

AZERBAIJAN STATE OIL AND
INDUSTTRY UNIVERSITY



HOLISTIC ETHICAL POLICY





Azerbaijan State Oil and Industry University

Those charged with governance

Sustainability Committee

Holistic Ethical Policy

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An official copy of this policy can be obtained upon request.

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1. Introduction

ASOIU, with its rich and distinguished history, is committed to fostering a robust ethical culture. The university's dedication to cultivating a comprehensive ethical environment is central to achieving its mission of developing highly skilled professionals who are also deeply rooted in ethical values. This policy ensures that every member of the ASOIU community upholds integrity, contributing to an atmosphere that supports both academic and professional success. The core values of diversity, honesty, respect, and fairness guide our strategic decisions, planning, and everyday interactions. This document outlines our dedication to establishing an all-encompassing ethical culture within the ASOIU community. Promoting ethical behavior in all university operations is a clear strategic objective of ASOIU. This commitment is evident in the university's recruitment processes, academic curriculum, research initiatives, and student engagement activities. Ethics is an integral part of the university's long-term goals, ensuring that all stakeholders follow a unified ethical framework.

ASOIU offers structured ethical decision-making frameworks that assist both students and staff when confronted with ethical dilemmas. These frameworks are grounded in essential principles such as integrity, fairness, and transparency, ensuring that all decisions serve the best interests of the university community.

2. Holistic Ethical Culture

At Azerbaijan State Oil and Industry University (ASOIU), integrity is continuously upheld through regular reviews and improvements of policies and procedures. This integrity is not only maintained but actively safeguarded by enhancing systems and practices, guided by the following core principles:

- a) Ensuring high standards of integrity by adopting fair, transparent, and impartial practices in the hiring, retention, and dismissal of employees.
- b) Establishing a well-publicized and effective system for addressing student grievances.
- c) Preventing and managing conflicts of interest with efficiency and transparency when they arise.
- d) Upholding strong ethical standards and fostering respect for individuals.
- e) Promoting honesty through academic integrity workshops and by encouraging transparency in

research methodologies and outcomes.

f) Ensuring fair and equitable treatment for all parties and individuals involved in planning and policy-making processes.

g) Integrating practices that protect intellectual property rights.

h) Fostering a respectful environment that values diverse perspectives and backgrounds among students, faculty, administration, and staff.

i) Upholding integrity and transparency in public relations, announcements, and all forms of public information sharing.

j) Conducting regular assessments of policies, procedures, and practices to maintain integrity and provide accurate, factual reports.

3. Ethical Values:

Diversity:

At ASOIU, we consider diversity a fundamental element of a vibrant learning environment. We embrace a wide range of identities, perspectives, and abilities, which in turn fosters creativity and innovation. Our commitment extends beyond mere compliance with regulations; we actively cultivate an inclusive academic and work environment that celebrates and supports diversity in all its forms.

Honesty:

At ASOIU, honesty forms the foundation of trust. Integrity and transparency steer our research, teaching, administration, and community engagement. We hold students, faculty, and staff to the highest ethical standards. Demonstrating this commitment, our Board of Trust, made up of esteemed alumni, stays closely connected with faculty and students, including playing an active role in examination processes.

Fairness:

ASOIU remains steadfast in its dedication to fairness. Our policies, processes, and practices—ranging from admissions and faculty appointments to assessments and promotions—are grounded in the principles of equity, justice, and non-discrimination.

Upholding Ethical Values:

The Council of Ethics, operating under the Vice Rectorate for Educational and Ethical Affairs, upholds these core values. Whistleblowers are encouraged to report unethical behavior through a secure and confidential channel, with full protection from retaliation, including legal and psychological support for those who report in good faith. All reports are investigated thoroughly, and actions are taken to resolve issues fairly and promptly.

The Council's key responsibilities include:

Setting and enforcing ethical standards.

Educating students and staff on ethical matters.

Offering support and guidance for ethical conduct.

Promoting a culture of integrity across the university.

Supervising the university's internal reporting system to ensure confidentiality for whistleblowers and staff with employment-related concerns.

Whistleblower Protection:

Within the context of Whistleblower Protection:

Complainant: This refers to an individual, either a current or former employee (including academic appointees), or an applicant for employment, who files a complaint under this policy.

Employee: This term includes current university employees as well as former employees who were employed at the time the reported events took place.

Adverse Action by A Personnel: This refers to a management decision that significantly affects a Complainant's employment status in a negative manner. Examples include, but are not limited to, the failure to hire an individual, issuing disciplinary actions (such as written warnings, pay reductions, demotions, or suspensions), or termination.

Clear and Convincing Evidence: This standard demands a higher level of proof, exceeding a mere probability. Evidence must be compelling and convincing, leading the investigator to a firm belief in the truth of the allegations.

ASOIU is dedicated to:

- Protecting individuals who report ethical concerns in good faith.
- Prohibiting retaliation against whistleblowers, with any retaliatory actions subject to disciplinary measures.

