



EEU

Internal Regulations of East European University



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Chapter I

General Provision

Article 1. Scope of internal regulation

The Internal Regulations of East European University (hereinafter referred to as the “University”) govern the principal matters relating to employment relationships between the University and its employees (hereinafter referred to as the “staff”), including:

- a. the duration of the working week, the commencement and end of the daily working hours, and, in the case of shift work, the duration of shifts;
- b. the duration of rest periods;
- c. the time, place, and procedure for the payment of remuneration;
- d. the duration and granting procedure of paid leave;
- e. the duration and granting procedure of unpaid leave;
- f. the rules governing the protection of labour conditions and occupational safety requirements;
- g. the types of incentives and disciplinary measures, as well as the procedures for their application;

Article 2. Objectives of Internal Regulations

The objectives of the Internal Regulations are to:

- a. ensure compliance with labour discipline;
- b. regulate employment-related relations between the University and its Staff in accordance with the requirements established by the legislation of Georgia;
- c. promote the exercise of the rights and freedoms of the Staff;
- d. ensure fair remuneration for work performed;
- e. provide Staff with safe and healthy working conditions;
- f. promote and protect human rights, fundamental freedoms, and legitimate interests in relations between Staff and third parties;
- g. ensure compliance with ethical standards in the workplace.

Article 3. Source of internal regulations

Present internal regulations and norms of disciplinary liability are developed on the basis of the Constitution of Georgia, the Law of Georgia on Higher Education, the Law of Georgia on

Tobacco Control, the Labor Code of Georgia, the General Administrative and Administrative Offenses Code of Georgia and the University Statute. Principles of conscientious and proper performance of mutual respect, cooperation and obligations.

Article 4. Compliance with the norms of the internal regulations by the staff

Taking into account their specialty, qualifications, and position, Staff members shall, in addition to performing the duties assigned to them and complying with the terms and conditions of their employment agreement (where applicable), be obliged, without the need for any specific instruction, to comply with these Internal Regulations, the provisions governing disciplinary liability, and all other legal acts applicable to their activities and relevant to the position they hold.

Article 5. Scope of activity

Compliance with the internal regulations is mandatory for all employees of the University.

Chapter II. Work and Leisure time

Article 6. Working Hours

1. Working hours shall constitute the portion of calendar time during which Staff members are required to perform their official duties and responsibilities.
2. The University operates a five-day working week, from Monday through Friday. Saturday and Sunday shall be designated as rest days.
3. The standard daily working hours shall be from 09:00 a.m. to 06:00 p.m. For academic staff and invited specialists (lecturers), the commencement and completion of working hours shall be determined by the performance of teaching, consultation, and other obligations stipulated by their employment agreements.
4. Taking into account the requirements of the educational process (for example, in the case of library staff), a six-day working week of up to 48 hours per week may be established.
5. The duration of working time may be determined individually between the University and a Staff member on the basis of an individual employment agreement, in accordance with applicable labour legislation.

6. The minimum rest period between two consecutive working days shall not be less than 12 hours.

Article 6¹. Remote Work

1. Taking into account the specific nature of their official functions, a Staff member may, with the consent of the Rector, be granted the right to perform their duties remotely.
2. A Staff member requesting to work remotely shall submit a written application to the Rector no later than two (2) working days prior to the requested remote working period.
3. The application shall be accompanied by the written consent (endorsement) of the Staff member's immediate supervisor.
4. During the period of remote work, the Staff member shall ensure availability during working hours and the proper and full performance of their assigned duties and responsibilities.
5. During remote work, Staff members shall remain fully subject to the requirements of labour discipline established by these Internal Regulations and other internal legal acts of the University.

