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Amendments made by order #192, dated July 21, 2020, #301, dated October 21, 2020, #375, dated December 31, 2020, N117809 dated May 31, 2022, N139470 dated November 29, 2022, and N10375 dated March 31, 2023, by the Rector of the University.

Internal Regulations of European University

Article 1. General Provisions

1. The Internal Regulations of European University LLC (hereinafter referred to as the "Internal Regulations") have been developed in accordance with the requirements of the Legislation of Georgia and apply to the Academic, Scientific, Invited, Administrative, and Auxiliary personnel of the European University (hereinafter referred to as "the University").

2. The purposes of the Internal Regulations are:

- A) Facilitating the full implementation of the functions assigned to the employee;
- B) Ensuring the protection of labor discipline;
- C) Establishment of an employee's good attitude towards the work;
- D) Rational use of working time;
- E) Increasing the effectiveness of performing official duties;

3. The following is defined by the internal regulations:

- A) The working hours and break time;
- B) Overtime pay rule;
- C) Rules for giving salary and money for business trips;
- D) Terms and conditions for the use of leave by employees;
- E) Procedures for organizing business trips of employees;
- F) The rule of Employees notification regarding absence from work;
- G) Basic rights and obligations of the University;
- H) The rights and obligations of the employees;
- I) General instructions for labor protection and fire safety;
- J) Employee's responsibility for the material values recorded on the University balance sheet;
- K) Types of employee incentives and rules for their use;
- L) Types of disciplinary liability and rules for their use;
- M) The procedure for dismissal of employees;
- N) Rules of communication between employees;
- O) The issues related to keeping confidential information;
- P) Communication with the media.

Article 2. Principles of Labor Relations and the concept of discrimination

1. The principles of employee equality, mutual respect, honesty and collegiality. Labor relations in the university are based on the principles of university and employee equality, mutual respect, honesty

and collegiality. In labor and pre-contractual relations, including during the publication of a vacancy announcement and at the selection stage, any kind of discrimination, intentional or negligent discrimination, or exclusion of a person or giving him an advantage is prohibited race, color, language, ethnic or social affiliation, nationality, origin, property or rank status, employment contract status, place of residence, age, sex, sexual orientation, disability, health status, religious, public, political or because of membership in another association (including a trade union), marital status, political or another opinion, or on any other ground which aims or results in denying or interfering with equal opportunity or treatment in employment and professional activity.

2. Direct discrimination is when, due to any of the signs provided for in the first paragraph of this article, a person is treated unequally compared to another person who is in the same or similar situation, was or could have been the object of more favorable treatment.
3. Indirect discrimination is when a neutral provision, criterion or practice puts a person at a disadvantage compared to another person due to any of the signs provided for in the first paragraph of this article, unless such provision, criterion or practice is objectively justified by a legal purpose and the means used to achieve this purpose are necessary and It is proportional.
4. Harassment in the workplace (including sexual harassment) is a form of discrimination, in particular, unwanted behavior towards a person based on any of the signs provided for in the first paragraph of this article, which aims or causes to damage his dignity and creates an intimidating, hostile, humiliating, degrading or insulting environment for him to create.
5. It is prohibited to terminate the employment contract for the employee and/or to treat the employee in any negative way and to influence him because the employee filed a statement or complaint with the relevant body or cooperated with it.
6. The employer is obliged to provide equal pay for male and female employees in case of equal work performance.

Article 3. Working hours and Breaktime

1. Working time is a period of time, during which an employee is required to perform his / her duties.
2. The starting and finishing of working defers due to the requirements of the employment contract for a particular position. The number of working hours per week does not exceed 40 hours.
3. Working hours for administrative/ auxiliary personnel shall be from Monday to Friday from 10:00 am to 19:00. Except for the following employees:
 - Library staff;
 - A nurse;
 - IT Department staff;
 - Procurement and material and technical service personnel;
 - Learning Process Managers;
 - Case management office staff.

4. Working hours of library staff is defined by two shifts per day from Monday - through Saturday, from 10:00 am to 20:00;

A) The first shift from 10am to 17:00;

B) The second shift from 13:00 to 20:00;

C) Library staff has a 1-hour break during the day.

