



**BAKU
ENGINEERING
UNIVERSITY**

HOLISTIC ETHICAL ORGANISATIONAL CULTURE POLICY

SECTION 1: Introduction

Baku Engineering University (BEU) recognizes that the promotion of a holistic ethical organizational culture is fundamental to its mission, vision, and strategic objectives. Ethical integrity, transparency, accountability, and respect for human dignity are essential to the university's academic, administrative, and societal roles.

SECTION 2. Purpose

This policy aims to establish a structured framework to support and facilitate an ethical culture across all levels and functions of BEU. It ensures that ethical values are integrated into decision-making, daily operations, governance structures, and interpersonal relationships.

SECTION 3. Scope

This policy applies to all members of the university community, including academic and administrative staff, students, researchers, and partners involved in collaborative initiatives.

SECTION 4. Core Principles

- **Integrity and Honesty:** Upholding the highest standards of academic and professional honesty in teaching, research, and service.
- **Transparency:** Ensuring open, clear, and accessible communication in decision-making and institutional processes.
- **Accountability:** Taking responsibility for actions, decisions, and their consequences across all university structures.
- **Respect and Inclusion:** Promoting mutual respect, equality, diversity, and non-discrimination.

- **Social Responsibility:** Acting in accordance with ethical principles that contribute to the public good and sustainable development.

SECTION 5. Strategic Actions

BEU will take the following measures to support and enhance ethical culture:

- a) **Code of Ethics:** Maintain and regularly update a comprehensive Code of Ethics to guide professional and academic conduct.
- b) **Ethics Committees:** Establish internal ethics committees to advise on complex ethical issues and review complaints or violations.
- c) **Training and Awareness:** Deliver regular training sessions and awareness campaigns on ethical practices for all stakeholders.
- d) **Whistleblower Protection:** Implement confidential reporting mechanisms to protect individuals who report unethical behaviour.
- e) **Ethical Leadership:** Encourage ethical leadership and decision-making at all levels of university governance.
- f) **Integration into Curriculum:** Promote ethical thinking through the integration of ethics in academic programmes and research activities.

SECTION 6. Monitoring, Evaluation and Regulation

The university will develop key performance indicators (KPIs) to assess the effectiveness of this policy and will conduct regular reviews to ensure continuous improvement.

In order to ensure the implementation of ethical behavior and values in all areas of BEU, the Disciplinary Commission operates in accordance with the following rules approved by the Academic Council. The Commission's activities are guided by principles such as honesty, transparency, responsibility, fairness, and respect for human rights.

REGULATIONS ON THE DISCIPLINARY COMMISSION

Article 1. General provisions

1.1. This regulation has been prepared in accordance with the Constitution of the Republic of Azerbaijan, the Labor Code of the Republic of Azerbaijan, the Law of the Republic of Azerbaijan on Education, the Rules of Ethical Conduct of Teachers, the Charter of the university and other legislative acts.

1.2. The regulation has been prepared in order to ensure the implementation of the regulations on the Internal Disciplinary Rules, which determine the rules of discipline for employees and students of Baku Engineering University, the grounds for applying disciplinary sanctions.

1.3. The regulation determines the grounds for the formation of the BEU Disciplinary Commission, which is authorized to apply disciplinary sanctions and actions contrary to disciplinary rules in relation to employees engaged in labor activities and students studying at BEU, as well as the rights and obligations of the employee and student under investigation.

Article 2. Purpose

2.1. To monitor compliance with the Internal Disciplinary Rules by BEU employees and students.

2.2. To establish procedures for initiating and conducting disciplinary investigations in cases of violations.

2.3. To define procedural rules for holding employees and students accountable when disciplinary violations are confirmed.

2.4. To ensure the enforcement of decisions regarding the application of disciplinary sanctions for such violations.

Article 3. Management of the Structure

3.1. The Disciplinary Commission is a permanent collegial body responsible for investigating issues related to disciplinary violations.

3.2. The Disciplinary Commission operates within the university.

3.3. The Commission is established in accordance with these Regulations.

3.4. The Commission is formed with a minimum of five members.

3.5. The composition of the Commission is approved by order of the Rector and remains valid until a new composition is appointed.

3.6. The Commission reports to the Rector on its activities at the end of each academic year.

Article 4. Duties and Powers of the Chairman of the Disciplinary Commission

4.1. Manages and oversees the activities of the Disciplinary Commission and is responsible for its overall operation.

4.2. Chairs the meetings of the Disciplinary Commission. At the designated time, opens the meeting, approves the agenda items, verifies the attendance of invited participants, and investigates the reasons for any absences. Announces the composition of the Commission, addresses any objections to its members, and submits the adopted decisions to the university administration.

4.3. Organizes the workflow of the Disciplinary Commission.

4.4. Exercises general oversight over the enforcement of decisions related to disciplinary violations.

4.5. Ensures that information regarding the elimination of the causes and circumstances that led to disciplinary violations is communicated—on behalf of the Commission—to the relevant departments and heads of structural units.