Article 7. Business Travel

1. Business travel shall mean the temporary change of an employee's place of work by the employer for purposes related to the interests of the work.
2. The assignment of an employee to business travel by the employer shall not be deemed a modification of the essential terms of the employment agreement, provided that the duration of such business travel does not exceed 45 calendar days within a calendar year.
3. Exceeding the period specified in Paragraph 2 of this Article shall be deemed a modification of an essential term of the employment agreement.
4. Business travel at the University may be carried out in the following forms:
 - a. Academic Business Travel – travel undertaken for the purpose of carrying out educational and academic activities; applicable to academic and administrative staff;
 - b. Research Business Travel – travel undertaken by an academic staff member, researcher, or doctoral student for the purpose of conducting research, scientific, grant-related, conference-related, publication-related, or other scholarly activities;
 - c. Administrative Business Travel – travel undertaken by any member of the University Staff for the purpose of carrying out administrative, representative, or other official duties on behalf of the University.

5. For the purpose of initiating business travel, a Staff member shall submit a written request to the Rector no later than five (5) working days prior to the planned departure date.
6. The written request shall include:
 - a. the purpose of the business travel;
 - b. the type of business travel;
 - c. the title of the event or activity;
 - d. the full period of the business travel;
 - e. an invitation letter or other supporting documentation (where applicable);
 - f. the source of funding;
 - g. information regarding the persons participating in the business travel.
7. The employer shall reimburse the employee for expenses incurred in connection with business travel in accordance with applicable legislation.
8. An employment agreement may establish terms and conditions that differ from those provided for in this Article.

Article 8. Non-working day

1. The University establishes two rest days per week (Saturday and Sunday), except in the cases provided for in Paragraph 4 of Article 6 of these Internal Regulations.
2. University Staff shall also be entitled to rest on public holidays established by the Labour Code of Georgia.
3. By decision of the Rector, University Staff may also be granted the right to use one additional day off per month.
4. A Staff member requesting an additional day off shall submit a reasoned written request addressed to the Rector no later than two (2) working days in advance.
5. The request shall be accompanied by the written consent (endorsement) of the Staff member's immediate supervisor.

Article 9. Monitoring of Attendance and Departure from the Workplace

1. The attendance of University Staff and their departure from the workplace shall be subject to electronic monitoring.

2. The monitoring of Staff attendance shall be carried out by the Human Resources Management Department in coordination with the Rector.

Article 10. Lateness to Work

1. Lateness to work shall mean a Staff member's failure to report to the workplace at the established commencement time of working hours.
2. Lateness to work may be considered either excused or unexcused in accordance with Article 11 of these Internal Regulations.
3. Repeated lateness shall mean a Staff member's unexcused late arrival at the workplace on five occasions during an academic semester. Repeated lateness shall constitute grounds for termination of the employment agreement.

Article 11. Excused and Unexcused Absences from Work

1. Lateness to work and other forms of absence from working time shall be considered excused if the Rector approves the Staff member's oral or written request for such lateness or absence to be regarded as justified. For this purpose, the Rector may require the Staff member to submit an explanatory memorandum immediately following the occurrence of the lateness or absence.
2. Where the Rector approves a Staff member's oral or written request, including an explanatory memorandum, concerning lateness to work or any other form of absence from working time, such lateness or absence shall be deemed excused.
3. No later than the 10th day of each month, the Human Resources Management Department shall submit a report to the Rector on the working hours missed by Staff members for further action, where appropriate.
4. In cases of unexcused lateness to work and/or unexcused absence from work, the Rector shall be authorized to impose an appropriate disciplinary measure in accordance with the established disciplinary liability procedures.
5. A Staff member shall not be considered to have been unexcusedly late or absent where, during working hours, they performed official duties outside the University premises due to the nature of the work and the relevant supervisor had been informed thereof. Upon request, the Staff member shall provide the relevant supervisor with information regarding the performance of official duties outside the University premises during working hours.
6. Working time classified as unexcused absence shall not be remunerated.
7. Leaving the workplace during the working day or discontinuing work prior to the end of the working day shall be permitted only with the consent of the immediate supervisor. Where

necessary, and upon the instruction of the relevant supervisor, the Staff member shall compensate for the missed working time within the same working week.