5. The working hours of the staff of the information technology service, procurement and material and technical support service, managers of the training process are determined from Monday to Saturday, from 10:00 a.m. to 5:40 p.m., with a break period from 2:00 p.m. to 3:00 p.m.

6. The working hours of the nurse are determined from Monday to Friday, from 10:00 a.m. to 6:00 p.m., and on Saturdays from 10:00 a.m. to 2:00 p.m. If the working time of the medical staff exceeds 6 hours during the day, he enjoys a 1-hour break.

7. Working hours of the case management service, Sarajishvili st. in the university building located at 17, it is determined from Monday to Friday, and in Guramishvili Ave. № In the building located at 76 (hereinafter referred to as the "administrative building"), the working hours of the case management office are determined from Monday to Saturday. The staff of the case management service works 5 or 6 days a week in shifts (workload does not exceed 40 hours per week), in the case of a five-day schedule, the working hours are determined from 10:00 a.m. to 7:00 p.m., and in the case of a 6-day schedule, from 10:00 a.m. from 17:40 to 17:40, break period 14:00-15:00.

8. The working time of the academic and invited staff is determined in accordance with the workload stipulated by the relevant educational program/curriculum. The working time (number of hours) of the academic staff is determined by the relevant faculty of the university.

9. During the day, for the staff whose working time exceeds 6 hours during the day, except for the academic and invited staff, the time is allocated for a break from 14:00 to 15:00.

10. An employee who is a nursing woman and feeds a child under one year of age, based on her request, is given an additional break of at least 1 hour per day. The break for feeding the child is considered working time and is compensated.

11. Employees reporting to work and leaving the workplace are recorded by recording the card on the electronic device. The authority to monitor entry and exit to the university is assigned to the services department. And the information technology service processes the time recording report and submits the information to the human resources management service. It is not allowed to transfer the electronic card to another employee or a third person, as well as to use the electronic card improperly, which means recording the card in order to record the presence at work in case of non-appearance or absence.

12. Time for Break or rest shall not be considered as working time;

13. The working time is considered the time when the employee, in agreement with the immediate supervisor, performs his duties in the university building or outside it.

14. Based on the agreement of the parties, in accordance with the labor contract, it is possible to define for the staff a schedule different from the working hours established by the internal regulations.

15. The administrative staff may be allowed to carry out academic activities during the period of working time determined for them, with the consent of the employer, if the implementation of the said activities does not interfere with the regular performance of the duties assigned to them.

Article 4. Overtime Pay Rule

1. Overtime is considered to be the performance of work by an employee in the period of time, the duration of which exceeds 40 hours per week for adults, and in the case of adult employees, for whom the working time is defined as less than 40 hours, the period of time that exceeds the defined working time for them is considered overtime. For minors aged 16 to 18 – 36 hours a week, and for minors aged 14 to 16 – 24 hours a week. The rules for overtime pay are determined in accordance with the contract signed with the employee. The employee will be given additional rest time no later than 4 weeks after overtime work, unless otherwise agreed upon by the parties. Only the performance of such work, which was previously agreed with the immediate supervisor or is performed on the instructions of the immediate supervisor, will be considered overtime. The employer is obliged to notify the employee in writing about the overtime work to be performed 1 week in advance, unless, based on the objective needs of the employer, it is impossible to give him a warning.

2. An employee is obliged to perform overtime work:

- a) to prevent a natural disaster and/or eliminate its consequences - without overtime pay;
- b) to prevent an industrial accident and/or eliminate its consequences - with overtime pay.

3. In the case provided for in paragraph 2 of this article, it is prohibited to employ an employee who is pregnant, a newborn or nursing woman, a disabled person, a minor, a legal representative or supporter of a disabled person or who has a child under 3 years of age, for overtime work without his consent.

Article 5. Rules for deducting salary, excess/erroneous amounts and issuing travel allowances

1. Employees are paid once a month. Payment is made by non-cash payment by making a transfer to the bank account of the employee.

2. Business trip expenses shall be paid in accordance with the rules established by the current legislation of Georgia.

3. The employer has the right to deduct from the employee's wages the amount paid in excess and/or in error or any other amount that the employee owes to him based on the employment relationship.

Article 6. Terms and conditions for the use of leave by employees

1. An employee has the right to take paid leave - 24 working days a year and unpaid leave - 15 calendar days a year.

2. The right to use leave is given to an employee eleven months after starting working. The employee may, in accordance with the agreement of the parties, be granted leave before the expiration of the period mentioned. The administrative staff is authorized to use leave in part.

