

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

"APPROVED"

**Chairman of the Board – Rector
NJSC “International University of
Tourism and Hospitality”**

M.S. Murzamadiyeva

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**ANTI-CORRUPTION STANDARD
OF THE INTERNATIONAL
UNIVERSITY OF TOURISM AND HOSPITALITY**

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Anti-Corruption Standard of the International University of Tourism and Hospitality

1. General Provisions

1.1 This Anti-Corruption Standard has been developed in accordance with the Law of the Republic of Kazakhstan "On Combating Corruption" and is a system of prohibitions, restrictions and permissions in all areas of activity of the International University of Tourism and Hospitality (hereinafter – IUTH)

1.2 The purpose of the Anti-Corruption Standard is to prevent corruption, increase legal literacy and zero tolerance for manifestations of corruption in the activities of the IUTH, its employees and management.

1.3 The objectives of the Anti-Corruption Standard are:

- the formation of sustainable anti-corruption behavior and responsibility of the management, teaching staff and employees of the IUTH in the implementation of functional duties;
- timely detection of corruption manifestations and prevention of their negative consequences;
- development of anti-corruption culture among the employees of the IUTH;
- increasing the efficiency of the IUTH activity.

1.4 Application and implementation of the anti-corruption standard:

- the Anti-Corruption Standard is applied in the activities of the IUTH in the implementation of the functions and implementation of the rights and legitimate interests of the teaching staff, administrative and management personnel and students of the IUTH;
- the anti-corruption standard is mandatory for all employees and students of the IUTH.

1.5 Changes to the Anti-Corruption Standard are made in accordance with the Law of the Republic of Kazakhstan "On Combating Corruption".

1.6 The Anti-Corruption Standard defines the actions and decisions of employees and students of the IUTH, aimed at strict observance of the established rules and the prevention of corruption.

1.7 Control over the observance of the Anti-Corruption Standard by the employees of the IUTH is carried out by the vice-rector for educational and social work.

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2. Rules of conduct (actions) for employees of the IUTH

Prohibition's restrictions and permissions:

2.1 When implementing the rights and legitimate interests of the IUTH and its employees:

2.1.1 Do not accept any material benefits, services and other privileges related to the performance of their duties in the exercise of their official powers;

2.1.2 Do not allow conflicts of interest, if they arise, take measures to eliminate them in accordance with the law;

2.1.3 Do not use the official position in the implementation of educational and other services in order to derive benefits for themselves or third parties;

2.1.4 Value the business reputation of the IUTH, refrain from participating in activities that contradict or damage the rights and legitimate interests of the university, suppress any attempts to defame its honor and authority;

2.1.5 Do not allow unreasonable transfer of information about the personal data of the employees of the IUTH;

2.1.6 ensure the advancement of employees in the career ladder in accordance with the principles of meritocracy and on a competitive basis, taking into account such factors as knowledge, qualifications, experience, productivity and efficiency;

2.1.7 The rights of researchers to benefit from their original ideas, discoveries and inventions, as well as to profit from their implementation, must be protected by regulatory documents;

2.2 In case of other relationships arising from the provision of educational, scientific and other services:

2.2.1 Strictly comply with the requirements of the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan "On Education", "On Science", "On Law Enforcement Service", "On State Property", anti-corruption and other legislation of the Republic of Kazakhstan;

2.2.2 Do not allow the commission of misconduct and other offenses for which the laws of the Republic of Kazakhstan provide for disciplinary, administrative or criminal liability;

2.2.3 Do not use official and other information that is not subject to official dissemination in order to obtain or extract property and non-property benefits and advantages;

2.2.4 while performing their official duties, observe business etiquette and the rules of official conduct, the charter of the IUTH and other regulatory legal acts of the university.

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3. Obligations of the IUTH employees in making managerial and other decisions within their competence

3.1 Report directly to the head of the occurrence of a conflict of interest, personal interest in the performance of official duties, of the decline in corrupt behavior and receiving gifts.

3.2 Do not be guided by personal and selfish interests in the performance of official duties.

3.3 Refrain from addressing colleagues and managers with inappropriate requests that violate the established order of relationships, which may influence their impartial office decision.

3.4 Do not persuade or encourage others to commit corruption offenses.

3.5 Do not give gifts to colleagues, managers and other officials and do not provide unofficial services in order to receive property benefits, benefits or advantages using official powers.

3.6 In connection with the exercise of official powers, do not accept gifts.

3.7 Do not use official and other information that is not subject to dissemination in order to obtain or extract property and non-property benefits and advantages.