Article 12. Absence from Work Due to a Foreseeable Reason

1. In the event of an anticipated absence from work, a Staff member shall notify the head of the relevant structural unit in advance, specifying the reasons for the anticipated absence, its expected duration, and any urgent tasks requiring completion, and shall request temporary release from their official duties for the relevant period.
2. Where the anticipated absence from work exceeds two (2) days, the request shall be submitted in writing. Where the anticipated absence is for less than two (2) days, the request may be submitted either in writing or orally, as required by the head of the relevant structural unit. The Rector shall be informed thereof by the relevant head of the structural unit.
3. Where a request for temporary release from work duties is not approved, the Staff member shall continue to perform their official duties in the ordinary course. Failure to do so shall be regarded as an unexcused absence from work, and the University shall be entitled to impose an appropriate disciplinary measure in accordance with the established disciplinary liability procedures.

Article 13. Absence from Work Due to an Unforeseen Reason

1. In the event of an unforeseen absence from work, a Staff member shall, to the extent possible, immediately notify the head of the relevant structural unit verbally (by telephone) of the reason for the absence, its expected duration, and any urgent work requiring immediate attention. Following their return to work, the Staff member shall, upon request, submit an explanatory memorandum to the relevant supervisor as soon as practicable. The Rector shall be informed thereof by the head of the relevant structural unit.
2. Where an unforeseen absence from work exceeds two (2) days, the Staff member shall submit a written request to the head of the relevant structural unit seeking recognition of the absence as excused.
3. An unforeseen absence from work may be regarded as excused, provided that the requirements established under Article 11 of these Internal Regulations have been complied with.

4. In the event of absence from work due to health-related reasons, the Staff member shall, to the extent possible, immediately notify their immediate supervisor and the Human Resources Management Department.
5. Where the period of incapacity for work exceeds two (2) working days, the Staff member shall submit a document certifying temporary incapacity for work (medical certificate/sick leave certificate).

Article 14. Consequences of Unexcused Absence from Work

1. In the event of an unexcused absence from work by a Staff member (excluding academic staff and invited specialists), an administrative act shall be issued imposing the following disciplinary sanctions for such unexcused absence:
 - a. First instance of unexcused absence – a fine of GEL 25, to be deducted from the Staff member's remuneration;
 - b. Second instance of unexcused absence – a fine of GEL 50, to be deducted from the Staff member's remuneration;
 - c. Third instance of unexcused absence – termination of the employment agreement.

Article 15. Lateness to Work by Academic Staff and Invited Specialists

1. Academic staff and invited specialists shall conduct the educational process in accordance with the class schedule and consultation hours schedule established by the relevant Faculty. A one-time or temporary modification of the working schedule established by the aforementioned schedules shall be permitted on the basis of the Faculty's oral and/or written consent.
2. The Education Department shall record each instance of absence from or lateness to a scheduled class by academic staff or invited specialists and, where necessary, shall prepare a written record, indicating the name and surname of the academic staff member or invited specialist, the relevant Faculty, and the missed academic hour(s). The relevant Faculty shall also be informed thereof.
3. Upon the request of the Faculty and in coordination with the Education Department, academic staff and invited specialists shall be required to provide, within one week, a written explanation regarding the reasons for their absence from a scheduled class.

4. Academic staff and invited specialists shall ensure that any class missed for an excused reason is rescheduled and delivered within the current semester.
5. Where students fail to attend a scheduled class, the absence of an academic staff member or invited specialist shall be considered excused, provided that the staff member was present in the classroom for the first twenty (20) minutes of the scheduled lecture.
6. The Education Department shall submit a report on instances of absence from or lateness to scheduled classes by academic staff and invited specialists to the Vice-Rector responsible for Academic Process Administration upon completion of each semester, as well as whenever necessary and/or upon the request of the Vice-Rector or the Rector.

Article 16. The Right to Strike and Lockout

1. The right to strike and lockout is recognized. The procedure for exercising this right shall be governed by the labour legislation of Georgia.
2. Participation by University Staff in a strike or lockout shall not be regarded as a violation of labour discipline or as grounds for termination of the employment agreement, except in cases provided for by the legislation of Georgia.