3. All employees of one structural unit may not be allowed to go on leave at the same time, except for exceptional cases.

4. The employer reserves the right to limit the right of employees to take leave, taking into account the scope of the case. All structural units are obliged to provide information about the summer vacation schedule to the Human Resources Management Service no later than June 10 of the current year. It is not allowed to take leave for more than 10 working days at the same time.

5. The rules and conditions for granting leave due to pregnancy and childbirth, child care, as well as adoption of a newborn are determined in accordance with the current legislation of Georgia.

6. An application for a leave request through the electronic document circulation system (eFlow), in agreement with the head/direct manager of the relevant structural unit and the human resources management service (visa), is submitted to the rector at least 10 calendar days before the start of the leave period. All employees are obliged to indicate in the application about the request for leave their duties, in agreement with the immediate supervisor. The employee is obliged to hand over entrusted cases to the employee performing his duty, to provide comprehensive information about the deadlines and to inform the immediate

supervisor about the aforementioned. The employee is not entitled to consider his leave application as satisfied until the rector's legal act (order) on granting leave is issued. The rector makes the final decision on going on vacation.

7. An extension of the 10-day period established by paragraph 4 of this article is allowed in special cases, upon presentation of a substantiated application by the employee.

8. An individual administrative-legal act of the Rector will be issued on sending the employee on vacation.

9. Upon termination of the employment contract at the initiative of the employer, he is obliged to compensate the employee for unused leave in proportion to the duration of the employment relationship.

10. Due to operational necessity, it is allowed to call the staff from vacation with his/her own consent, based on the relevant order.

11. Academic and invited staff vacation issues are determined by the labor contract, in accordance with the law.

Article 7. Procedures for organizing business trips of employees

1. Business trips of the employees are established by the order of the rector, on the basis of the relevant business card.
2. A Business card on business trip shall be submitted to the Rector through the electronic document circulation system (eFlow), upon the submission of the head of the relevant structural unit / immediate supervisor and / or in agreement with the head of the structural unit / immediate supervisor.
3. The business card provided for in paragraph 2 of this article shall be submitted to the Rector at least 5 calendar days before the start of the period of business trip abroad and at least 3 calendar days before - in case of the business trip within the country.
4. The requirements set forth in paragraph 3 of this article shall not apply to the business trips of the Rector.
5. Exemption from paragraph 3 of this article shall be an urgent business trip, the reason for which shall be set out in the job card regarding to the business trip.
6. The business card shall include information about the place(s) of the business trip, the purpose of the business trip, the business traveler (s), the necessity of business trip, or the necessity of participating in a business meeting envisaged by the business trip, the dates of the beginning and the end of the business strip, the activities related to the business trip and the necessary funds, the inviting party (if any) and the amount of funds that have to be compensated by the latter, as well as the information about the possible consequences of a business trip.
7. The employee shall, within 10 working days after the end of the university budget-funded business trip, submit to the Rector a business card related to business expense write-offs and documents certifying actual expenses incurred through the electronic document circulation (eFlow) in accordance with the legislation of Georgia.

Article 8. The rule of Employees notification regarding absence from work

1. In case of not showing up at the workplace on time for a well-known good reason or leaving work during working hours (for example: a visit to the doctor, etc.), the employee is obliged to provide written information to the human resources management service and the head of the relevant structural unit/direct superior via e-mail. At the same time, the employee is obliged to present a document confirming the reason for not appearing/leaving work during working hours, if there is such a document.
2. In case of not reporting to the workplace on time for an unknown, but valid reason (eg: health condition, performance of duties at another place by order of the supervisor, force majeure, etc.), the employee is obliged to immediately inform the head of the relevant structural unit/direct superior of the expected period of non-reporting, the appropriate reason. by reference. The structural unit/immediate head is obliged to inform the Human Resources Management Service about it. After reporting to work, the employee is obliged to provide written information to the human resources management service and the head of the structural unit/direct supervisor via e-mail, and also to present a document confirming the reason for not reporting, if any (eg: a document confirming a doctor's visit).
3. The employee is obliged to report to the workplace on time. Being late for no more than 15 minutes/leaving work during working hours/leaving early will be considered honorable by the employee. In total, the number of tardiness / leaving work during working hours / leaving early during the month should not exceed three.
4. If the employee violates the rule specified in paragraph 3 of this article, a sanction will be applied and the

amount will be deducted from his salary in the following amount:

- a) 2% of the total salary in case of a delay of 15-40 minutes in total during the month;
- b) In case of a total of 41-80 minutes of delay during the month, 4% of the total salary;
- c) In case of a total of 81-120 minutes of delay during the month, 6% of the total salary.

