



Georgian American University, LLC

Code of Ethics and Conduct

Contents

- I. Scope of the Code 3
- II. Implementation and Content of Universal Principles of Ethics and Rules of Conduct 5
- III. Obligations of the University and the Basic Educational Unit (School) in Implementing the Code of Ethics and Conduct..... 9
- IV. Special Rules of Conduct 11
- V. Liability for Violation of the Code of Ethics and Conduct 12
- VI. Code operation and understanding..... 13

Georgian American University, LLC (GAU) is obliged to adhere to the highest standards of ethical behavior in all types of actions, both in internal University activities and in relations outside the University. Our University community - academic and scientific staff, including emeritus, visiting and honorary, all structural and administrative units and permanent or temporary associations are obliged to act in accordance with this Code of Ethics and Conduct.

I. Scope of the Code

1. The Code of Ethics and Conduct (hereinafter - the Code) defines the set of ethics and rules of ethics and conduct of GAU, a person related to the University in any legal form, both inside and outside the University.
2. All persons, guests and all those involved in the contractual relations with the University and all those involved in any activities related to the University must act in accordance with the norms provided by the Code.
3. GAU is required to ensure access to this Code of Ethics and Conduct.
4. For all staff and students the Code is an integral part of the employment contract.
5. Violation of the provisions of the Code shall result in disciplinary liability of the employee / student.
6. The grounds and measures of disciplinary liability against the employee, the procedural aspects of the disciplinary proceedings and the results of the disciplinary proceedings shall be defined in detail in the "By-Laws of the Georgian American University, LLC."
7. The issues of incentives and responsibilities are defined by the legislation and relevant regulatory acts of the University.
8. From an organizational point of view, this Code applies equally to all major, scientific research and auxiliary structural units of the University, as well as to all permanent or temporary associations related to the University or its activities.
9. The GAU Code of Ethics and Conduct is:
 - the combination of ethical norms, values and rules of conduct;
 - A set of rules of conduct and other procedures based on ethical principles and values.
10. The purpose of the Code is:

- Facilitate the implementation of the University Mission in matters of teaching-learning, research and management;
- Advocacy for transparency and directness, honesty, decency and respect, moral and social responsibility, equality and academic issues at the University;
- Assist staff and students in resolving and identifying ethical issues that may arise during their work or study.

11. Fulfilling the Mission of the University requires adherence to the values recognized by it and the stated principles, goals and objectives, acting within the framework of ethical conduct for their implementation is the responsibility of all GAU staff and students inside and outside the University.

12. The Code is based on the following universal principles:

12.1. Fairness and equality, which means: it is inadmissible to discriminate, coerce or exploit an employee / student. Justice relates to the distribution of rights, protection and prevention of oppression. Every member of our University community can take the opportunity to participate fully and increase their potential. All GAU staff and students should enjoy equal opportunities regardless of gender, race, gender identity, political or religious affiliation, sexual orientation, marital status and / or other characteristics.

12.2. Equality of human rights, which implies: every person is an individual and his/her rights must be respected and protected. Respect for the rights of other people is the basis on which individuals become members of society and make their social commitments to act justly.

12.3. Personal and Professional Responsibility, which means: People should not allow themselves to be harmed for the rights and freedoms of each other and others, exhibit ethical behavior, and follow the standards required of all members of the University community to create and receive public good. By doing so, they protect the rights of others and show respect for different cultures and peoples, academia and related activities. Those who are strong enough to defend their rights have an appropriate ethical duty to care for those whose well-being depends on them.

12.4. Academic Honesty, which means: Prevention of academic injustice which includes plagiarism, covert collaboration, copying, falsification of data, interference, and copyright infringement.

II. Implementation and Content of Universal Principles of Ethics and Rules of Conduct

13. **Objectivity in hiring and carrying out activities:**

- 13.1. GAU provides this Code to break down any illegal and unethical barriers that may interfere with the work and study process;
- 13.2. GAU seeks to create and protect a non-discriminatory, equal opportunity environment for students and staff so that they can achieve their goals and make the most of their potential to fulfill their University mission.
- 13.3. The rules for hiring, creating appropriate working environment and conditions, as well as dismissal are defined in detail in the "Internal Regulations of the Georgian American University, LLC."