Article 17. Staff Obligations upon Leaving a Position, Business Travel, or Leave

1. Within no later than ten (10) days from being notified of the order on termination of employment, a Staff member shall ensure the handover of all work-related documentation entrusted to them, including information regarding the location of the relevant electronic versions, as well as any property (material assets) under their responsibility, including the key to the office assigned to them, to their successor. In the absence of a successor, such documentation and property shall be transferred to the Human Resources Management Department.
2. Prior to commencing leave or departing on business travel, a Staff member shall ensure the transfer of all official documentation in their possession, together with information regarding the location of the relevant electronic versions, to their substitute or to their immediate supervisor.
3. In the circumstances provided for in Paragraph 2 of this Article, the authorized person shall process and administer the documentation of the Staff member who is on leave or business travel in compliance with the requirements established by law.

Chapter III

Break time during the working day

Article 18. Break Time

1. Staff members shall be entitled to a break during the working day.
2. Staff members shall be granted a meal and rest break from 1:00 p.m. to 2:00 p.m.
3. The break period shall not be included in working time and may be used by Staff members at their own discretion. During this period, Staff members shall be entitled to leave the workplace.

Article 19. An extra break for a breastfeeding woman

1. A Staff member who is a nursing mother and is breastfeeding a child under the age of one year shall, upon request, be granted an additional break of not less than one (1) hour per day.
2. A break granted for the purpose of breastfeeding shall be considered working time and shall be remunerated accordingly.

Chapter IV

Staff Right

Article 20. Scope of rights

Without prejudice to the employment rights established by these Internal Regulations and the provisions governing disciplinary liability, Staff members shall be entitled to all rights guaranteed under the Constitution of Georgia, the Labour Code of Georgia, and other applicable legislative acts.

Article 21. Employee Benefits

Pregnant employees and nursing mothers, women with young children and/or minor children with disabilities, temporarily incapacitated employees, persons combining employment with studies, and

other categories of Staff may, upon submission of a written and reasoned request and by decision of the Rector, be granted the right to benefit from preferential conditions differing from those established under these Internal Regulations, within the limits permitted by applicable legislation.

For Staff members with disabilities, a different working arrangement may be established in accordance with applicable legislation and their individual needs.

Chapter V

Overtime Work

Article 22. Conditions for Performing Overtime Work

1. Staff members shall be required to perform overtime work, without additional remuneration, where such work is necessary to prevent a natural disaster and/or eliminate its consequences.
2. A pregnant woman, a woman who has recently given birth, or a person with a disability shall not be required to perform overtime work without their prior consent.
3. Overtime work shall mean work performed by an employee during a period exceeding the working hours established under the employment agreement. Where the employment agreement does not specify working hours, overtime work shall mean work performed in excess of forty (40) hours per week.
4. Overtime work shall be remunerated at an increased hourly rate. The amount of such remuneration shall be determined by agreement between the parties.
5. The parties may agree that, in lieu of remuneration for overtime work, the employee shall be granted additional rest time.
6. An employee shall be obliged to perform overtime work, without additional remuneration, where such work is necessary to prevent a natural disaster and/or eliminate its consequences.

Chapter VI

Night Work

Article 23. Performance of Work at Night

The employment of a minor, a pregnant woman, a woman who has recently given birth, or a nursing mother in night work (from 22:00 to 06:00) shall be prohibited. A caregiver of a child under the age of three (3) years or a person with a disability shall not be required to perform night work without their prior consent.

Chapter VII

Obligation of Staff to Observe Ethical and Moral Standards

Article 24. Staff Obligations in the Field of Compliance with Ethical and Moral Standards

