy madaniyat” xurujlaridan ogoh etib borishga; ta’lim oluvchilarni ma’naviy-axloqiy tarbiyalashda va ma’rifiy ishlarning samarali shakl hamda uslublarini ishlab chiqishga ko‘maklashishga; o‘z xizmat vazifalarini vijdonan bajarishga shubha tug‘diradigan xatti-harakatlarni qilmaslikka, talabalar bilan o‘z hamkasblarini kasbiy va shaxsiy kamchiliklarini muhokama qilmaslikka; talabalarni asossiz o‘quv mashg‘ulotlaridan chiqarib yubormaslikka, shuningdek, talabaga Institut talabalar safidan chetlashtirish (kursdan kursga qoldirish) yoki talabaning majburan o‘qishdan voz kechishiga undash bilan qo‘rqitmaslikka, uning asossiz talabalar safidan chetlashtirilishiga (kursdan-kursga qoldirilishiga) olib kelmaslikka;

akademik guruhda (kursda) talabalar xulqining umumiy madaniy holati haqida fakulьtet dekanlariga kerak bo‘lgan hollarda ta’sir choralari ko‘rish lozimligi yuzasidan yozma ma’lumot taqdim etish kabi talablarni bajaradilar.

8-bob. Rag‘batlantirish va chora ko‘rish tartibi

28-modda. Xodim va talabalarni rag‘batlantirish

O‘quv yili davomida mazkur Odob-axloq qoidalariga to‘la rioya qilgan, Institutda yuksak ma’naviy-axloqiy muhitning yanada qaror topishi va mustahkamlanishiga o‘z hissasini qo‘shgan xodim va talabalar rahbariyat, fakultet dekanlari, kafedra mudirlari va boshqa tarkibiy bo‘linma rahbarlari tavsiyasiga binoan belgilangan tartibda moddiy yoki ma’naviy rag‘batlantirilishlari mumkin.

29-modda. Odob-axloq qoidalariga rioya qilishning attestatsiya va boshqa jarayonlar uchun ahamiyati

Xodimlar tomonidan mazkur Odob-axloq qoidalariga rioya etilishi attestatsiyalar o‘tkazishda, yuqori va boshqa lavozimlarga tayinlash (karyeraviy o‘sish) uchun kadrlar zaxirasini shakllantirishda hisobga olinadi.

30-modda. Odob-axloq qoidalari qoidalarini buzganlik uchun javobgarlik

Institut xodim va talabalari tomonidan mazkur Odob-axloq qoidalarining buzilishi uni belgilangan tartibda javobgarlikka tortishga asos bo‘lib xizmat qiladi.

31-modda. Odob-axloq qoidalari va ichki tartib-qoidalarning o‘zaro munosabati

Institut jamoasi mazkur Odob-axloq qoidalarini buzganida, ularga nisbatan Institut Ichki tartib qoidalarining VI bobida (Mehnat va o‘q intizomini buzganlik uchun javobgarlik) qayd etilgan choralar qo‘llaniladi.

9-bob. Odob-axloq komissiyasi faoliyatini tashkil etish

32-modda. Odob-axloq komissiyasi

Mazkur Odob-axloq qoidalari normalarining Institut jamoasi tomonidan buzilishiga oid masalalar, qoida tariqasida, Odob-axloq komissiyasi tomonidan ko‘rib chiqilishi mumkin.

Shuningdek, Odob-axloq komissiyasi, qoida tariqasida, Institut rektorining ko‘rsatmasi bo‘yicha; xizmat tekshiruvi natijalariga ko‘ra;

o‘z tashabbusi bilan;

Institut Institut jamoasiidan, shuningdek, Institutga aloqa kanallari orqali kelib tushgan axborot asosida ham ushbu turdagi masalalarni ko‘rib chiqishi mumkin.

Odob-axloq komissiyasi kamida 5 kishidan iborat tarkibda tuziladi. Odob-axloq komissiyasining maqsadi, vazifalari, funktsiyalari, huquqlari va uning faoliyatini tashkil etish bilan bog‘liq boshqa masalalar Institut rektori tomonidan tasdiqlangan Odob-axloq komissiyasi to‘g‘risidagi nizomda belgilanadi.