5. If the employee is late for a total of more than 120 minutes during the month, the employee will be reprimanded and filed in the personal file.

6. If the employee reports late/leaves work during working hours/leaves early for two consecutive months, if it became the basis for deducting 2 times the amount from the salary, and in the next third month, dishonorable lateness/leaves work during working hours/leaves early is recorded again. The employee will be reprimanded by filing in the personal file.

7. In case of violation of the rule of honorable lateness during the month, the Human Resources Management Service provides information to the Rector through the service card. On the basis of the presented service card, the rector's legal act on deducting money from the employee's salary or announcing a reprimand will be issued.

8. After the end of working hours, upon the order of the rector and/or the vice-rector, if the employee has to stay to perform the work, the rector and/or the vice-rector can allow the next working day to come late at an appropriate time. It should be agreed between the parties and confirmed via e-mail, information about which should be provided to the Human Resources Management Office.

Article 9. Basic rights and obligations of the University

1. The University is entitled to:

- A) Require from the employee to perform the work assigned to him / her with labor agreements, job description and other internal legal acts;
- B) Require internal regulations of labor to be fulfilled;
- C) In the cases stipulated by law, assign the employee to perform overtime work;
- D) Motivate the employee and take incentive measures;
- E) Periodically monitor the working process of an employee.

2. The University is obliged to:

- A) Provide an employee with safe working conditions for life and health;
- B) Provide the material and technical means necessary for the employee's labor;
- C) Determine job descriptions and divide the functions of the employees in such a way that each of them had been well aware of the work to be done during the day;
- D) Ensure the professional development of employees and increase their productivity.

3. Other rights and obligations of the University shall be determined in accordance with the labor agreement concluded with the staff.

Article 10. Rights and duties of the employees

1. The rights and duties of an employee of the University shall be determined in accordance with this Legal Act and the Labor Agreement registered with it.

2. An employee is entitled to:

- A) Receive payment (salary) from the date of employment to the date of dismissal;
- B) In accordance with the established rule, request and receive information to exercise official authority.
- C) Have the organizational and technical facilities and conditions needed to perform the functions and duties;

3. An employee is obliged to:

- A) Fulfill the duties assigned;
- B) Respect the legal acts related to his / her official activities without special reference;
- C) Uphold the discipline of labor, rationalize the use of working time, prevent actions that disrupt the work of the university and violate its authority;
- D) Take care of university property and protect material values;
- E) Follow the rules of general conduct and internal regulations, participate in the process of assessing the

activities of the administrative personnel in accordance with the established rules, as well as participate in the surveys organized by the University;

F) Appear in time and stay at work until the end of the relevant working hours;

H) Take care of the business card and use it as intended. In case of loss of the card, immediately notify the Human Resources Management Service. During the period of not having the card, the employee is obliged to provide information about coming/going to work to the Human Resources Management Service via e-mail.

I) Keep the working place, maintain cleanness in the premises of the University and on its territory;

J) Adhere to ethical and moral standards, be attentive and polite while dealing with citizens and employees;

J1) Provide information to the employer about other additional work if any;

J2) Based on the specifics of his work, to perform the tasks of his immediate superior in a thorough, timely and conscientious manner. In case of non-compliance, the employee will receive a warning;

K) While being in the University premises and attending meetings - representing the University wear in accordance with the dress code, keep personal hygiene, beard and hairstyle.

L) It is prohibited to appear in the workplace wearing:

La) a short T-shirt ("Top");

Lb) a sports shirt;

Lc) a hat;

Ld) narrow-banded T-shirt;

Le) in transparent clothes;

K) shorts ("shorts");

Kc) jeans (except for plain and long jeans).

4. The following shall not be allowed:

A) Use of official resources by an employee for the personal purposes (including non-official use of Internet resources);

B) Drinking any alcoholic beverage at work (except pre-organized activities at university) or appearing at work drunk.