3.8 Refuse to be appointed to a position if it is associated with the direct subordination or control of persons who are in close family relations (parents, spouses, brothers, sisters, children)

3.9 Be active in combating corruption, disclosing corruption offenses.

3.10 Immediately report to the management on the become known facts of corruption, as well as on the inducement to receive any benefit for the expedited consideration of materials or red tape.

3.11 Immediately inform the immediate supervisor in writing about doubts about the legality of the order received for execution.

3.12 Seek senior management if the line manager himself is involved in a conflict of interest.

3.13 Support and demand from colleagues to observe a high legal and anti-corruption culture.

3.14 On an ongoing basis, take measures to eliminate the causes and conditions of a possible conflict of interest, corruption offenses and their consequences.

3.15 Refrain from representing or lobbying for the interests of third parties, as well as taking actions on their behalf.

3.16 Do not use the official position to influence the activities of employees and students in resolving issues of an off-duty nature;

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3.17 Do not force others to commit corruption offenses.

3.18 Prevent and suppress the facts of violation of anti-corruption legislation by subordinates and other officials.

3.19 Take timely and comprehensive measures to prevent corruption.

3.20 Take comprehensive measures to prevent corruption.

3.21 Eliminate the causes and conditions conducive to the commission of corruption offenses, including with subordinates.

3.22 Prevent involvement, including subordinates and students, to perform unofficial or personal tasks.

4. Recommendations to the staff of the IUTH in the provision of scientific, educational and other services

4.1 On an ongoing basis, take measures to improve the quality of the provision of educational, scientific and other socially significant services and avoid bureaucratic barriers in the system of interaction "university-teacher-student".

4.2 Strive for professionalism, constantly increasing the level of their knowledge, studying domestic and foreign experience and scientific achievements.

4.3 By their professional and human behavior serve as an example for the people around them.

4.4 Serve for students as a personal example of work discipline, respectful and careful attitude to their university, its traditions, history.

4.5 Do not abuse your official powers in relation to students, do not allow bias towards students and subjectivity in assessing their knowledge.

4.6 Do not humiliate the dignity of employees and students, use obscene language, show familiarity and arrogance.

4.7 Do not disseminate false information about the decisions of the management of the IUTH and the activities of its divisions.

4.8 Do not accept gifts or monetary rewards from students.

4.9 Avoid the facts of plagiarism and other academic violations.

4.10 In carrying out their official duties, to show high culture, responsibility, conscientiousness, academic honesty and objectivity, be guided by the principles of mutual respect, correctness, goodwill in relations with the employees of the IUTH and students.

5. Recommendations to officials and employees of the IUTH in the implementation of public procurement related to the acquisition of goods, works, services

5.1 Optimal and efficient use of funds used for public procurement.

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5.2 Providing potential suppliers with equal opportunities to participate in the public procurement procedure, except for cases provided for by the Law.

5.3 Ensuring fair competition among potential suppliers in accordance with public procurement legislation.

5.4 Openness and transparency of the public procurement process.

5.5 Avoid corruption.

5.6 Do not allow close relatives, spouse or in-laws of the top managers of this potential supplier to participate in ongoing public procurement who have the right to decide on the choice of a supplier or who are representatives of the customer or organizer of public procurement in ongoing public procurement.

5.7 Do not allow participation as a potential supplier and (or) documents attracted by him and included in the unified register of debtors.

6. Formation of an anti-corruption culture

6.1 Fostering an atmosphere of intolerance towards corruption is an activity to strengthen the conviction of all employees and students of the IUTH in the need to counteract any unfair practices. The activities of the IUTH are carried out through a set of measures of a general educational, informational and organizational nature, which include:

6.2 Implementation of effective anti-corruption technologies and mechanisms in all areas of the IUTH;

6.3 Conducting purposeful work among employees and students of the IUTH to ensure anti-corruption literacy and public understanding of the danger of corruption, its consequences, the formation of strong anti-corruption immunity, anti-corruption consciousness and anti-corruption culture;

6.4 Involvement of students, teachers and staff on the basis of social partnership in the process of preventing corruption;

6.5 Implementation of targeted programs for the education of patriotism and active civic stance in the youth student environment;

6.6 Conducting regular anti-corruption monitoring through mass opinion polls "University is out of corruption", "Teacher through the eyes of students", "Assessment of student satisfaction", "Clean session", "Support your Alma Mater", etc.;

6.7 Ensuring wide access of the population to anti-corruption legal information on the Internet resources of the IUTH.

6.8 Organization of meetings with representatives of other state bodies and public associations, including the anti-corruption service, with the subsequent development of anti-corruption measures.