33-modda. Odob-axloq komissiyasi xulosasi

Odob-axloq Odob-axloq qoidalarining buzilishi holatlarini Odob-axloq komissiyasi tomonidan ko‘rib chiqish natijalari bo‘yicha intizomiy yoki boshqa

tarzdagi qoida buzilishlarining mavjudligi (mavjud emasligi) to‘g‘risida xulosa chiqariladi. Ayni vaqtda Institut rektoriga ko‘rib chiqishi uchun qoidabuzar xodim, talaba va doktorantni javobgarlikka tortish to‘g‘risida taklif kiritiladi. Yo‘l qo‘yilgan qoida buzilishining xususiyatini hisobga olgan holda Odob-axloq komissiyasi xodim, talaba va doktorantga nisbatan Odob-axloq qoidalarining buzilishiga yo‘l qo‘ymaslik to‘g‘risidagi ogohlantirish bilan cheklanishi mumkin.

Odob-axloq qoidalariga rioya etmagan xodim, talaba va doktorantni intizomiy javobgarlikka tortish bo‘yicha buyruq loyihasi fakultet dekanlari va magistratura bo‘limi (talabalarga nisbatan), kadrlar bo‘limi (xodimlar va doktorantlarga nisbatan) tomonidan tayyorlanadi.

Institut jamoasi o‘zlari yo‘l qo‘ygan qoida buzilishi, qoida buzilishining ko‘rib chiqilishi jarayoni haqida axborotni olish va o‘zini himoya qilish uchun dalillarni taqdim etish, shuningdek, Institut qarorlari yuzasidan belgilangan tartibda shikoyat qilish huquqiga egadirlar.

10-bob. Yakuniy qoida

34-modda. Odob-axloq qoidalarining kuchga kirishi hamda unga o‘zgartish va qo‘shimchalar kiritish

Mazkur Odob-axloq qoidalari Institut Kengashi tomonidan tasdiqlanganidan so‘ng kuchga kiradi va unga o‘zgartish hamda qo‘shimchalar kiritish Institut Kengashi qaroriga binoan amalga oshiriladi.

Ushbu Nizom institut Kengashining 2025-yil 5-sentyabrdagi 1-sonli majlisida ko‘rib chiqilib, tasdiqlandi.

MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATIONS OF THE REPUBLIC OF UZBEKISTAN

INSTITUTE OF SOCIAL AND POLITICAL SCIENCES

NON-STATE HIGHER EDUCATIONAL INSTITUTION

"APPROVED"

Rector of the Institute of Social and Political Sciences

non-state educational institution

_____K. Boboxujayev

"05" 09 _____

CODE OF CONDUCT

TASHKENT-2025

Code of conduct of the Institute of social and political sciences non-state higher educational institution

Chapter 1. General provisions

Article 1. Relations regulated by these rules

These Rules have been developed in accordance with the Law of the Republic of Uzbekistan 'On Education' and other laws and sublegal acts, and regulate relations related to the principles, norms, basic rules of professional conduct, behavior in the educational process and service of faculty members, other employees and students (hereinafter – the Institute community) of the Institute of Social and Political Sciences non-state higher educational institution (hereinafter – the Institute).

Article 2. Purposes and tasks of the Code of Conduct

Purposes of the Code of Conduct: developing a general culture within the Institute community; forming a modern image of the Institute community; educating the Institute community in the spirit of respect for the Institute and its values; improving the concept of educational institution conduct and developing a unified approach to requirements for appearance and behavior at the Institute.

Tasks of the Code of Conduct are as follows: preventing violations and crimes;

protecting the Institute community from unacceptable behavior related to violations of the Code of Conduct, including promoting and advocating violence, cruelty and immodesty, as well as various negative vices and ideas and views alien to our national mentality, extremism, separatism, fundamentalism and 'mass culture' influences and attacks;

identifying the causes and conditions of such unacceptable behavior and eliminating them;

educating the Institute community in the spirit of high legal consciousness, strict compliance with the Constitution of the Republic of Uzbekistan, laws and other regulatory legal acts;

forming and elevating the skill of always respecting and protecting the rights, freedoms and interests of citizens in the Institute community;

forming and educating patriotism and high moral-ethical qualities in the Institute community, instilling in them a spirit of respect for our national values;

forming and developing a healthy socio-psychological environment at the Institute;

creating conditions for forming a culture related to external appearance in the Institute community;

preserving and further increasing the reputation and prestige of the Institute in state and public life and in the education system.