5. Other rights and duties of an employee shall be determined in accordance with the labor agreement concluded with them.

[Article 11. General instructions for labor protection and fire safety](#)

1. The University is obliged to ensure:

A) Keeping of sanitary and hygienic conditions;

B) Electricity, lighting, water and sewerage, heating to be in a proper working condition.

C) Safe and quiet working environment;

D) Develop an evacuation plan and locate it in a conspicuous place;

E) Placement of fire extinguisher (s), learning how to use fire extinguisher;

- F) Placement of the rescue service's telephone in a visible location;
- G) Introduction of a fire evacuation plan and terms of use of fire extinguishers to each new employee.

2. An employee is obliged to:

- A) Comply with labor and fire safety requirements, which are provided by the legislation of Georgia;
- B) Use electrical conductivity in the workplace as intended, prevent unauthorized connection of such equipment to the electricity without a specialist, exploitation of which creates a danger of fire;
- C) Not to use electrical equipment, which are out of order. If the electrical equipment fails, the employee must immediately inform the relevant structural unit of the University/person in charge;
- D) After the end of working hours, disconnect the computer and other electrical equipment from the powersupply, including means of lighting.
- E) In case of fire signs in the university building, immediately inform the relevant structural unit / responsible person and/or call 112.
- F) Take training about fire evacuation Plans and the use of fire extinguishers, organized by the university.

3. Additional security instructions are defined in accordance with the "Rules for ensuring security of European University LLC" approved by the order of the Rector of the European University.

[Article 12. Employee's responsibility for the material values recorded on the University balance sheet](#)

1. The procurement and material service is responsible for receiving / handing over the inventory entrusted to the employee in connection with the performance of official duties from the hiring, dismissal of the employee at the University, and the Information Technology Service is responsible for receiving / handing over the computer equipment.
2. Supervision of the use of material values, recorded on the balance of the University, is carried out by the procurement and material and Technical Support Service of the University.
3. An employee is responsible for the proper use and protection of the property transferred to him.
4. An employee shall:
 - A) Use the University property only for official purposes;
 - B) Report any move, damage, destruction or loss of University property to the Head of the structural unit / immediate supervisor or to the authorized person / structural unit;
 - C) Not transfer the property in his / her possession to another employee without the consent of the procurement and material and Technical Support Service and the head of the relevant structural unit;
5. In the case provided for in subparagraph B of paragraph 4 of this Article, The Head of the Structural Unit of the University is obliged to inform the Head of procurement and material and the Head of the Information Technology Department immediately, via the email, of any movement (except emergency), injury, destruction or loss of its property.
6. An employee is responsible for the misuse of University property and / or equipment under the established rule.

Article 13. Types of employee incentives and rules for their use

1. The forms of incentives provided for in this Rule shall apply to the exemplary performance of an official's duties, to the prolonged and conscientious service, to the performance of a task of particular difficulty or importance.

2. The forms of incentives are:

- a) Commendation;
- B) Delivery of the relevant certificate;
- C) Giving monetary award (bonus);
- D) Giving a paid gift.

3. The head of the structural unit/an immediate supervisor, to whom the relevant staff member is subordinated, has the right to submit a motivated proposal to the rector related to the use of any form of incentives. The head of the HR department is also entitled to submit a motivated proposal to the Rector for any form of incentive application.

4. The Rector shall make a decision on incentives in accordance with the established rule.

Article 14. Types of Disciplinary Liability and Disciplinary Proceedings

1. In case of violation of the procedures and mechanisms of the internal regulations, the Code of Ethics and Disciplinary Liability of the University, the detection and prevention of plagiarism, the response to plagiarism, violation of the rules determined by other internal legal acts of the University and/or obligations imposed by labor agreements signed between the parties, also based on the results of the evaluation of the administrative personnel's activities, the employee can be assigned the measure of disciplinary liability provided by the internal regulations.

