

Azerbaijan Technological University
Ethical Conduct and Organizational Culture Policy

1. Purpose

The purpose of this policy is to establish professional standards of conduct within Azerbaijan Technological University based on transparency, responsibility, and mutual respect, and to ensure the creation of a healthy organizational environment for all employees and students.

This policy applies to all structural units of the university, academic and administrative staff, contracted employees, students, and all individuals representing the university.

2. Core Principles

- **Respect and Equality** – Respect for the dignity and rights of every individual. No discrimination or pressure is permitted.
- **Transparency** – Decisions, resource allocation, and management processes must be conducted clearly and with justification.
- **Responsibility** – Every employee and student is accountable for their actions.
- **Professionalism** – Academic integrity, work discipline, and responsible behavior must become the norm.
- **Reliability** – Accuracy of information, adherence to confidentiality requirements, and preservation of trust.
- **Commitment to Corporate Culture** – Conduct aligned with the mission and values of the university.

3. Standards of Ethical Conduct

3.1. Academic Integrity

- Plagiarism, fraud, unfair behavior during examinations, and falsification of scientific results are strictly prohibited.
- Research must be conducted in compliance with ethical norms, with proper citation of sources.

3.2. Service and Professional Conduct

- Staff must fulfill their duties conscientiously.
- Aggressive behavior, psychological pressure, gossip, and harmful communication forms in the workplace are unacceptable.

- Misuse of university property for personal purposes is prohibited.

3.3. Ethical Conduct in Relationships

- Fairness, objectivity, and professionalism must be maintained in relations with students.
- Favoritism, corruption, bribery, and gifts that create conflicts of interest are strictly forbidden.

3.4. Public Conduct and University Reputation

- Behaviors that damage the reputation of the university must be avoided.
- Mixing official and personal positions on social media is discouraged.

4. Strengthening Organizational Culture

4.1. Promotion of Values

- Regular awareness campaigns must be conducted on the university's core values.
- Orientation and cultural adaptation programs must be prepared for new employees and students.

4.2. Open Communication

- Transparent information flow between departments must be ensured, and diversity of opinions encouraged.
- Feedback and suggestion mechanisms (anonymous boxes, online platforms, etc.) must be established.

4.3. Teamwork and Collaboration

- Mutual support, collegiality, and team spirit among academic and administrative staff must be strengthened.
- Joint projects and collaboration platforms must be created for the university's development.

4.4. Professional Development

- Training, seminars, and awareness programs on ethics must be organized for the continuous development of teachers and staff.
- A mentoring system must be implemented.

5. Complaint and Reporting Mechanisms

- Reports of ethical violations may be submitted anonymously or openly.

- A permanent Disciplinary and Ethics Commission must exist within the university.
- Complaints must be reviewed objectively and promptly.
- Confidentiality of complainants must be protected.

6. Responsibility and Implementation

- Individuals who violate the requirements of this policy may be held accountable in accordance with the university's internal disciplinary rules.
- An annual action plan must be prepared to ensure the implementation of this policy.

7. Policy Review and Update

- The policy may be reviewed and updated every three years or when necessary.
- Feedback from employees and students must be taken into account during the review process.

Annual Action Plan (2025)

for the Ethical Conduct and Organizational Culture Policy at Azerbaijan Technological University

№	Area of Activity	Task	Timeline	Responsible Unit
1	Governance and Coordination	Approval of the annual work schedule of the Disciplinary and Ethics Commission	September	University Leadership
2	Awareness and Communication	Announcement of the policy across the university (printed and electronic formats)	September	Commission, Press Service, IT Department

3	Training and Development	Training sessions for newly admitted employees and students	October	Human Resources Department, Commission
4	Strengthening Organizational Culture	“Values and Team Culture” training, inter-faculty collaboration projects, value-based meetings with student clubs	Ongoing	Faculties, Student Union (TGT), Student Youth Organization (THİK), Student Scientific Society (TEC)
5	Academic Integrity and Transparency	Training on plagiarism detection systems, strengthening monitoring of examination processes, annual review of research ethics, updating confidentiality procedures	Ongoing	Research Department, Academic Affairs Department, IT Department, Legal Counsel
6	Staff Training	“Organizational Culture and Leadership” training for managers	Twice a year	Human Resources Department
7	Complaint Mechanisms	Launch of anonymous complaint platform,	December, June	IT Department, Commission

		preparation of risk map		
8	Accountability	Preparation of annual report based on collected complaints	July	

Measurement and Evaluation	Annual survey on “Ethical Environment”	June	Commission, PR Department
	Identification of cultural indicators	June	Commission
	Development of an improvement plan based on survey results	July–August	Commission
	Preparation of the annual final report	December	Commission
Resource Provision	Budget planning	January	Finance Department
	Preparation of training materials	February–March	Commission