Implementing and Facilitating Ethical Culture:

Building a Strong Ethical Culture

At Azerbaijan State Oil and Industry University (ASOIU), we are firmly dedicated to fostering a comprehensive and sustainable ethical environment. This commitment is reflected across all facets of university life—through our governance, educational programs, institutional policies, and external collaborations.

Ethical Training and Development

ASOIU offers well-structured ethical training programs tailored for both students and staff. These programs cover key areas such as academic integrity, professional ethics, conflict resolution, and respectful communication. Participation is mandatory for all new members of the university community and is supported by annual refresher sessions. This ongoing training helps reinforce a shared understanding of ethical conduct and ensures that ethical principles remain central to the university's academic and professional culture.

Ethical Collaboration:

ASOIU collaborates solely with external partners who uphold and reflect the university's ethical values. This commitment is operationalized through a rigorous vetting process, wherein suppliers,

contractors, and collaborators are evaluated based on their adherence to ethical labor standards, environmental stewardship, and anti-corruption practices. Ethical alignment is a core criterion in our partner selection process, ensuring that all external engagements reinforce our institutional integrity. To sustain and enhance this ethical culture, ASOIU implements the following strategic pillars:

- **Clear Policies:**

The university has established a comprehensive set of clearly defined policies that encapsulate our foundational ethical principles. These policies function as a consistent reference point for decision-making and conduct across all levels of institutional activity.

- **Education and Training:**

Ethical education is deeply embedded within the academic and administrative framework of ASOIU. Through ongoing workshops, seminars, and professional development initiatives, we cultivate a shared understanding of ethics among students, faculty, and staff, promoting a campus-wide commitment to principled behavior.

- **Continuous Improvement:**

ASOIU operates a dynamic monitoring and evaluation system to ensure alignment with evolving ethical standards. Regular audits and performance assessments allow the university to measure the effectiveness of current practices. In response to these evaluations—alongside shifts in regulatory frameworks, academic norms, and societal expectations—ASOIU continuously updates and enhances its policies and procedures.

Through these comprehensive strategies, ASOIU remains steadfast in its pursuit of an ethical, transparent, and accountable academic environment.

Open Communication:

ASOIU actively encourages open dialogue on ethical issues. We have established various forums and platforms that foster a culture of open communication. This allows members of the university community to express their views, raise concerns, and suggest improvements. This participatory approach is crucial for continuously strengthening our ethical environment.

4. Instructions for Students: What Constitutes Use of Unfair Means in Examination

- a) Attempting to know the contents of the question paper prior to the examination.
- b) Gaining access to the question paper by any means.
- c) Arguing with the invigilator or displaying rowdy behavior.
- d) Possession or use of external, written, or printed material inside the exam room.
- e) Possession or use of mobile phones, smartwatches, or unauthorized devices containing external or cheating material inside the exam room.
- f) Exchanging answer books, question papers, or any other cheating materials.
- g) Attempting to cheat outside the exam room, seeking help from other students inside or outside the exam room, or abetting in cheating.
- h) Borrowing calculators or any other devices during the examination.
- i) Engaging in oral communication, whispering, or looking around.
- j) Impersonation, where a student is represented by someone else in the examination to attempt a paper/test.
- k) Suppressing or hiding any evidence of using unfair means.

5. Instructions for Students: Penalties for Use of Unfair Means in Exams

ASOIU enforces a strict policy regarding academic and research integrity. Acts of unethical behavior—including but not limited to plagiarism, academic dishonesty, and the manipulation or

falsification of research data—are subject to disciplinary action proportionate to the nature and severity of the violation.

Sanctions may include:

- a) Assignment of a failing grade ('F') for the course in which the violation occurred.
- b) In cases involving group work, all participants may receive a failing grade ('F') if collusion or collective misconduct is determined.
- c) Confiscation of unauthorized devices such as mobile phones, smartwatches, or any electronic tools used to facilitate dishonest behavior during examinations or assessments.
- d) For severe or repeated infractions, disciplinary measures may escalate to academic probation, suspension, termination of employment (in the case of staff), or expulsion from the university (in the case of students).

Minor infractions may result in formal warnings and a requirement to attend mandatory ethics workshops aimed at reinforcing the university's values and expectations. All cases are reviewed in accordance with the university's established disciplinary procedures to ensure fairness and consistency.

6. Conclusion

Azerbaijan State Oil and Industry University acknowledges that cultivating an ethical organizational culture is a continuous and evolving endeavor. Our unwavering commitment to fostering an environment grounded in the core values of diversity, honesty, respect, and fairness informs both our strategic vision and day-to-day operations. Beyond aspiring to academic excellence, we seek to serve as a model of ethical leadership within the broader community. This dedication to ethical principles not only strengthens our institutional integrity but also reinforces our role as a transformative force in society.