Article 3. Scope of application of the Rules

These Rules apply to all employees and students of the Institute.

Chapter 2. Principles of the code of conduct

Article 4. Basic principles of conduct of institute employees and students

These rules are based on the principles of lawfulness, primacy of citizens' rights, freedoms and legitimate interests, patriotism, loyalty to service and study duty, justice, honesty and impartiality, effectiveness and economy.

Article 5. Principle of lawfulness

The Institute community strictly adheres to the legislation of the Republic of Uzbekistan and performs their service and study obligations in accordance with job descriptions, labor contracts, these Code of Conduct Rules, the Institute Internal Regulations, and other regulatory documents relating to education.

Article 6. Principle of primacy of citizens' rights, freedoms and legitimate interests

The rights, freedoms and legitimate interests of citizens are the supreme value of the Institute. The Institute community does not permit the violation of citizens' rights, freedoms and legitimate interests, and assists in their restoration when such violations occur.

Article 7. Principle of patriotism and loyalty to service and study duty

The Institute community conducts their study and service activities reflecting moral-ethical values, loyalty to the Motherland, and service and study duty in the spirit of society's trust in the Institute. Employees and students fulfill their study and service duties properly toward each other with goodwill, regardless of personal interests and ideological views.

Article 8. Principle of justice, honesty and impartiality

The Institute community must be fair, honest and impartial in conducting their service and study activities, and must treat all legal and natural persons who apply to the Institute, its websites and social networks in accordance with the requirements of this principle.

Article 9. Principle of effectiveness and economy

The Institute community continuously improves the effectiveness of their activities through the application of innovative technologies and other means. The Institute community, in turn, approaches the Institute's property and their own and others' time with responsibility and care.

Chapter 3. combating corruption

Article 10. Intolerance of any form and manifestation of corruption

The Institute community does not accept any form and manifestation of corruption and takes legal measures in solidarity against any of its manifestations. The Institute community must combat corruption and actively assist in its prevention, conduct their activities openly and fairly, remain loyal to high ethical values and principles, and strictly adhere to the rule of law.

Chapter 4. requirements for conduct and official communication of the institute community

Article 11. Rules on dress and external appearance at the Institute

The Institute community must be in modern attire appropriate to their study and profession.

Female Institute employees and students may not come to the Institute in clothing that draws attention — particularly see-through clothing revealing the shoulders, chest and abdomen, and leaving the area above the knees exposed, as well as excessively tight clothing, with earrings, rings, and metal objects on various parts of the body other than the ears and fingers, with piercings or tattoos on visible parts of the body.

Female students are recommended to come to the Institute in blouses that are not light or bright in color, in skirts covering the knees, or in plain suits and dark-colored shoes, and must bring necessary study tools with them.

Male Institute employees and students are recommended to come to the Institute in white, light blue, light brown or light grey shirts, in classic-style trousers or plain suits, with ties, and in dark-colored shoes. In this regard, students must bring necessary study tools with them.

The external appearance and clothing of employees and students must be neat and clean.

Article 12. Participation in meetings and gatherings

Members of the Institute community must treat speakers with respect during various events (meetings, ceremonial gatherings, encounters, holidays), maintain peace and tranquility during the event, and speaking without the permission of the presiding officer and moderator is not permitted. It is permissible to exit and enter the meeting hall during speeches when necessary.

Article 13. Compliance with rules of conduct in buildings

At entrances and exits to buildings and in corridors, students must let employees pass first, men must let women pass, and young people must let their elders pass.

The Institute community must walk on the right side of the road on Institute grounds, and must not speak loudly using mobile communication devices in corridors and halls. When meeting each other, they must greet one another; it is

recommended that students greet employees and young people greet their elders first.

