



The document was approved by the order # 79, dated March 19, 2020 by the Rector of the University

Amendments made by the order #192, dated July 21, 2020, #301, dated October 21, 2020 by the Rector of the University.

Internal Regulations of European University

Article 1. General provisions

1. The Internal Regulations of European University LTD (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) Facilitate 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.

4. When appointing a person to a position, the Human Resources Management Service informs the provisions of the legislation of Georgia on the principle of equal treatment of persons and the means of its

protection, the internal regulations of the University, the statute, strategy document, instructions for use of eflow, safety rules. Signs when appointed to the position.

Article 2. Principles of Labor Relations

Labor relations at the University are based on equality of the University and employee, mutual respect, honesty and collegiality principles. Any kind of discrimination based on race, color, language, ethnic and social background, nationality, origin, property or rank, place of residence, age, sex, sexual orientation, disability, religious, social, political or other association, including trade union, due to belonging, marital status, political or other views or any other characteristics are prohibited in labor and pre-contractual relations including vacancy announcement and the selection stage. Distinguishing or identifying a person intentionally or unintentionally, or giving him or her preferences based on race, skin color, language, ethnic or social background, age, property or weight status, employment status, place of residence, age, sex, sexual orientation, disability, health status, Religious, social, political or other association (including trade union)

2. Discrimination is direct when, on the basis of any of the signs provided for in paragraph 1 of this Article, a person is treated unequally in comparison with 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 in an unfavorable position compared to another person due to any of the signs provided for in paragraph 1 of this Article, unless such provision, criterion or practice is objectively justified for a lawful purpose and the means used to achieve it necessary and proportionate.

4. Harassment in the workplace (including sexual harassment) is a form of discrimination, in particular, undesirable behavior towards a person under any of the signs provided for in paragraph 1 of this article, which is intended to cause or cause harm to his or her dignity.

5. It is prohibited to terminate an employment contract for an employee and / or to treat or influence the employee in any way because the employee has filed a complaint or complaint with the relevant authority or cooperated with him / her for protection against discrimination.

6. The employer is obliged to ensure equal pay for female and male employees in case of equal performance of work.

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;
- Security guards;
- Janitress;
- 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;

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

5. Security guards work in shifts, which means 2 days of work from 9:00 a.m. to 21:00, and the next 2 days off work. Employees have a 1-hour break during a working day.

6. Working hours of IT Department staff, procurement and material and technical service personnel, janitors/ janitress and learning process managers shall be from Monday to Saturday,

7. Working hours of nurses are defined from Monday to Friday, from 10:00 am to 18:00, and on Saturday - from 10:00 am to 14:00. Medical staff has a 1-hour break during the day.

8. Case management office staff working hours Sarajishvili st. It will be located in the University building at 17 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. Working hours in both buildings are set from 10:00 a.m. to 7:00 p.m. Break period 14:00-15:00. The administrative personnel working in the administrative building works 5 days a week on shifts, from Tuesday to Saturday or from Monday to Friday.

9. The working hours of Academic and Invited personnel shall be determined in accordance with the workload specified in the relevant program / curriculum. The academic staff working time (number of hours) is determined by the relevant Faculty of the University.

10. Break time during a day for the staff, except for Academic and Invited personnel is from 14:00 to 15:00.

11. An employee who is a breastfeeding woman and feeds a child under the age of one, shall be granted by an additional break time of at least 1 hour per day upon request. Break for breastfeeding is considered as work time and is paid.

12. Announcement in the service of employees and leaving the workplace is fixed by fixing the card on the electronic device. The authority to monitor timely announcements at the University is vested in the Services Department. And the Information Technology Service develops a time record report and submits the information to the Human Resources Management Service.

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

14. Working hours when an employee performs official duties in or outside the building of the University in agreement with the immediate supervisor, shall be considered as working hours.

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

16. During the specified working hours, the Administrative personnel may, with the consent of the employer, be given the opportunity to carry out academic activities, if the implementation of the above-mentioned activities does not impede the proper performance of the duties assigned to them.

Article 4. Overtime Pay Rule

1. Overtime work is considered to be the performance of work by an employee in a period of time that lasts more than 40 hours per week for an adult, and in the case of adult employees for whom the working time is less than 40 hours, overtime is considered a period of time exceeding the working time. For minors aged 16 to 18 years - 36 hours per week, and for minors aged 14 to 16 years - 24 hours a week. In return for overtime pay, the university employee is given extra time off. The employee will be given additional rest time no later than 4 weeks after performing overtime work, unless otherwise agreed by the parties.

