

Addendum to
the order of the Rector of
Academy of public administration under
the President of the Republic of Kazakhstan
no. 360 dated July 20, 2017.

1. This anti-corruption standard of the Academy of Public Administration under the President of the Republic of Kazakhstan (hereinafter referred to as the Academy) was developed in accordance with Article 10 of the Law of the Republic of Kazakhstan dated November 18, 2015 “On Combating Corruption”, Methodical Recommendations on the development of anti-corruption standards of the Agency of the Republic of Kazakhstan for Civil Service Affairs and Anti-corruption, and aims at prevention of corruption in the realization of post-graduate and extended educational programs, as well as research.

The developer of the anti-corruption standard is the Research Center for the Study of Anti-Corruption Issues at the Academy of Public Administration under the President of the Republic of Kazakhstan.

2. The purpose of the anti-corruption standard is to comply with the system of norms aimed at preventing corruption in the areas of postgraduate studies, extended education and scientific research.

3. The tasks of the anti-corruption standard are:

- 1) the formation of sustainable anti-corruption behavior among the employees of the Academy in the exercise of their functional duties;
- 2) timely detection of corruption and the prevention of their negative consequences.

4. The principles of the anti-corruption standard are:

- 1) lawfulness;
- 2) transparency;
- 3) ethics;
- 4) respect for the rights and legitimate interests of individuals and legal entities and their protection against corruption;
- 5) avoidance of conflict of interests.

5. Terms and definitions used in the anti-corruption standard:

1) corruption - illegal use by persons holding a responsible civil service position, persons authorized to perform public functions, persons equated to persons authorized to perform public functions, officials of their official powers (powers of office) and related opportunities to obtain or derive, personally or through intermediaries, material (non-material) benefits and advantages for themselves or third parties, as well as bribery of the mentioned persons through benefits and advantages provided to them;

2) conflict of interest (according to the Law of the Republic of Kazakhstan “On Combating Corruption”) - a contradiction between personal interests of persons holding a responsible civil service position, persons authorized to perform public functions, persons equated to them, officials and their official powers, in which

personal interests of the mentioned persons may lead to improper performance of their official powers;

3) anti-corruption - the activity of anti-corruption agencies, within their powers, on preventing corruption, including fostering an anti-corruption culture in the society, identification and elimination of causes and conditions facilitating the perpetration of corruption offences, as well as identification, suppression, solution and investigation of corruption offences and elimination of their consequences;

6. The Anti-Corruption Standards of Conduct of the Academy establish general standards for the conduct of workers, affect the ethics of professional relations and are aimed at shaping the good conduct of the employees of the Academy.

Standards of conduct are enshrined in the Academic Policy, the Ethics Code of the employee, the Privacy Policy, job descriptions and other internal documents of the Academy.

7. Anti-corruption standards are based on direct actions in the performance of functional duties to prevent corruption in the areas of postgraduate studies, extended education and research.

8. In the field of postgraduate studies and extended education:

In the performance of their duties, the employees of the Academy should:

1) to strictly observe the existing legislation of the Republic of Kazakhstan;
2) to promote the professional development of students in accordance with the principles of zero tolerance against the manifestations of corruption, honesty and respect for the law;

3) to adhere to the principles of academic integrity, respect copyrights, keeping confidential information;

4) to prevent actions that could discredit the status of a pedagogical worker;

5) to conscientiously and efficiently perform their functional duties;

6) to comply with the law, openness and transparency in the implementation of financial and economic activities and public procurement processes;

7) to take measures to prevent corruption, to set an example of honesty, impartiality and justice with their personal behavior;

8) to prevent the use of confidential information for personal or other purposes;

9) to prevent the facts of financial and other extortion in relation to the participants of the educational process, to make efforts to prevent such actions by their colleagues;

10) by their actions not to give reason for justified criticism from the society, to show act of tolerance, use constructive criticism to eliminate shortcomings and improve their professional activities;

11) to exclude actions caused by the influence of personal, property and other interests that impede the conscientious performance of functional duties;

12) to prevent the acceptance of gifts in connection with the performance of functional duties in accordance with the legislation of the Republic of Kazakhstan. If asked to accept gifts, an employee needs to inform his/her supervisor and management;

13) to be impartial, fair, equally benevolent and supportive of all students;

14) not to exceed their powers and related opportunities in order to obtain or extract personally or through intermediaries of material (non-material) benefits and advantages for themselves or third parties;

15) to refrain from behavior that can be interpreted by others as a willingness to commit or participate in a corruption offense in the interests or on behalf of the Academy.