1. Staff members shall respect universally recognized human rights, fundamental freedoms, and human dignity.
2. Staff members shall refrain from engaging in any conduct contrary to generally accepted moral standards or any disgraceful conduct (culpable act) that may discredit the Staff member or the University, irrespective of where such conduct occurs.
3. Reporting for work under the influence of alcohol or narcotic substances shall be prohibited.
4. In accordance with the Law of Georgia on Tobacco Control, smoking is prohibited within the University premises. Failure to comply with this restriction shall result in liability in accordance with applicable legislation and the rules established by the University.
5. In their interactions with citizens, students, and colleagues, Staff members shall observe ethical and moral standards, identify themselves and their position, and act with courtesy, professionalism, and respect.
6. Within the scope of their competence, Staff members shall provide necessary assistance, using the means available to them, to their supervisors, subordinates, and colleagues in relation to official matters.
7. Staff members shall not disclose or use, for non-official purposes, any information obtained in connection with the performance of their official duties, both during the employment relationship and after its termination.
8. Staff members shall comply with the University's ethics and conduct rules and standards.
9. Staff members shall comply with all other rules and regulations established by the University's internal legal acts and the legislation of Georgia that are relevant to the performance of their official duties and responsibilities.

Chapter VIII

Leave

Article 25. Duration of Leave

1. University Staff shall be entitled to paid annual leave of not less than twenty-four (24) working days per year.
2. University Staff shall be entitled to unpaid leave of not less than fifteen (15) calendar days per year.
3. An employment agreement may establish terms and conditions different from those provided for in this Chapter, provided that such terms and conditions do not place the Staff member in a less favourable position.

Article 26. Procedure for Granting Leave

1. A Staff member shall become entitled to request annual leave after eleven (11) months of employment. By agreement of the parties, leave may be granted before the expiration of this period.
2. From the second year of employment onwards, a Staff member may, by agreement of the parties, be granted leave at any time during the working year.
3. By agreement of the parties, leave may be taken in portions.
4. The following periods shall not be counted as annual leave: a period of temporary incapacity for work; maternity leave; leave for childcare; leave due to the adoption of a newborn child; and additional leave for childcare.
5. Unless otherwise provided for in the employment agreement, the University shall be entitled to determine the order and schedule for granting paid annual leave to Staff members during the calendar year.
6. In cases of urgent operational necessity, the University may, subject to prior agreement with the employee, recall the employee from leave. Such recall shall be formalized by an appropriate order.

Article 27. Obligation to Provide Prior Notice to the University When Taking Unpaid Leave

When taking unpaid leave, a Staff member shall notify their supervisor at least two (2) weeks in advance of the intended leave period, except where such notice is not possible due to urgent medical or family circumstances.

Article 28. Accrual of the Right to Leave

1. For the purpose of calculating the period required for the accrual of the right to leave, both the period actually worked by the Staff member and any period of enforced absence attributable to the fault of the University shall be taken into account.
2. The period required for the accrual of the right to leave shall not include any period during which the Staff member was absent from work without a valid excuse or was on unpaid leave for more than seven (7) working days.

Article 29. Exceptional cases of carrying over paid leave

1. Where granting paid leave to a Staff member during the current year may adversely affect the normal operation of the University, the leave may, with the Staff member's consent, be postponed to the following year. The postponement of paid leave to the following year shall not be permitted in the case of a minor employee.
2. The postponement of paid leave for two (2) consecutive years shall be prohibited.

Article 30. Leave Pay

A Staff member's leave pay shall be calculated on the basis of the average remuneration received during the three (3) months preceding the leave period. If the period worked since the commencement of employment or since the end of the Staff member's most recent leave is less than three (3) months, leave pay shall be calculated on the basis of the average remuneration received during the period actually worked. In the case of a fixed monthly salary, leave pay shall be calculated on the basis of the remuneration received during the last month preceding the leave period.

Article 31. Maternity and Childcare Leave

1. Upon request, a Staff member shall be granted leave for pregnancy, childbirth, and childcare for a total period of seven hundred and thirty (730) calendar days.
2. Of the leave provided for under Paragraph 1 of this Article, one hundred and eighty-three (183) calendar days shall be paid leave. In the event of childbirth complications or the birth of twins, two hundred (200) calendar days shall be paid leave.
3. The Staff member may, at their discretion, allocate the paid leave provided for in Paragraph 2 of this Article between the pre-natal and post-natal periods.