Article 14. Official communication norms of the Institute community

When the Institute community enters into mutual relations with organizations and institutions, mass media and citizens, they must adhere to the following official communication norms and rules:

- Conduct their actions in the interests of the Institute, preserving and enhancing its image, refraining from actions that damage the name and interests of the Institute, its employees and students, and create a highly positive impression about the Institute through their exemplary conduct in communicating with them and in social media correspondence;
- Not spread information about the Institute and its community that does not correspond to the truth, is incorrectly interpreted, or may allow for incorrect interpretation, not permit the spread of such information, and not make statements on this topic in public and on social networks;
- Not disclose information relating to the personal life of Institute community members without their consent;
- Not clarify information about Institute community members unrelated to their professional and study activities;
- Comply with the rules for providing service information;
- Provide requested information in accordance with requirements of sufficiency (not excessively brief, yet not unnecessarily excessive) and reliability (not requiring re-verification);
- Not use information obtained in the process of performing official duties in ways that are not purposeful, and not distribute it without the permission of the Institute administration;
- Not engage in unjustified criticism of the activities and professional actions of the Institute community in educational activities, and not make judgments and express opinions about state power and administration bodies and

Institute activities, the actions of its employees and their honor, dignity and professional reputation that do not correspond to the truth, are unsubstantiated and not based on verified evidence in public statements, mass media and various social networks.

Article 15. Compliance with study and work schedules

The Institute community must come to classroom sessions and work on time and comply with labor and study discipline.

Article 16. Prevention of unethical and improper behavior at the Institute

The following unethical and improper behavior that obstructs students' study and employees' labor activities at the Institute is strictly prohibited:

- Committing any violation or crime, including slander, insult; consuming and distributing narcotic substances, psychotropic means and their analogues, alcoholic beverages and tobacco products; encroaching on peace and tranquility, fighting, engaging in gambling and other risk-based games;
- Causing material and moral damage negatively affecting the Institute and its professional reputation;
- Causing physical, moral or material harm to the Institute community;
- Polluting the Institute environment in any form;
- Drinking alcoholic beverages in Institute buildings and courtyards, as well as in areas adjoining Institute buildings, and smoking tobacco or other types of products, and being in an intoxicated state, as well as coming with a disheveled and untrimmed appearance, unkempt hair and beard, in a manner contrary to appearance requirements and requirements established in these Rules;
- Preparing, viewing, storing, distributing and advocating on Institute computers materials unrelated to the Institute, various films, illegal information, obscene images and films, materials promoting national, racial, ethnic, religious hatred, and materials of an extremist, separatist and fundamentalist nature;

- Committing actions that interfere with classroom sessions and work and the peace of employees and students (purposeless use of radio transmitters, televisions, multimedia devices and sound-producing devices);
- Posting on the Internet network and other social networks materials uncharacteristic of universal and national values or damaging the prestige of the Institute and its employees, or using them for various non-compliant purposes.

It is not permitted to use or distribute photographs, video and audio recordings displaying aggression, denigrating persons' honor and dignity, rape and brutality, vandalism, inter-ethnic conflict-provoking content, religious direction, terrorism, extremism and fundamentalism, as well as obscene and amorous scenes that damage the Institute community's professional reputation, dignity and prestige, disrupt the moral order of the educational process, and that deprecate the honor, dignity and professional reputation of state power and administration bodies and Institute activities, its employees and students.

Similarly, the appearance of any form of information, opinion, commentary and attitude in the Internet, social networks, as well as other mass information sources and distributors or carriers that does not correspond to the truth, is unsubstantiated and not based on verified evidence about state bodies and officials, as well as Institute administration activities, its employees and students' honor, dignity and professional reputation, and expressing a positive attitude toward such information ('liking', reposting) constitutes unethical and improper behavior that obstructs that student's and doctoral student's study, and the employee's labor activities at the Institute.