9. In the field of scientific research:

In the performance of their duties, the employees of the Academy should:

1) to strictly observe the existing legislation of the Republic of Kazakhstan

2) to strictly observe research ethics;

3) to prevent actions that could discredit the activities of a scientific worker;

4) to adhere to the principles of academic integrity, respect copyrights, not to distribute confidential information;

5) to observe legality, openness and transparency in the implementation of financial and economic activities and public procurement processes;

6) to take measures to prevent corruption, to set an example of honesty, impartiality and justice with their personal behavior;

7) to take all measures to exclude corruption and prevent any attempts to abuse the position;

8) by their actions, not to give reason for justified criticism from society, to show act of tolerance, to use constructive criticism to eliminate shortcomings and improve their professional activities;

9) to exclude actions caused by the influence of personal, property and other interests that impede the conscientious performance of official duties;

10) to prevent the acceptance of gifts in connection with the performance of functional duties in accordance with the legislation of the Republic of Kazakhstan. If asked to accept gifts, an employee needs to inform his/her supervisor and management.

10. In case of other relationships arising depending on the specifics of the sphere of professional activity, the employees of the Academy should:

1) to strictly observe the existing legislation of the Republic of Kazakhstan;

2) to comply with the orders and instructions of the heads of the Academy, approved within their power;

3) to ensure the lawfulness and fairness of decisions taken when:

coordination and approval of development plans and reports on their implementation;

drawing up, introducing changes and additions to the public procurement plan;

implementation of expenditure and the preservation of financial resources and material values;

registration of primary documents on the transfer and write-off of inventories and fixed assets, as well as their accounting and storage.

4) to comply with the law, openness and transparency in the implementation of financial and economic activities;

5) to ensure compliance with the principles of meritocracy, not to provide benefits which are not envisaged by law for hiring, personal relationships should not be the basis for promotion, reward, punishment or dismissal, solving personnel and social issues;

6) not to transfer information and materials to third parties when processing personal data, to maintain official documentation and confidentiality of information that has become known to him/her due to the performance of his/her duties;

7) to resist actions detrimental to the Academy;

8) to prevent the perpetration of misconduct and other offenses for which the law provides for disciplinary, administrative or criminal liability;

9) to prevent the acceptance of gifts in connection with the performance of functional duties in accordance with the legislation of the Republic of Kazakhstan. If asked to accept gifts, an employee needs to inform his/her supervisor and management.

10) it is not recommended to accept or give gifts, despite the absence of violations of the requirements of the legislation of the Republic of Kazakhstan, as well as other restrictions and prohibitions:

it may further adversely affect the reputation of the Academy or its employees;

it may get systematic character (from the same persons or to the same persons for a certain period, not associated with generally accepted occasions and national, state, professional and other holidays);

it can be interpreted as illegal use of employee's power and related opportunities in order to obtain or extract personally or through intermediaries material (non-material) benefits and advantages for themselves or third parties, as well as to bribe these persons by providing benefits and advantages.

11) to ensure the safety of property, efficient, effective use of property, including vehicles, for professional purposes;

12) not to force subordinates to commit corruption offenses;

13) not to use the official position to influence the activities of subordinates in solving personal issues;

14) to promptly inform the immediate supervisor, as well as the supervising vice rectors of:

cases of employee's intention to commit corruption offenses;

information that has become known to the employee on cases of corruption offenses committed by other employees of the Academy;

corruption risks that are present in the Academy's function, in general, and in its particular individual divisions;

the possibility or existence of a conflict of interests concerning an employee.

11. This Anti-Corruption Standard includes:

1) a system of norms aimed at preventing corruption and applying anti-corruption measures;

2) prevention and resolution of conflict of interest;

3) reporting on corruption offenses.

12. The head is responsible for the organization of work to counter corruption and the formation of anti-corruption culture at the Academy.

13. Information on observance (non-observance) of anti-corruption standards is used when certifying and evaluating the performance of Academy employees.