

by the
University Council session no. 10
12.12.2022

Approved by Rector
S. Harutyunyan
12.12.2022

YEREVAN HAYBUSAK UNIVERSITY

Working Procedures of Ethics Commission

I. GENERAL PROVISIONS

1. "Ethics Commission" (hereinafter "Commission") of Yerevan HAIBUSAK University Limited Liability Company (hereinafter referred to as the University) is a functioning committee attached to the University Council.
2. The main rules of the activity of the "Ethics Commission" of the HAIBUSAK University are defined by this working procedure.
3. The commission carries out its activities in accordance with the Constitution of the Republic of Armenia, Laws of the Republic of Armenia, the Charter of Haybusak University, internal legal acts and this working procedure.
4. The composition of the commission is formed by the Council of Haybusak University. The committee consists of 12 members from each institute and two teachers and one student representative from Roslin Academy.

II. OBJECTIVES, PRINCIPLES AND POWERS OF THE COMMISSION

5. The commission is an independent body carrying out professional activities. The commission carries out its activities by carrying out independent researches, examinations, surveys, consultations, analyses, as well as by all means in accordance with the legislation.
6. The commission operates guided by the principles of fairness, equality, objectivity, transparency and accountability.
7. The objectives of the committee are:
 - 7.1. to ensure the observance of the rights, dignity and ethics of the University staff and students,
 - 7.2. to contribute to the proper implementation of the anti-corruption policy at the University,
 - 7.3. impartial investigation of alleged violations of ethics norms.
8. The commission within its powers
 - 8.1. Participates in drafting and updating the "rules of ethics" of the University,
 - 8.2. Examines the applications submitted to the Commission regarding alleged violations of the norms of conduct and submits a conclusion to the University Council,

- 8.3. Requests information and materials related to the question being examined from university departments, employees and students,
- 8.4. Contributes to raising the awareness of University subjects regarding the application, maintenance and control processes of ethical rules,
- 8.5. Develops and adopts its work rules and procedures,
- 8.6. submits an annual report of its activities to the University Council,
- 8.7. Elects the Chairman, Deputy Chairman and Secretary of the Commission from among the members of the Commission.

III. SUBMITTING QUESTIONS FOR COMMITTEE DISCUSSION

9. Questions related to violations of ethics rules and confidentiality of research information may be submitted for consideration by the committee.
10. Submitted questions should not be related to criminal, administrative or other liability issues.
11. Questions for the Commissioner's Examination may be submitted by all internal stakeholders of the University.
12. The application can be submitted if one month has not passed since the alleged violation.
13. Applications can be submitted in writing or online (by e-mail or through the website in the "Question to the Ethics Committee" section).
14. The application submission format is free, but the application cannot be anonymous.
15. After receiving the application, the commission examines it within 15 days. If necessary, the period can be extended, but not more than 7 days.
16. If the person who submitted the application is not present at the Commission session, the Commission may examine the issue in his absence or postpone the session at its discretion.

IV. ORGANIZATION OF THE WORK OF THE COMMISSION

17. The commission organizes its work through meetings, which are convened as necessary, within a five-day period after receiving written complaints about violations of the ethics rules.
18. The Ethics Committee's meetings are chaired and managed by the Chairman of the Ethics Committee, who presents the issues to be discussed in the agenda. The meetings of the Ethics Committee are considered competent if more than half of the members of the committee were present at the meeting.
19. The commission considers applications and complaints within 15 days. If necessary, the specified period can be extended by one week.
20. The Ethics Committee may invite interested or third parties, specialists, experts and others to discuss issues.
21. If necessary, the Commission may establish working groups.

22. The members of the Ethics Committee are notified of the agenda, place and time of the upcoming session in accordance with the data provided by them (phone call, e-mail notification, etc.).

23. Decisions in the commission are adopted by a simple majority of the votes of the members present at the commission session, by open voting. Each member can vote for or against.

24. The commission issues a conclusion in case of violation of the rules of conduct or in the absence of violation (positive or negative conclusion), and then presents a corresponding recommendation to the rector of YHU.

25. In case of violations provided for by the Code of Conduct of the YHU, it may be applied: 1) reprimand 2) severe reprimand 3) termination of the employment contract (YHU employees, teaching staff) 4) dismissal from the university (the student).

26. The conclusions of the Commission are signed by all the members of the Commission present at the session.

27. If necessary, the Commission can provide clarifications on the application of the ethics rules.

V. POWERS AND DUTIES OF COMMISSION MEMBERS

28. The chairman of the commission.

28.1. is accountable to the University Council,

28.2. manages the activities of the Commission, convenes and conducts the sessions of the Commission,

28.3. reports the Commission's conclusion to the University Council,

28.4. if necessary, invites specialists to the Commission sessions with the right of consultative vote,

28.5. In case of insufficient information for the investigation of the alleged violation of the norms of conduct, he applies to the rector of the University through mediation,

28.6. if necessary, instructs the members of the Commission to study the examined issues and present the results,

28.7. has a casting vote in case of equality of votes during voting,

28.8. has other rights and duties assigned to a committee member.

29. Deputy Chairman of the Commission

29.1. Upon the nomination of the Chairman of the Commission, assumes the duties of the Chairman of the Commission - in the latter's absence,

29.2. has other rights and duties assigned to a committee member.

30. The Secretary of the Commission

30.1. organizes committee meetings,

- 30.2. ensures circulation of writings and documents,
 - 30.3. prepares minutes of meetings,
 - 30.4. registers, stores and forwards the letters and applications to the chairman of the committee,
 - 30.5. has other rights and duties assigned to a committee member.
31. The member of the commission
- 31.1. must demonstrate fairness in his actions, be impartial and independent in making his decisions,
 - 31.2. participates in the work of the Commission, familiarizes himself with the materials and presents an opinion on the discussed issue before the session or during the session,
 - 31.3. may have a special opinion, which is appropriately reflected in the minutes of the meeting,
 - 31.4. participates in the development of ethics regulations,
 - 31.5. presents recommendations on implementing changes in the Work Regulations,
 - 31.6. Presents the results of his study on the material under discussion on the commission of the chairman of the commission,
 - 31.7. Votes on the adopted decisions and conclusions at the commission sessions.

VI. TERMINATION OF THE AUTHORITIES OF A COMMISSION MEMBER

- 32. A member of the Commission may leave the Commission at any time based on his/her application.
- 33. A member of the Commission may be removed from the Commission if he obstructs the normal functioning of the Commission in any way, does not keep confidential information or refuses to perform his duties. The expulsion decision is adopted by the University Council, based on the well-founded recommendation of the Committee's chairman.