

"I APPROVE"

Director of the State Enterprise "Kostanay Polytechnic Higher College" of the Education
Department of the Akimat Kostanay region



K. Katkenov

ANTI-CORRUPTION STANDARD

behavior of teachers and staff

KGKP "Kostanay Polytechnic Higher College" of the Education Department of the
Akimat Kostanay region

1. Name of the sphere of public relations: the sphere of education

2. Name of the developer of the Anti-Corruption Standard: State Enterprise "Kostanay Polytechnic Higher College" of the Education Department of the Akimat Kostanay region

3. The anti-corruption standard was developed in accordance with Article 10 of the Law of the Republic of Kazakhstan "On Combating Corruption" dated 18.11.2015 and represents a system of recommendations aimed at preventing corruption in the sphere of public relations that arose during the implementation of information and analytical, organizational, legal and logistical support for the activities of members of the college team.

4. The principles of the Standard are:

- legality,
- transparency ,
- ethics,
- observance of rights and the legitimacy of interests,
- prevention of conflict situations.

5. Rules of conduct (actions) of employees working in the field of education

5.1. When implementing the rights and legitimate interests of individuals and legal entities in the area covered by the anti-corruption standard:

In his/her activities, the employee is obliged to:

- be guided by the principles of legality, the requirements of the Constitution, laws, and other regulatory and legal acts of the Republic of Kazakhstan,
- take an active part in combating corruption, uncovering offenses, bear personal responsibility for compliance with the legislation of the Republic of Kazakhstan,
- support and require colleagues to comply with the legal and anti-corruption culture,

- refrain from committing actions that do not comply with the law and are aimed at assisting anyone in carrying out entrepreneurial or other activities related to generating income,

- not to allow actions/inactions that hinder the realization of their legitimate interests by individuals and legal entities,

- not to incite other persons to commit corruption offenses,

- in accordance with paragraph 4 of clause 1 of Article 12 of the Law of the Republic of Kazakhstan "On Combating Corruption", not to accept remuneration for the use of their state or equivalent functions, including cash, services, gifts from legal entities and individuals,

- not to use official and other information that is not subject to dissemination for the purpose of obtaining or extracting property and non-property benefits,

- do not disseminate information that does not correspond to reality,

- do not allow abuse of official position, as well as manifestations of rudeness and bias.

5.2. When preparing and making management and other decisions within the scope of their competence:

- perform functions in accordance with their job responsibilities,

- immediately notify the immediate supervisor in writing of any doubts regarding the legality of the assignment received for execution,

- immediately report to the manager any corruption offense that has been committed or is being committed,

- clearly define the tasks and scope of official powers of subordinate officials,

- not to allow conflicts of interest, take measures to eliminate them in accordance with the legislation of the Republic of Kazakhstan,

- contact senior management if the immediate supervisor is involved in a conflict of interest,

- do not allow unlawful distribution of workload between officials if they are subordinate,

- demonstrate fairness and objectivity when assessing the results of their activities, as well as when applying incentives and penalties.

5.3. When preparing draft regulatory legal acts

- at the development stage, strictly take into account the rights and freedoms of citizens established by law,

- the developed projects must not contradict the regulatory legal acts of a higher level,

- do not use standards that contain corruption factors or their signs,

5.4. In other relationships arising depending on the specifics of the sphere of life activity:

- not to allow unjustified refusal to accept requests and facts of providing false information,

- not to use their official powers and the opportunities associated with them to obtain personal property and non-property benefits,

- do not allow rudeness, humiliation of human dignity, tactlessness, inappropriate behavior,

- do not allow cases of selection and placement of personnel based on kinship, regional affiliation and personal loyalty,
- not to give orders that are clearly impossible to implement or that go beyond the scope of their official duties, as well as those that are contrary to the law,
- perform functions in accordance with their official powers,
- observe professional ethics,
- immediately inform the college management or law enforcement agencies of any cases of corruption offense that become known to them,
- prevention of committing misdemeanors and other offenses for which the laws of the Republic of Kazakhstan provide for liability.

6. Other restrictions and prohibitions:

6.1. To comply with the Constitution of the Republic of Kazakhstan,

6.2. Comply with the restrictions established by the legislation of the Republic of Kazakhstan,

6.3. Ensuring compliance with labor legislation, uniform requirements, compliance with the working regime and conditions,

6.4. The appearance of a college employee when performing his/her official duties should contribute to a positive image, strengthen the authority of the educational institution, and correspond to the business style, the distinctive features of which are formality, restraint and neatness.

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- support and require colleagues to comply with the legal and anti-corruption culture.