

Code of Ethics for Employees of the National Center for Educational Quality Enhancement

Article 1. Purpose and Scope

1. The Code of Ethics (hereinafter - the Code) for Employees of the National Center for Educational Quality Enhancement (hereinafter - the Center) establishes the norms and standards of behavior aimed at directing the activities of the Center and its employees in accordance with the principles defined by this Code.
2. The Code applies to all employees of the Center, as well as its interns.
3. This Code cannot be interpreted narrowly. Its provisions are fully applicable to conduct not covered by the Code, but which itself derives from the principles of this Code.

Article 2. Principles of Activity of the Center's Employee

Taking into account the values of the Center, its employee is guided by the following principles while performing his/her duties:

- a) Legality;
- b) Integrity;
- c) Fairness, objectivity and impartiality;
- d) Proportionality;
- e) Collegiality;
- f) Political neutrality;
- g) Protection of human rights and freedoms

Article 3. Legality and Integrity

1. The Center employee acts in good faith within the scope of his/her authority. He / She uses their official position and authority in order to protect public interests based on the law.
2. The employee is obliged to inform the Center about all the institutions he/she is engaged in as soon as this engagement starts.
3. The employee should effectively use the working time, intellectual abilities and other resources.

Article 4. Protection of Human Rights and Freedoms

1. The employee of the Center respects and protects the human rights and freedoms recognized by the Constitution of Georgia, international agreements and domestic normative acts.
2. The employee of the Center promotes the elimination of any kind of discrimination and adheres to all legal norms that ensure equal opportunities for all persons, regardless of their race, skin color, language, gender, sexual orientation, gender identity, religion, political and other views, national, ethnic and social identity, origin, property and rank status, place of residence and other signs.
3. The employee of the Center is prohibited from carrying out any kind of discriminatory action.

Article 5. Fairness, Objectivity and Impartiality

1. The employee of the Center is obliged to use the authority granted to him/her only for the purposes defined by the legislation, the internal regulations of the Center and the job description of the employee.
2. Incompatibility of an employee's personal interests with the Center's interests shall be considered as conflict of interests. The employee is obliged to refrain from any actions that may question or affect the impartial and objective performance of the assigned functions and duties.
3. It is not allowed to use the official status for personal interests. The employee must not accept a gift from third parties, because this may affect the impartial and objective performance of the assigned duties or harm their reputation.
4. The employee must not use the information which becomes known to him/her while performing their official duties for personal interests.
5. The employee of the Center is obliged to inform the director/supervisor about the existing or possible conflict of interests related to his/her official authority.
6. While performing his/her official authority, the employee is obliged to refrain from openly demonstrating and publicly expressing his/her attitude towards any political party or union.
7. The employee who studies and/or is employed in an educational institution cannot participate in the coordination and implementation of quality assurance processes of the mentioned educational institution.
8. The employee responsible for education quality assurance should not attend parties, banquets and festive events organized by the institution or person who represents an interested party in the process of external quality assurance mechanisms during the administrative proceedings related to the external quality assurance mechanisms of the institution.

Article 6. Proportionality

The employee of the Center, in order to determine the priority between conflicting sides, determines the legitimate goal to be achieved before taking the action, and when taking appropriate and necessary actions to achieve the defined goal, determines whether the action taken by him/her is proportional to the defined goal.

Article 7. Secrecy and Privacy Protection

1. The employee of the Center protects, does not disclose and does not use the information containing State secrets, confidential and/or non- public information received during the performance of his/her official duties (except for the cases stipulated by the law).
2. The employee of the Center should not allow the case in his/her processing to be accessible to a third party and should not conduct a confidential conversation in the presence of other people.

Article 8. Relations with Colleagues and Third Parties

1. The employee of the Center must be fully aware that during the performance of his/her duties he/she represents the Center in dealing with citizens, representatives of public and private institutions, including educational institutions.

2. Official written or verbal statements related to the Center's activities through mass media and public speeches must be made based on preliminary agreement with the structural unit responsible for public relations and the Director of the Center, in order to ensure the conformity of the expressed opinions with the Center's unified vision and agreed positions.
3. When dealing with colleagues and third parties, an employee of the Center:
 - a) must refrain from creating or encouraging conflict situations that may lead to the restriction of human rights and freedoms;
 - b) must refrain from interfering in the private lives of others;
 - c) must not intentionally mislead another person;
 - d) should be correct and polite when expressing one's opinions. Arrogant addressing, threats, irony, use of slang and talking in a familiar tone are not allowed, with either employees or third parties, including representatives of institutions;
 - e) must respect another person's freedom of speech, opinion and expression;
 - f) must respect the opinion, powers and work to be performed/performed by colleagues in daily activities and in the decision- making process, must make maximum efforts to avoid personal disagreements and conflicts;
 - g) must conscientiously fulfill formal/informal agreements made with colleagues and inform them about their implementation. In order to perform the work efficiently, he/she should provide all the available information to his/her colleagues in a timely manner;
 - h) must respect and take into account the subordination existing at work while performing official duties.
4. The employee of the Center, who has direct contact with third parties and institutions during the performance of his/her official duties, is obliged to look neat and follow the official dress code, and may additionally use the Center's paraphernalia.

Article 9. Self-Development of Employees

The employee is obliged to constantly take care of self- development, which implies the following:

- a) The employee must express a constant readiness to be involved in the events planned for professional development;
- b) The employee should be aware of the main news in the field of education.

Article 10. Effective Use of Resources

1. The employee of the Center must use the resources available to him/her according to the intended purpose, economically and effectively.
2. The employee of the Center is obliged to compensate the Center for the material damage caused by his/her act, according to the rules established by the legislation of Georgia.

Article 11. Responsibility for the Code Violation

Violation of the basic principles of the activity of the Center's employees and/or the rules of employee behavior defined by this code may result in the imposition of disciplinary responsibility provided for in the internal rules of the Center.