



SUMGAYIT STATE
UNIVERSITY

POLICY ON ETHICAL VALUES

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Section 1. Introduction

1.1. Introduction

In order to fulfill its responsibility towards students, employees and society, Sumgait State University (hereinafter referred to as the university) materializes the establishment of a healthy social environment, the establishment of mutual relations based on respect, and the prevention of discrimination through the 'Policy on Ethical Values' document.

This policy document aims to set up a fair work environment in the university, provide students have fair access to educational opportunities, ensure sustainable development, generate an environment of mutual respect, protect the rights of employees and students, ensure academic integrity and accountability.

This policy document covers all staff, students and management structures of the university. Each member of the university must responsibly fulfill the ethical values and obligations reflected in this policy, and employees, students and other members of the organization must be provided with appropriate instructions regarding the values and obligations defined in the policy document.

1.2. Legal basis

The policy document on ethical values is based on the Constitution of the Republic of Azerbaijan, relevant decrees and orders of the President of the Republic of Azerbaijan, decisions of the Cabinet of Ministers of the Republic of Azerbaijan, the Law of the Republic of Azerbaijan 'On Education', the Charter of Sumgait State University and the rules of ethical conduct and other normative legal acts.

The Policy Document on Ethical Values of Sumgait State University was adopted at the meeting of the Scientific Council of Sumgait State University dated 23.09.2022 (protocol No. 01).

Section 2. Mission and Scope

2.1. Mission

The policy of the university on ethical values aims at the following goals:

- creating a work and educational environment with cultural diversity where the employees and students of the university are safe, supported, respected, trusted and valued;
- increasing efficiency and transparency in the university's activities;

- ensuring compliance with ethical organizational values by every member of the university;
- creation of appropriate conditions for everyone's active participation in the development of the university;
- fair and equal application of adopted decisions, rules and procedures;
- creation of an environment where every member of the university can easily express their problems and promotion of open communication;
- provision of healthy thinking environment among university employees and students;
- compliance with publication ethics in scientific articles published in local and international journals;
- compliance with the rules of ethical behavior in relations with university partners.

2. 2. Scope of the policy

The University embraces diversity, integrity, respect and fairness as core ethical organizational values. These values should be applied to all activities of the university and are the basis of the life of the organization.

Diversity as an ethical value – The university treats everyone with respect, regardless of race, ethnicity, gender, age, sexual orientation, socio-economic status, religion, or cultural background. Different affiliations enrich and strengthen the university environment.

Integrity as an ethical value – the university values human rights and freedoms in its activities, is committed to the value of honesty, which plays an important role in the creation of a fair, developed educational and research environment and the formation of its culture. Integrity is a basic requirement for both students and staff. Each member of the university should be transparent and honest in their mutual relations while performing their activities.

Respect as an ethical value – the university ensures the creation of a positive atmosphere in the working and educational environment and ensures the creation and development of an environment of respect in order to encourage the establishment of better mutual relations. The university respects the thoughts and beliefs of students and employees.

Justice as an ethical value – The University considers the creation of a fair working environment and students to receive educational opportunities in a fair way as one of its priorities. Justice as an ethical value is a value that protects human rights and interests and ensures that they have equal opportunities. The university conducts its activities fairly.

Section 3. Monitoring and reporting

3.1 Monitoring and reporting

The Disciplinary Commission established under the Scientific Council of the university supervises the implementation of the policy document. The commission regularly monitors, evaluates, and ensures that certain issues are resolved accordingly.

Sumgayit State University provides a grievance procedure for employees with concerns about employment matters, as well as an internal reporting system to ensure the secrecy of whistleblowers.

3.2. Obligations

Based on 4 values related to the implementation of this policy, a number of obligations to the university have been determined. These obligations are as follows:

- regularly monitoring and evaluating the state of compliance with the policy document, identifying negative situations and eliminating them in a timely manner;
- regular implementation of trainings for the understanding of ethical values by everyone;
- ensuring respect and attention to the opinions of students, employees and other members of the university;
- referring to the principle of equality in the process of employment, continuous career development;
- ensuring transparency and honesty in research and educational activities;
- equal and fair use of the opportunities offered by the university;
- application of various approaches in freely expressing suggestions and comments of employees and students;
- forming a true, impartial, honest and equal attitude towards partners and referring to the principles of respect in behavior towards them;
- showing fair behavior to students in examination and assessment processes;
- correct presentation of information and ensuring transparency in all departments of the institution;