Article 32. Newborn Adoption Leave

A Staff member who has adopted a child under the age of one (1) year shall, upon request, be granted leave for the adoption of a newborn child for a period of five hundred and fifty (550) calendar days from the date of the child's birth. Of this leave, ninety (90) calendar days shall be paid leave.

Article 33. Payment of maternity leave, parental leave and newborn adoption leave

Leave for pregnancy, childbirth and childcare, as well as leave for the adoption of a newborn child, shall be remunerated from the State Budget in accordance with the procedure established by applicable legislation.

Article 34. Parental leave

1. Upon request, a Staff member shall be granted unpaid childcare leave of up to twelve (12) weeks until the child reaches the age of five (5) years. Such leave may be taken continuously or in parts; however, each period of leave shall be no less than two (2) weeks per year.
2. Additional childcare leave may be granted to any person who is actually caring for the child.

Chapter IX

Forms of Incentives

Article 35. Forms of Staff Incentives

1. The following forms of recognition and incentives may be granted for exemplary performance of official duties, long-term and conscientious service, or the successful completion of assignments of particular complexity or significance:

- a) Expression of appreciation;
 - b) One-time monetary award;
 - c) Awarding of a valuable gift;
 - d) Increase in remuneration.
2. More than one form of recognition and incentive may be applied simultaneously.
 3. Forms of recognition and incentives shall be granted by order of the Rector, based on a nomination submitted by the head of the relevant structural unit, the supervising Vice-Rector, and/or the Human Resources Management Department, or at the Rector's discretion without such nomination.

Chapter X

Disciplinary Liability

Article 36. Disciplinary Liability of University Staff

1. In the event of a disciplinary violation, the University may impose one of the following disciplinary sanctions:
 - a. Reprimand;
 - b. Warning;
 - c. Transfer to a hierarchically lower position;
 - d. Deduction from remuneration, not exceeding the limits established by the Labour Code of Georgia and the employment agreement;
 - e. Termination of the employment relationship.
2. When determining a disciplinary sanction, consideration shall be given to the gravity of the violation, the circumstances in which it was committed, and the Staff member's previous performance and conduct.
3. Prior to the imposition of a disciplinary sanction, the Staff member alleged to have committed a disciplinary violation shall be requested to provide a written explanation. A Staff member who is on leave or business travel may be subject to disciplinary proceedings only upon their return.
4. A disciplinary sanction shall be imposed by order of the Rector based on a submission from the head of the relevant structural unit and/or the supervising Vice-Rector and upon the opinion of the Human Resources Management Department.
5. For the purpose of establishing a disciplinary violation and determining an appropriate disciplinary sanction, the Rector may establish a commission to examine the matter and recommend an appropriate measure of liability. The composition of the commission, as well as the terms and conditions of its operation, shall be determined by order of the Rector. The commission's recommendation shall be submitted to the Rector for further action.

6. The University shall impose a disciplinary sanction immediately upon the discovery of the violation, but no later than one (1) month from the date of its discovery, excluding any period during which the Staff member is on sick leave or annual leave.
7. Only one disciplinary sanction may be imposed for each disciplinary violation.
8. An order imposing a disciplinary sanction shall be served on the Staff member concerned in accordance with the established procedure.
9. If, within one (1) year from the date a disciplinary sanction is imposed, no new disciplinary sanction is imposed on the Staff member, the Staff member shall be deemed not to have been subject to a disciplinary sanction.
10. Where, within one (1) year, the Staff member has not committed a further disciplinary violation and has demonstrated good performance and conscientious conduct, the disciplinary sanction may be removed before the expiration of the one-year period, either at the initiative of the Rector or upon the recommendation of the Staff member's immediate supervisor or colleagues.