Overtime is considered to be the performance of work that was previously agreed with the immediate supervisor or completed on the instructions of the immediate supervisor.

The employer is obliged to inform the employee in writing 1 week in advance about the overtime work to be performed, unless, due to the objective needs of the employer, it is impossible to warn him.

2. The employee is obliged to perform overtime work:

A) to prevent a natural disaster and / or to eliminate its consequences - without overtime pay;

B) to prevent an industrial accident and / or to liquidate its consequences - with overtime pay.

3. In the case provided for in paragraph 2 of this Article, it is prohibited for an employee who is pregnant, newborn or breastfeeding, a person with disabilities, a minor or a legal representative or supporter of a person with disabilities or who has a child under 3 years old to work overtime without his / her consent.

Article 5. Rules for giving salary and money for business trips

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.

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. 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 terms and conditions for granting an additional leave for pregnancy, childbirth and childcare, as well as for the adoption of a newborn and for the care of a child shall be determined in accordance with the current legislation of Georgia.

5. The application for leave request through the electronic document circulation system (eFlow), in agreement with the head of the relevant structural unit / immediate supervisor and the Human Resources Management Service, shall be submitted to the rector at least 10 calendar days prior to the start of the vacation period.

6. Reduction of the 10-day time limit set forth in paragraph 5 of this article is permissible in exceptional cases when the employee submits a substantiated statement.

7. An individual administrative-legal act of the Rector shall be issued regarding the leave of an employee.

8. Upon termination of the employment contract at the initiative of the employer, he / she is obliged to reimburse the employee for the unused leave in proportion to the duration of the employment relationship.

9. Depending on the necessity of the work, it is permissible to call for the administrative personnel being on vacation in accordance with his / her consent, on the basis of the relevant order.

10. Issues related to the leave of Academic and Invited personnel shall be determined by a labor agreement in accordance with the procedure determined by 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. An employee shall be required to notify the head of the structural unit / immediate supervisor in advance about the late arrival at work or temporary leave during the day (except for the cases provided by the rules of procedures).

2. In case of absence from work because of good reason known in advance, an employee, in agreement with the head of the relevant structural unit / immediate supervisor, shall inform the Human Resource Management Service via an electronic system of document circulation (eflow).

3. In case of absence from work for unknown in advance but good reasons, the employee is obliged to immediately inform the head of the relevant structural unit / immediate supervisor of the probable period of absence, indicating the appropriate reason. After arriving at work the employee in agreement with the Head of the Structural Unit, shall send the job card to the Human Resource Management service via an electronic system of document circulation (eflow).

4. In case of appearing late for more than 10 minutes since the beginning of working hours, but not more than

1 hour (in case of unreasonable excuse / not letting the immediate supervisor know about it in advance) the employee shall pay from salary the amount - equivalent to the time lost from work. If the employee is absent from work for more than 1 hour of work time per day (due to unreasonable excuse / not letting the immediate supervisor know about it in advance), it will be treated as the absence from the work for all day long, which is the ground for deducting from the salary the amount equivalent to time off from work.

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 business card, immediately notify the Service department and request procurement and material Support Department to issue a new card. The appearing at and going from work of an employee is supervised by the service department during the period when the employee has no card.

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;

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) 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 computer and other electrical equipment from the power supply, 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 a training about fire evacuation Plan and use of fire extinguishers, organized by the university.

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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 the 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 Head of 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;
- B) Giving monetary award (bonus);
- C) 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 intencives 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.

The measures of disciplinary liability are:

- A) A warning;
- B) Deduction of a certain percentage of payent.

The total amount of one - off payment deducted from salary shall not exceed 50 percent of payment;

- E) Dismissal.

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 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 the 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 labour 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 16. Rules of communication between employees

1. Each employee is given a username and password to access the electronic network of the university. The employee is required to log in to the personal computer / relevant program using the username and password to ensure that it is not accessible to others. In case of transferring the information about username and password to another person (including other employees), the employee shall be liable for the damage caused.

2. It is forbidden for an employee to avoid security systems in any way or obtain encrypted keys, passwords to access someone else's computer or information database and gain the information kept there.

3. Employees shall be entitled to access to e-mail and various service programs only for official purposes and for the performance of their official duties.

4. Informational notifications are sent to employees by official e-mail. Employees are required to monitor email and "eflow" - system of electronic flow of documents to have relevant information.

5. Information meetings are held periodically at the University aiming at introducing innovations to the staff, sharing the information related to the strategic issues and listening to their 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.



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.

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.