2. The measures of disciplinary liability are:

- A) A warning;
- B) Deduction of a certain percentage of payment. The total amount of one-off payment deducted from salary shall not exceed 50 percent of payment;
- C) The total amount of one-off payment deducted from salary shall not exceed 50 percent of payment;

3. The grounds for initiating disciplinary proceedings are: a reasoned statement/complaint of the Rector, Curator Vice-Rector, Head of the Structural Unit, Head of the



Human Resources Management Service, as well as any person employed at the University and / or a student who believes that due to the certain activity of a person his or her rights and legal interests have been / will be violated, also the interests of the University have been/ will be violated, or the person has committed an act which violates the Internal Regulation of the Labor Code or the rules established by other internal legal acts of the University.

4. An interested person shall apply to the Rector of the University with a request to initiate disciplinary proceedings. The statement shall indicate the violation of a specific norm established by the Code of Ethics and Disciplinary Liability, internal regulations and / or other legal acts of the University, as well as the interested person shall indicate the information available to him/her, which confirms the violation of the relevant norm.

5. In case of application of the interested person / existing information / documentation on violation, a disciplinary commission (hereinafter referred to as the “Disciplinary Commission”) is established by a legal act of the Rector, which is provided with the application / complaint / information / documentation. The Disciplinary Commission reviews the documents and decides whether to initiate disciplinary proceedings or to refuse to initiate them. The decision of the Disciplinary Commission to refuse to initiate disciplinary proceedings shall be substantiated.

6. In case of commencement of disciplinary proceedings, the Disciplinary Commission has the following authorities:

- A) Study the documents, hear the explanations of the interested parties;
- B) Request additional documentation / evidences in order to study the issue comprehensively and objectively;
- C) In case of imposition of a disciplinary sanction for a disciplinary misconduct, submit the relevant decision to the Rector of the University for execution.

7. If disciplinary proceedings are initiated against an employee, he shall have the following rights:

- A) Get the substantiated decision on initiating disciplinary proceedings against him;
- B) Attend the discussion of the issue of disciplinary proceedings and have the right to defense;
- C) Provide the Disciplinary Commission with the information and evidence available for him/her;

D) Participate in the discussion of the issue;

E) Make a request that the issue of disciplinary proceedings against him/her to be discussed at a public hearing.

[Article 15. Review the application / complaint](#)

1. Disciplinary Commission shall review the application / complaint / documentation / information in compliance with the principles of competition and equality under the law.

2. Disciplinary Commission shall make a decision on the basis of an oral hearing. If necessary, Disciplinary Commission is authorized to invite other persons as well.

3. The decision on the implementation of disciplinary proceedings shall be substantiated and based on the evidence obtained in accordance with the legislation of Georgia. All evidence that represents the grounds of disciplinary proceedings shall be examined by the Disciplinary Commission.

4. The violator of the discipline has the right to attend the hearing of the case. The Disciplinary Commission is authorized to discuss the case without the presence of the disciplinary violator and, in case of proper grounds, to make a decision and impose a disciplinary sanction.

5. Disciplinary Commission shall make a decision on imposing disciplinary liability within one month from the submission of the application, by a majority vote of the members present, by open voting. Disciplinary Commission shall draw up a protocol, which is signed by the members of the Commission. Different opinions are formulated in writing and enclosed to the protocol.

6. The decision of the Disciplinary Commission on the imposition of disciplinary liability shall be submitted to the Rector of the University, who shall issue a relevant order. A person is entitled to appeal against this decision in accordance with the current legislation of Georgia.

[Article 16. Rules for imposing disciplinary liability](#)

1. The decision to impose a disciplinary sanction must be substantiated.

2. When imposing a disciplinary sanction, the Disciplinary Commission is obliged to take into consideration the severity and degree of the violation (s), the damage caused. As well as the repetitive nature of the breach and the offender's attitude toward the

disciplinary misconduct. The size of the disciplinary liability imposed should be proportional to the disciplinary misconduct. The size of the disciplinary liability shall be determined based on the decision of the Commission, except in the case provided for in paragraph 3 of this Article. Disciplinary Commission is authorized to directly apply to such disciplinary liability as a dismissal of a person in case of gross violation of an obligation by an employee.

3. In case of violation of the obligations set forth in paragraphs 1-3 of Article 4 and paragraph 4 of Article 9 of the Rules of Administration of Examination of European University by Academic / Invited Personnel of conducting the Learning Course. For the first time, a person will be given a warning and if the same action is repeated, the appropriate amount may be deducted from salary. In order to study the issue, based on the official card of the head of the examination center, a disciplinary commission is established by the order of the rector, which discusses the issue of disciplinary misconduct.