Article 5. Duties and Powers of a Member of the Disciplinary Commission

5.1. A member of the Disciplinary Commission has the right and duty to:

5.1.1. Review the materials to be considered during Commission meetings;

5.1.2. Be informed of the time and location of Commission meetings;

5.1.3. Express their opinion on matters under discussion;

5.1.4. Ask questions to invited individuals, propose motions to obtain necessary documents and materials, participate in the examination of such documents, and present their own evidence and opinions;

5.1.5. Recuse themselves from the case if they have a conflict of interest or familial ties with the employee or student under review;

5.1.6. Participate in voting on decisions of the Disciplinary Commission.

5.2. All members of the Disciplinary Commission have equal rights and responsibilities.

Article 6. Rights of the Disciplinary Commission

6.1. To request information and documents deemed relevant to disciplinary matters from structural units and university officials in accordance with established procedures.

6.2. To obtain information about employees and students under investigation, and to invite those individuals, as well as other relevant officials, to attend Commission meetings.

6.3. To submit recommendations to the Rector regarding the application of one of the following disciplinary measures:

6.3.1. For employees:

- a. Warning;
- b. Reprimand;
- c. Severe reprimand;
- d. Dismissal.

6.3.2. For students:

- a. Warning;
- b. Reprimand;
- c. Severe reprimand;
- d. Expulsion from the university.

Article 7. Rights of an Employee or Student Subject to Disciplinary Investigation

An employee or student subject to disciplinary investigation shall have the following rights:

7.1. To be informed of the time and place of the Disciplinary Commission meeting.

7.2. To raise objections if there are grounds to doubt the impartiality of any member of the Commission.

7.3. To participate in the Commission meeting, provide explanations and motions, and submit relevant documents.

7.4. To receive a copy of the Commission's decision.

Article 8. Grounds for Considering Issues Related to Disciplinary Violations

8.1. The Disciplinary Commission shall act in accordance with the principles outlined in this Charter when addressing disciplinary violations.

8.2. Issues related to disciplinary violations are reviewed and resolved during the meetings of the Disciplinary Commission.

8.3. Meetings of the Disciplinary Commission are convened upon receipt of reports or applications regarding disciplinary violations. The decision regarding the place, date, and time of each meeting is made by the Chairman, and the Executive Secretary is responsible for notifying the other members.

8.4. The Chairman presides over the meetings of the Disciplinary Commission.

8.5. The Chairman ensures that the issues on the agenda are investigated comprehensively, objectively, and in a timely and lawful manner.

8.6. A meeting of the Commission is considered valid if at least two-thirds of its members are present.

8.7. If the individual under investigation objects to the participation of a Commission member, the matter shall be discussed and resolved by a vote of the other members.

8.8. A Commission member under disciplinary investigation may not participate in the proceedings as a member of the Commission.

8.9. If the employee or student under investigation is not properly notified of the meeting or is unable to attend for a valid reason, the consideration of the case shall be postponed. If the individual has been duly notified but still fails to attend without a valid excuse, the Commission may proceed with the review in their absence.

8.10. Prior to the imposition of any disciplinary sanction, the employee or student must be requested to provide a written explanation. Refusal to submit an explanation does not preclude the imposition of a disciplinary penalty.

8.11. Consideration of the case begins with a report by the Chairman or the Commission member who conducted the preliminary review. The individual under investigation, along with any invited participants, is then heard. Submitted motions are reviewed, relevant documents and materials are examined, and an appropriate decision is made.

- 8.12. Decisions of the Disciplinary Commission are adopted by a simple majority vote.
- 8.13. Only one disciplinary sanction may be applied per violation.
- 8.14. Minutes are recorded for each meeting of the Disciplinary Commission.
- 8.15. The final part of the Commission's decision is announced immediately. The full, reasoned decision is submitted to the Rector within three (3) working days.
- 8.16. A copy of the Rector's order based on the Commission's decision is attached to the personal file of the concerned employee or student.

Article 9. Responsible Secretary of the Disciplinary Commission

The responsible secretary of the disciplinary commission shall carry out:

- 9.1. Technical support and clerical work of the disciplinary commission.
- 9.2. Preliminary preparation of materials related to disciplinary violations for consideration by the commission.
- 9.3. Preparation of minutes of disciplinary commission meetings.
- 9.4. Accounting and storage of documents of the disciplinary commission.
- 9.5. Preparation of reports and other materials on the activities of the disciplinary commission.

Article 10. Validity period

- 10.1. This regulation shall enter into force from the date of its adoption by the Academic Council.
- 10.2. The provisions of the regulation shall be implemented by the rector.

SECTION 7. Conclusion

Through this policy, Baku Engineering University affirms its dedication to fostering a holistic ethical organizational culture that contributes to academic excellence, institutional integrity, and societal trust.