14. **Prohibition of Discrimination, Sexual Harassment, Aggression:**

- 14.1. GAU ensures that the University creates an environment free from aggression, pressure and discrimination;
- 14.2. It is inadmissible to discriminate against an employee / student on the basis of race, nationality, ethnicity, religion, creed, sex, sexual orientation or other affiliation;
- 14.3. Any kind of discrimination and / or harassment is detrimental to organizational effectiveness and may be unlawful;
- 14.4. GAU aims to create equal opportunities and conditions for both work and study. The University considers itself committed to creating a non-discriminatory environment;
- 14.5. Sexual harassment in the workplace is a form of gender-based violence and a hindering factor in achieving equality in labor relations;
- 14.6. The GAU has the principle of zero tolerance for discrimination, oppression and sexual harassment;
- 14.7 Any GAU staff member / student has the right to request that the organization or any person affiliated with it prevent discrimination, harassment and / or oppression against him / her.

15. **Academic Freedom:**

- 15.1. Academic freedom is recognized and protected by GAU;

15.2. The University considers academic freedom as a prerequisite for proper teaching, research and erudition;

15.3. Teaching and research staff should be guided by the desire to conduct research freely and to exercise their rights;

15.4. In the context of academic freedom, students are entitled to freely express their political views in academic and other University life;

15.5. GAU serves the belief that freedom of intellectual thought and research, as well as freedom of thought, is essential to achieving the goals of the University;

15.6. GAU aims to protect staff and students from any attempt to restrict their liberty.

16. Membership in trade unions and other unions:

16.1. GAU employees are free to join the trade union and to decide whether to participate in the activities of this union;

16.2. University students have the right to form and join student associations or organizations whose activities do not contradict the legislation of Georgia and the basic principles of this Code.

17. Right to file a complaint (dissatisfaction):

17.1. GAU staff and students have the right to a fair trial;

17.2. GAU Staff and students are prohibited from engaging in any activity that disrupts the normal operation of the Georgian American University, LLC. and interferes with the learning process.

18. Legal Obedience - All members of the University community are required to comply with any legal requirements, as well as University rules and regulations.

19. Recruitment - When selecting, employing and promoting academic, scientific, administrative and support staff, the University considers the competence, experience and effectiveness of the candidate, regardless of gender, race, gender identity, ethnicity, religion, age, sexual orientation, nationality and disability. Or regardless of other characteristics.

20. Healthy and safe working environment:

20.1. GAU provides working conditions that meet the legal requirements of labor, health and safety and the relevant standards;

20.2. By providing a safe and healthy work environment, the University promotes the psycho-social well-being of its employees.

21. Conflict of interest:

21.1. University administration and staff should take the necessary steps to prevent and / or respond appropriately to conflicts of interest, which in turn may directly or indirectly damage the University's reputation and success, or hinder the fulfillment of its obligations;

21.2. In the event of a conflict of interest, staff should keep the University administration informed. Otherwise, continuing a conflict of interest may result in disciplinary action.

22. Receiving a gift or benefit:

22.1. GAU employees are prohibited from requesting a gift or any other similar action if it is obvious that such action:

- is directed at the performance of any specific action by the employee and will affect GAU or the employee's reputation;
- will be compromising and will affect the official status;
- Important for student admission / enrollment and assessment issues;

22.2. The Dean of the relevant School and / or the University administration should have information about the gifts received by the staff.

23. Privacy:

23.1. A University employee who has access to relevant University documentation must keep the relevant information confidential;

23.2. University staff are also required to keep oral information confidential if required;

23.3. The University creates such a legitimate trust and environment where staff and students have the assurance that information about them is properly protected;

23.4. Employees have the right to submit personal information only to the Dean or Authorized Person for academic and other legal purposes only;

23.5. Violation of confidentiality by University staff will result in disciplinary action;

23.6. The use of personal information of a person employed at the University is determined by the legislation and relevant regulatory acts of the University.