4. It is inadmissible to impose several penalties for one violation. After one year, the employee is considered to have no disciplinary liability.

5. The use of any measure of disciplinary liability is noted by mentioning in the personal history of an employee.

6. Upon the imposition of disciplinary liability, a certified copy of the legal act shall be sent to the offender within five working days of the issuance of the legal act. A copy of the legal act should also be attached to the private case of the violator.

7. Forms of material incentives shall not be applied to an employee who has been undertaken disciplinary sanction during the period of its validity.

8. Prior to the dismissal of a disciplinary sanction or early removal of its term, the employee shall not have the right to be transferred to a higher position / salary.

9. The Rector has the right to relieve the employee of disciplinary liability before its term is expired, unless he has committed a new misconduct and has shown himself to be a bona fide employee.

10. Early removal of disciplinary liability shall be entered in the personal history of an employee.

Article 17. Procedure for an Employee Dismissal

1. An employee's application for dismissal shall be submitted to the Rector. The application for dismissal shall be forwarded to the Human Resource Management Service and Legal Department for further response.



2. On the day of dismissal, or not later than the following working day, the employee shall submit a dismissal application to the procurement material and Technical Service, which shall include the following information:

A) Regarding the transfer of material values recorded on the balance sheet of the University to the authorized persons;

B) Regarding handing over the documentation of the labor activity of an employee to the immediate supervisor or to an authorized person (if any).

3. If the dismissed employee does not submit the written information specified in subparagraphs “a” and “b” of paragraph 2 of this Article to the Procurement and Logistics Service before the end of the post-employment day after the issuance of the dismissal order, the head of the Procurement and Logistics Service shall immediately notify. To the Rector.

4. Written information on the transfer of material-technical values and documentation signed by the authorized persons shall be submitted to the Human Resources Management Service and the Financial Service.

5. Upon receiving the document referred to in paragraph 5 of this Article, the Financial Service shall make a final settlement with the employee.



Article 18. Rules of communication between employees

1. Delivery of informational messages to employees is carried out through official e-mail. The employee is responsible for monitoring the official e-mail and electronic document circulation system "eflow" in order to have relevant information.
2. Information meetings are periodically held at the university for the purpose of informing the employees of the news, exchanging information regarding strategic issues, and listening to their opinions/feedback.

Article 19. Keeping confidential information

1. An employee shall not disclose or use any confidential information that has become known to him in connection with the performance of official duties, both during and after the termination of employment.
2. Confidential information involves: commercial secrets, personal information, information related to one's private life, as well as other information that was disclosed to an employee while fulfilling his / her duties. Confidential information includes, but is not limited to, information about customers and employees, technical information, work plans, results of research activities, software passwords, any documentation or information provided to the employee as confidential.
3. Each employee is assigned a username and password to access the university's electronic network. The employee is obliged to log in to the personal computer/relevant program using a username and password, ensuring that their use is not accessible to other persons. In case of transfer of user name and password information to another person (including another employee), the employee shall be responsible for the damage caused.
4. The employee is forbidden to bypass the security systems in any way, or to obtain encrypted keys, passwords to enter another's computer or information base and obtain the information stored there.
5. The right to use e-mail and various official programs is granted to the employee only for official purposes and for the performance of official duties.



Article 20. Communication with the media

1. Media Relations at the University is coordinated by the Public Relations and Marketing Service;
2. An employee shall immediately notify the PR and Marketing Service of any unplanned communications with the media (including social media) on the issues related to their job.
3. When interacting with the media, the university employee is obliged not to make any statements related to the university without the agreement of the public relations and marketing department. This does not apply to the rector and the president.

Article 21. Final Provisions

1. The internal regulations are mandatory for all employees.
2. Other rights and obligations related to the performance of official duties by an employee shall be determined by the legislation of Georgia and the labor agreement.
3. The Human Resource Management Service shall ensure the availability of internal regulations at all times. The mentioned office shall notify the employee of the changes made in the labor regulations no later than 14 calendar days after its submission.
4. Amendments to the Internal Regulations shall be made in accordance with the manner prescribed by the legislation of Georgia.
5. Issues related to labor relations not regulated by the labor agreement, this document and / or other norms based on it shall be regulated in accordance with the legislation of Georgia.