Chapter 5. Obligations of the institute administration relating to the code of conduct and procedures for preventing conflicts of interest in professional activities

Article 17. Obligations of the leader

Management and structural unit heads (hereinafter – leader) must be exemplary toward subordinate employees in high professionalism, impartiality, integrity and justice, and assist in the formation of a positive moral-psychological environment in the Institute or its structural unit. The leader must not require subordinate employees to perform tasks that go beyond the scope of their official duties, and must not incite them to commit actions contrary to law. In their activities, the leader must:

- Not permit cases of selecting and placing personnel and discrimination in labor relations based on kinship, regional connections or personal loyalty;
- Not permit groupism, localism, favoritism, as well as the emergence of other negative factors in the process of performing official duties;
- Not be rude, not denigrate persons' honor and dignity, not exert psychological and physical influence on them; take timely measures on preventing and regulating conflicts of interest;
- Take anti-corruption prevention measures;
- Create all conditions for employees' professional and intellectual development — a comfortable workplace, modern computers, internet access, free use of library funds and information resources, rest, relaxation, physical fitness — based on internal capabilities;
- Effectively organize employee activities, treat entrusted property and financial funds with care and economy.

The leader is responsible for requiring employees under them to comply with labor discipline and ensuring it.

Chapter 6. Requirements for mutual relations of the institute community

Article 18. Mutual relations of the Institute community

The mutual relations of the Institute community must be based on national values and traditions, a unified team environment, mutual respect and attention, friendship, solidarity, honesty and justice principles.

Disrespect for human dignity, disparagement of personality, appropriating others' intellectual property, rudeness, use of obscene language, and fighting in the mutual relations of the Institute community is strictly prohibited.

High demands by teaching staff toward students in the educational and upbringing process must be carried out in conjunction with respect for their personality.

Article 19. Mutual relations of teaching staff and students in and outside the classroom

When a teaching staff member enters the classroom, all students must rise from their seats and respectfully welcome them, after which the teaching staff member greets them and, upon giving permission to be seated, students take their places. When the teaching staff member finishes their class and exits the classroom, students must also rise from their seats to see them off.

Teaching staff must respect students' personalities in the educational process and in other situations, adhere to the principles of openness and goodwill in relations with them, perform their duties selflessly in the process of teaching students, and must absolutely not apply approaches of disparagement, use of rude language, arrogance and favoritism in relations with students, and must always be fair toward them.

Teaching staff must respond to questions asked by students on issues relating to the subject or educational course they are interested in outside class time while observing ethical norms, and take measures to increase their interest and enthusiasm in the subject.

Article 20. Prevention of academic harassment

If a student gives a refusal in response to a request for their involvement in certain works without their consent, using their labor without payment for the purpose of conducting subbotnik activities and other types of events organized by the Institute and territories affiliated with it in strict compliance with safety standards by the relevant decision of the President or Cabinet of Ministers of the Republic of Uzbekistan — these are exceptions — this cannot be the basis for a teaching staff member to give the student a low grade in future classroom sessions or show any form of pressure and harassment (academic harassment), and such harassment is strongly condemned.

Article 21. Use of mobile communication devices

Use of mobile communication devices during classroom sessions is strictly prohibited for everyone. Use of mobile communication devices may be permitted with the permission of the teaching staff member only in necessary and valid circumstances.

Article 22. Participation in classroom sessions

It is not permitted for students to come late to class. However, a student who arrives late to class for a valid reason may enter the classroom and take their place after apologizing and obtaining the teaching staff member's permission.

A teaching staff member may exclude from class a student who is interfering with classroom sessions through their improper behavior, after notifying the faculty dean (or deputy dean in their absence) about the situation.

Article 23. Communication outside classroom time

If a student needs to communicate with a teaching staff member outside classroom time, communication may take place during consultation hours, independent work, or at a mutually agreed time; it is expedient for the student to know the title, first name, patronymic and surname of the teaching staff member with whom they wish to communicate.

In cases of justified serious reasons (evidence of rudeness, bribery, poor class quality, regular interruptions in classes through the teaching staff member's fault, etc.) and the unanimous opinion of the group (year), students may apply to the faculty dean with a request to replace the teaching staff member.

Article 24. Subordination

When the Institute community addresses management regarding any situation that has arisen, communication is organized based on a certain procedure (principle of subordination) — step-by-step access to management levels in expressing an attitude. Cases of students' direct appeals to the Institute rector are excluded from this.

Article 25. Initiative and activity

The initiative and ideas of the Institute community on further improving the moral-ethical environment at the Institute, improving education quality, effectively using innovative ideas, and organizing various beneficial events are encouraged.