24. Intellectual Property:

24.1. GAU recognizes intellectual property and unwaveringly defends intellectual property rights;

24.2. GAU ensures the protection of intellectual property rights in the name of the University in contractual or other relationships;

24.3. GAU provides fair remuneration for intellectual property authors through incentives and other support measures.

25. Professional Development:

25.1. The University cares for all qualified staff to have equal professional and personal development opportunities;

25.2. GAU ensures a fair pay and incentive system and rejects any form of discrimination;

25.3. Professional development is provided through a specialized system established at the University;

25.4. The University and the relevant staff make it possible for students to demonstrate their abilities through both academic and various service mechanisms.

26. Out-of-University employment and internship:

26.1. The University believes that the professional and consulting work carried out by the staff in the field of their activities brings benefits to the University as well as to the individual and the community;

26.2. Employment and internships outside the University should not be contrary to the interests of the University and are subject to the principles of information and mutual respect.

27. Public Statement:

27.1. Provides for public meetings and commentary on radio and television, as well as the expression of views in print, on social media and other relevant media, in order to make it widely available to the public;

27.2. University staff and students are not restricted from making public comments;

27.3. University Administration should be informed in advance of public announcements related to the activities of GAU by staff and students;

27.4. Staff and students, when they represent GAU, are required to adhere to the highest level of ethics and professional standards;

27.5. GAU staff are prohibited from making negative public comments about GAU competitors;

27.6. Employees, as private citizens, have the right to freedom of public comment;

27.7. If employees comment on issues that do not relate to their professional activities, then they should state that the comment is made specifically by them and not on behalf of the University, if such clarification requires context and clarity.

28. Use of University building and other property:

28.1. GAU staff and students have the right to use the University building and consume its appropriate materials and facilities carefully, appropriately and honestly;

28.2 All members of the University community are obliged to ensure the economical use of resources;

28.3. University resources should not be used for personal purposes without the appropriate permission from the University Administration.

29. Ethical conduct of research and innovation activities:

29.1. The University's research staff and students involved in the research component adhere strictly to the requirements of research ethics and the confidentiality of research results;

29.2. A person involved in the process of conducting research activities shall act in accordance with the legislation and the relevant regulations established by the University.

III. Obligations of the University and the Basic Educational Unit (School) in Implementing the Code of Ethics and Conduct

30. The University periodically reminds staff and students of the Code of Ethics and Conduct and may require a signature to confirm that they share and are guided by this Code.

31. The University and its subsidiary service structures, in order to promote honesty in academic and research activities, carry out activities that will contribute to the creation and strengthening of an ethical academic environment.

32. The University should provide an environment free of discrimination and pressure.

33. In accordance with the requirements of this Code of Ethics and Conduct, the School's academic, research staff and other staff should:

33.1. To prove and emphasize the importance of academic (educational) and scientific honesty within the framework of its qualifications, experience and activities - higher education institutions serve the search for truth in an honest way, thus creating clear orientations in this regard for students as the next responsible generation;

33.2. The academic, scientific and administrative staff involved within each major education unit must demonstrate that the service of truth is the foundation of core values, including diligence, politeness and honesty;

33.3. Introduce a love of learning - The interest in academic honesty is enhanced by high learning standards. Most students will develop into full-fledged individuals in an environment where the academic process is perceived as a rewarding, fair, and challenging activity;

33.4. Equal treatment of students - University staff should treat students on an equal footing, with individual attention and diligence. Eliminate discriminatory attitudes towards them in their own assessments, and do more to prevent similar attitudes among students. Notify the University Administration immediately in the event of a threat or suspected incident;

33.5. To create an environment of mutual trust and mutual respect during the academic process of auditing, electronic or other teaching;

33.6. Creating an educational environment of high ethical and quality standards is the first commitment for the academic, scientific-research staff and staff of the school;

33.7. Developing a Fair Assessment System - Students expect their academic work to be thoroughly and fairly assessed. Accordingly, the school's academic and administrative staff should constantly improve the assessment system; Students, in turn, are obliged to respond adequately, fairly and ethically to their assessments and to adhere to the Code;

33.8. Prevention of Academic Injustice - Prevention is a cornerstone of protection against academic injustice. Students should not be allowed to engage in academic injustice, including questionable deals, unrealistic standards of collaboration and inadequate classroom management. School staff must set high standards of fair academic behavior through their own actions; In turn the same is required of students.

