



**HOLISTIC ETHICAL ORGANIZATIONAL
CULTURE POLICY
(HEOC)**

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SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

1.1. INTRODUCTION

Organizational culture (hereinafter – OC) and organizational ethics (hereinafter – OE) are two various subjects that are closely related with each other and intertwined in different ways. OC is perceived as shared values, beliefs and behaviors that have influence on the work environment and behaviors of employees and other internal stakeholders in the organization. On the other hand, OE is the principles, which guide a person individually or employees' behaviors regarding accepted right or wrong actions.

It is obvious that having an ethical organizational culture and applicable Holistic Ethical Organizational Policy (hereinafter – HEOC), which provides guidance for employees and other internal stakeholders on ethical behaviors, can reduce misbehavior actions in the organizations.

1.2. CURRENT SITUATION

Baku State University (hereinafter – BSU) is the only largest and oldest University in Azerbaijan and has a long history from 1919, which effects formulation of holistic organizational culture throughout decades. As a University, BSU has more than 24.000 students and almost 3000 employees, including academic staff, administrative staff, support, and technical staff. It is obvious that students, academicians or other staff from different cultures, perceptions, values, and beliefs foster diversity within the University and thus, it is essential to have accepted framework regarding right and wrong actions considering different categories.

According to the respective provisions of Labor Code of Azerbaijan Republic, other related legislations, and internal rules of BSU, respective labor contract is signed by all employees within recruiting process and all newly recruited employees get acquainted with their respective job descriptions. In all job descriptions, it is mentioned that it is mandatory for all employees to obey accepted disciplinary rules in BSU, including Code of Academic Integrity, Code of Ethics for Employees and Teachers.

The Disciplinary Commission is performing according to its statute and address the issues related violations of the requirements of respective ethic codes. On the other hand, Code of Ethics for Employees and Teachers was adopted by The Scientific Council and employees are encouraged to behave in line with Code of Academic Integrity, Code of

Ethics for Employees and Teachers (together hereinafter – Codes), and informed about the possible risks of misbehaviors.

Additionally, Trade Union is operating at BSU according to its statute and the Union has responsibility to protect the rights of labors and make their voices heard from the Senior Leadership. In the case of the termination of the labor contract due to violations of provision(s) of the Codes, The Union investigate the case and make decision, take some preventive action(s) in necessity.

Moreover, Appeal Commission is performing at BSU according to its statute and responsible for handling student appeals and grievances and inform related Unit or structure about the apeal and grievances and support for the resolution.

1.3. LEGAL BASE

Legal base of HEOC is provisions of the respective Laws of Azerbaijan Republic, Decrees and (or) the orders of The President and The Cabinet of Ministries of Azerbaijan Republic, this HEOC Policy of Baku State University, respective International Field Standards and other related legal documents. In cases, where the application of HEOC Policy requirements conflicts with existing laws, regulations, or governmental requirements, exemptions may be granted.

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

2.1. MISSION OF THE HEOC POLICY

The mission of this policy is to foster and promote behaviors considering ethical values, including diversity, honesty, respect, and fairness through making framework and guidance on ethical organizational culture.

2.2. OBJECTIVES OF THE HEOC POLICY

The objectives of the HEOC Policy are as the following:

- To increase job satisfaction and BSU brand image among students and employees through ethical organizational culture.
- To make framework and awareness on Leadership and Conflict Resolution.
- To address student and employee complaints effectively.
- To promote ethical organizational culture practices among academic and other employees.
- To promote intellectual property rights and academic integrity.

- To foster mutual respect among various internal and external stakeholders.
- To encourage ethical behaviors while discouraging wrong behaviors and making awareness about the consequences of misbehavior.

2.3. SCOPE OF THE HEOC POLICY

The HEOC Policy is binding for all BSU staff and encompasses all individuals with whom they have employment relationship with BSU. This includes:

- Employees (academic staff, technical staff, administrative staff etc.)
- Students (higher education level (bachelor, master, and doctorate) regardless of the form of education (full-time, part-time))
- Interns
- Volunteers

SECTION 3: PLANNED ACTIVITIES, MONITORING AND REPORTING

3.1. PLANNED ACTIVITIES

Planned actions in for the short-term and long-term period is as following:

SHORT-TERM PERIOD ACTIONS (within 3 years)

Action 1: Updating related Code of Academic Integrity, Code of Ethics for Employees and Teachers by involving internal and external stakeholders

Action 2: Preparation of guidance (the collection of respective accepted ethical codes) and provide the information about the conflict resolution mechanism and complaints handling process in the respective guidance

Action 3: Dissemination of the Code of Academic Integrity, Code of Ethics for Employees and Teachers through trainings for employees, students and academics staff

Action 4: Supporting research and innovation regarding ethical organization culture

Action 5: Addressing violations and reporting about the conflict resolution result

Action 6: Making clear and accessible reporting channel while protecting whistleblowers

Action 7: Conducting Ethical Audits and assessing the implementation of the policy on yearly basis

LONG-TERM PERIOD ACTIONS (within 10 years)

Action 8: Supporting research and innovation regarding ethical organization culture

Action 9: Addressing violations and reporting about the conflict resolution result

Action 10: Conducting Ethical Audits and assessing the implementation of the policy on yearly basis

Action 11: Dissemination of the Ethic Codes through trainings for employees, students and academics staff

Action 12: Collectively address relevant emerging issues by involving internal and external stakeholders

Action 13: Support regulatory developments for holistic ethical organizational culture

3.2. EXECUTION, MONITORING AND REPORTING

For execution, monitoring and reporting of the HEOC policy, the actions that will be taken are as the following:

1. **Disciplinary Committee:** The Disciplinary Committee addresses the violation of the provision of Code of Academic Integrity, Code of Ethics for Employees and Teachers, and investigates and makes decision and take preventive actions for misbehaviors.
2. **Ethical Audits:** Respective unit according to its statue conduct regular reviews of respective reports and internal investigation.
3. **Regular Review and Updates:** Continuously review and update HEOC Policy and other related Codes to align it with changes in emerging challenges, and evolving stakeholder expectations.
4. Disciplinary Committee and respective responsible unit report to the Rector and the Scientific Council on the implementation of the HEOC Policy on a yearly basis.

SECTION 4: RESOURCE ALLOCATION

4.1.RESOURCE ALLOCATION

For achieving the objectives of this policy, below-mentioned resources will be used by respective units, committees and working groups:

- Competent and trained human resources.

- Sufficient financial resources.
- Physical infrastructure.