Chapter 7. Ethical obligations of the institute community

Article 26. Ethical obligations

Persons entering study or work at the Institute are familiarized in writing (with signature) with these Code of Conduct Rules.

The Institute community is obligated to:

- Comply with the requirements of legislative acts and these Code of Conduct Rules;
- Deeply understand noble qualities such as always striving for excellence, living with honesty and justice;
- Respect our national customs, traditions and values relating to ethical conduct;
- Continuously work on themselves and regularly study enacted legislative acts;
- Conscientiously and professionally perform their duties;
- Refrain from committing any actions that damage the Institute's reputation and prestige;

- Not use information about the Institute for purposes of damaging its interests and professional reputation;
- Treat Institute property with care (movable and immovable property, flora and fauna, etc.), including correctly and economically using material-technical facilities provided for performing official duties; economically use electrical energy and water;
- Immediately notify the Institute administration in the event of any unpleasant incident or accident;
- Comply with established restrictions and prohibitions, perform their duties without deviation;
- Not discuss personal and family problems of Institute community members;
- Not form incorrect views about or disparage any person based on their gender, race, nationality, language, religious belief, social origin and position, and other characteristics;
- Not organize or distribute slander, intrigue, gossip and libel about Institute community members and other persons;
- Not permit disputed situations that damage the Institute's professional reputation or prestige;
- Not deliberately damage the efforts of employees and students in their labor and study processes;
- Timely and qualitatively fulfill decisions (instructions) made (issued) by state bodies and officials, as well as Institute administration, within their authority;
- Not abuse their position for personal benefit or for others' interests;
- Speak the truth, not mislead leaders and other employees;
- Not install various advertising materials without the permission of the relevant employees;
- Take all measures to ensure the preservation and confidentiality of information that becomes known during professional activities and for whose disclosure liability is provided for in the established procedure by legislation;

- Lead a healthy lifestyle and care for others' health, assist in the increase of aesthetic and ecological culture;
- Express critical opinions and make objective decisions, understand and address one's own errors and shortcomings;
- Not deliberately show off material well-being in various ways;
- Be courteous with Information Resource Center employees, treat books and equipment with care, switch off or set to silent mode mobile communication devices there, not speak loudly and not disturb those around, not consume food, not leave paper, gum and other waste, comply with book receiving and returning rules;
- Enter the sports complex in sports clothing and footwear; treat sports inventory with care; return sports inventory to designated places after sessions; comply with established rules and regulations of the sports complex;
- Maintain cleanliness in Institute classrooms, buildings and areas adjoining buildings; not pollute the territory, throw waste in special containers placed in locations;
- Not park personal vehicles in prohibited places, not violate and disregard traffic rules, and not create danger in using vehicles;
- Outside work (study) hours, comply with generally accepted conduct norms, not permit anti-social behavior.

Article 27. Additional ethical requirements

Students are obligated:

- Continuously improve speech culture;
- Actively support and strengthen the student self-governance system, develop creative activities and cultivate team culture;
- Not discuss grades given to other students with teaching staff;
- Not receive outside assistance and not assist others when performing written works for defense and rating assessment;

- Not submit tasks or written works prepared by other persons in their own name;
- Not miss classes without reason and not come late to classes without reason;
- Not loiter on Institute grounds during class sessions;
- Not leave the Institute grounds without the permission of faculty deans and master's program department heads during class sessions;
- Restrain their emotions when a conflict situation arises with an employee, student or doctoral student, and apply to the relevant units and employees (tutor, dean, Uzbekistan Youth Union primary organization, Moral-Spiritual Enlightenment Center) to review this situation;
- Be active and attentive in the educational process and strictly comply with teaching staff instructions;
- Not talk during class and not engage in activities unrelated to the classroom session;
- Treat equipment with care, not write on desks and chairs; not leave paper, gum and other unnecessary things in the classroom;
- Not eat during sessions, not chew gum, and use personal computers and other communication devices only with teaching staff permission;
- Address the teaching staff with questions or requests during sessions by raising one's hand and after permission is granted;
- Comply with the turn order and established rules when ordering and receiving food in public dining areas;
- Strictly comply with the Student Dormitory Internal Regulations.