34. GAU establishes and upholds the highest standards of academic fairness and prevents academic injustice on the part of both student and employees.

35. Provisions governed by the Code oblige students to adhere to high standards of academic honesty. The student, in turn, should contribute to the strengthening of a University community where competition among students is transparent, honesty is respected, justice prevails, and fraud is punished.

36. According to the Code, academic injustice includes:

36.1. Plagiarism - Plagiarism is the use of someone else's work, idea, thought without authority. Plagiarism can be the use of someone else's words without quotation marks. Distortion of sources can also be used. Plagiarism is not allowed in any form of work. (Plagiarism issues are regulated in detail by the University "Academic Integrity and Mechanisms");

36.2. Covert collaboration - the fact of involvement of another person in the performance of academic work;

36.3. Injustice during exams - The student's individual work is evaluated on the exam, except in exceptional cases. Students on the exam are prohibited from communicating with each other, using cell phones, the Internet, and books except in certain permitted cases. Collaboration is prohibited and involves copying from someone else; Unauthorized assistance; Prior knowledge of exam questions, etc. (Examination rules are determined by the educational program, the regulations of the examination center and the relevant acts of the School head);

36.4. Copy of the paper - Students are not allowed to submit material prepared by another person or entity. The submitted material should be the student's personal work, unless otherwise approved;

36.5. Intentional falsification of data - Students are prohibited from intentionally falsifying data, course, exam or other materials;

36.6. Interference with another student's case - Students are prohibited from intentionally interfering with another student's case. For example: harm during laboratory experiments and research, providing incorrect information or disrupting the selection / practical work process;

36.7. Copyright Infringement - Copyright must be protected regardless of the form of work performed: print materials, duplicate software, photocopied and audio-visual materials.

IV. Special Rules of Conduct

37. The University Code of Ethics and Conduct also sets out special rules of conduct:

37.1. Dress Code - GAU does not have a strictly defined dress code for staff and students. However, clothes with disrespectful or inappropriate inscriptions / slogans will not be allowed. Men should not wear hats or caps indoors, except as permitted by health conditions;

37.2. Alcohol consumption - except in cases permitted by the GAU Administration, the introduction and consumption of alcohol at the University is prohibited;

37.3. Drugs - GAU pursues a strict punitive policy towards drugs and prohibits their admission and use in any form on campus;

37.4. Weapons - GAU prohibits the use of any cold and firearms or objects that may have the purpose of a weapon and cause harm to another person or property;

37.5. Smoking - GAU is a "non-smoking" institution; Accordingly, smoking on the territory of the University is regulated by strict compliance with the relevant legislation.

V. Liability for Violation of the Code of Ethics and Conduct

38. In case of norms and principles provided by the Code, the person will be subject to appropriate disciplinary liability.

39. In case of violation of this Code by any person employed by the University, the following types of disciplinary measures shall be applied:

- Note;
- reprimand;
- Severe reprimand;
- Withholding of salary for not more than ten working days;
- Dismissal from the performance of official duties by suspension of salary payment - not more than ten working days;
- Transfer to a lower salary - not more than one year;
- Dismissal

40. The "Internal Regulations of the Georgian American University, LLC." shall be fully used in resolving the issue of disciplinary liability of any person employed by the University.

41. The following types of disciplinary action are taken in the event of a GAU student violating the Code:

- Note;
- reprimand;
- Severe reprimand;
- Termination of student status.

42. In case of violation of the GAU Code of Ethics and Conduct by the student, disciplinary measures relevant to the procedural norms and mechanisms of the Georgian American University "Internal Labor Regulation" in addition to the Code are fully imposed.

43. In case of violation / alleged crime of Georgian law by a GAU student or employee, the information should be provided to the relevant authorities.

VI. Code operation and understanding

44. The GAU Code in conjunction with other relevant regulatory acts of the University, does not change, contradict or exclude other regulatory norms.

45. The GAU Code may not cover all possible cases and will therefore be understood and interpreted in correlation with other regulatory acts.