Employees are obligated:

- Comply with order and discipline at their workplace and the Institute Internal Regulations;
- Before vacation or when a labor contract is cancelled, leave their workplace in a condition meeting requirements, hand over office equipment and other

materials under their care, and tasks assigned to them but not yet completed to another person;

- Comply with the culture of communication and information provision rules in telephone communication (in particular, a conversation must begin first with a formal greeting, then state one's institution, position and full name, and proceed to the matter; the information provided must be maximally brief, concise and clear; occupying the telephone line due to searching for information during the conversation is not permitted; a return call may be made if necessary);
- Educate young people in the spirit of patriotism;
- Inform young people about leading a healthy lifestyle, and warn them against the vices of alcoholism and drug addiction, other various destructive threats and extremist influences alien to us, and 'mass culture' attacks;
- Assist in the spiritual-ethical education of students and in developing effective forms and methods of enlightenment work;
- Refrain from taking actions that cast doubt on the conscientious performance of their official duties, and not discuss the professional and personal shortcomings of students and colleagues;
- Not expel students from educational sessions without basis, and not threaten students with expulsion from the Institute (year retention) or incite students to forcibly abandon their studies, or lead to their unjustified expulsion from the Institute (year retention);
- Fulfill requirements such as providing written information to faculty deans when necessary about the general cultural state of student conduct in an academic group (year) regarding the need to take influencing measures.

Chapter 8. Incentive and disciplinary procedure

Article 28. Incentivizing employees and students

Employees and students who have fully complied with these Code of Conduct Rules throughout the academic year and made their contribution to the further

establishment and strengthening of a high moral-ethical environment at the Institute may be materially or morally incentivized in the established procedure upon the recommendation of management, faculty deans, department heads and other structural unit heads.

Article 29. Significance of compliance with the Code of Conduct for attestation and other processes

Compliance with these Code of Conduct Rules by employees is taken into account when conducting attestations and in forming a personnel reserve for appointment to senior and other positions (career advancement).

Article 30. Liability for violation of the Code of Conduct Rules

Violation of these Code of Conduct Rules by Institute employees and students serves as a basis for bringing them to liability in the established procedure.

Article 31. Relationship between the Code of Conduct and Internal Regulations

When Institute community members violate these Code of Conduct Rules, the measures specified in Chapter VI of the Institute Internal Regulations (Liability for Violation of Labor and Study Discipline) are applied to them.

Chapter 9. Organization of ethics commission activities

Article 32. Ethics Commission

Issues relating to violations of the norms of these Code of Conduct Rules by the Institute community may, as a rule, be reviewed by the Ethics Commission.

The Ethics Commission may also review such types of issues on the instruction of the Institute rector; based on official investigation results; on its own initiative; and also based on information received through the Institute's communication channels from the Institute community and others.

The Ethics Commission is formed with a composition of at least 5 persons. The purposes, tasks, functions, rights of the Ethics Commission and other issues

related to organizing its activities are established in the Ethics Commission Regulation approved by the Institute rector.

Article 33. Ethics Commission conclusion

Based on the results of reviewing cases of Code of Conduct violations by the Ethics Commission, a conclusion is issued on the presence (absence) of disciplinary or other types of rule violations. At the same time, a proposal is submitted to the Institute rector to bring the violating employee, student and doctoral student to liability for review. Taking into account the nature of the violation permitted, the Ethics Commission may limit itself to a warning to the employee, student and doctoral student on not permitting violations of the Code of Conduct.

A draft order on bringing employees, students and doctoral students who have not complied with the Code of Conduct to disciplinary liability is prepared by faculty deans and the master's program department (regarding students), and the HR department (regarding employees and doctoral students).

Institute community members have the right to obtain information about the rule violation they committed, the process of reviewing the rule violation, and to present evidence for self-defense, as well as to appeal against Institute decisions in the established procedure.

Chapter 10. Final provisions

Article 34. Entry into force of the Code of Conduct and making amendments and additions to it

These Code of Conduct Rules take effect after approval by the Institute Council, and amendments and additions are made to them by decision of the Institute Council.

This Regulation was reviewed and approved at the 1st (No. 1) session of the Institute Council on 5 September 2025.