ChapterXI

Personal Data Protection Obligations

Article 37. Obligation to Protect Personal Data

1. A Staff member who participates in data processing or has access to personal data shall act strictly within the scope of the authority granted to them and shall maintain the secrecy and confidentiality of personal data, including after the termination of their employment or official authority.
2. A Staff member of the University shall be prohibited from:
 - 2.1. Disclosing or transmitting, whether orally, in writing, or by any other means, data obtained in the course of performing official duties to any third party, unless there is a lawful basis provided for under the University's Personal Data Protection Regulation;
 - 2.2. Storing data outside the University premises or in any location other than that designated by the University for data storage;
 - 2.3. Removing data from the University premises unless such removal is directly related to the performance of their official duties;
 - 2.4. Copying, reproducing, scanning, or otherwise duplicating documents or information containing data, unless such activity is directly related to the performance of their official duties;
 - 2.5. Duplicating, disclosing, or transferring, in any form, keys, access codes, access cards, or other means of access to physical storage facilities in which data are stored;
 - 2.6. Leaving any physical storage facility containing data unsecured, unlocked, or otherwise accessible to unauthorized persons;

- 2.7. Processing data that are unrelated to their official duties and responsibilities;
- 2.8. Disclosing or transferring, whether orally, in writing, or by any other means, credentials, passwords, or other access information used to access the University's digital platforms;
- 2.9. Storing, disseminating, reproducing, deleting, destroying, or transferring to any third party any data obtained through the University's hotline or through direct communication with a data subject, except where permitted under the University's Audio Monitoring Rules or other applicable internal regulations.

Article 38. Violation of the Rules Governing Personal Data Processing.

1. Any breach by a Staff member of the rules governing the processing of personal data, as established by the Law of Georgia on Personal Data Protection, subordinate legislation issued by the Head of the Personal Data Protection Service, the University's Personal Data Protection Policy, and other applicable regulations, shall constitute a disciplinary offence.

Chapter XII

General Occupational Health and Safety and Fire Safety Instructions

Article 39. Occupational Health and Safety

Occupational health and safety shall mean a comprehensive system of technical, sanitary-hygienic, and legal measures aimed at ensuring healthy and safe working conditions.

Article 40. University's Activities in the Field of Occupational Health and Safety.

The University shall ensure the creation of healthy and safe working conditions for its Staff in accordance with the Labour Code of Georgia and other applicable normative acts. The University shall also ensure that all workplaces are properly equipped and maintained and that working conditions comply with occupational health and safety requirements, including safety regulations, sanitary standards, and other applicable health and safety rules.

Article 41. Staff Obligations to Ensure Occupational Health and Safety

Staff members shall comply with the established requirements governing the use of machinery, equipment, and mechanisms owned or possessed by the University, use the personal protective equipment provided to them, and observe occupational health and safety instructions, including those governing the performance of work and conduct within University premises.

Article 42. Monitoring and Compliance

The Human Resources Management Department shall be responsible for the continuous monitoring of compliance with all requirements set out in the Occupational Health and Safety Instructions, in accordance with these Internal Regulations and other applicable legal and internal regulatory acts of the University.

Article 43. Liability for Violation of Occupational Health and Safety Requirements

Staff members who violate occupational health and safety requirements shall be subject to disciplinary, administrative, material (financial), or criminal liability in accordance with the legislation of Georgia.

Chapter XII**Time and Method of Payment of Remuneration****Article 44. Administration of the Payment of Remuneration**

1. Remuneration shall be paid to Staff members in accordance with the quantity and quality of work performed and in the amount specified in the individual employment agreement.
2. Remuneration shall be paid to University Staff no later than the 10th day of the following month.
3. Remuneration shall be paid by bank transfer to the Staff member's personal bank account.
4. The University shall not be liable for delays in the payment of remuneration resulting from circumstances arising within banking systems, nor for any damages caused by such delays.

Chapter XIII**Final Provisions****Article 45. Procedure for Adoption and Familiarization with the Internal Regulations**

1. These Internal Regulations shall be approved by the University's Representative Council.

2. The Human Resources Management Department of the University shall ensure that each employee is acquainted with these Internal Regulations and the duties associated with their position upon commencement of employment.
3. In the event of any amendment to or addition of these Internal Regulations, the relevant draft shall be circulated among University employees for their review and submission of comments and opinions.
4. Amendments and/or additions to these Internal Regulations shall be adopted and enter into force by a resolution of the University's Representative Council. Following their adoption, such amendments and/or additions shall be published in a prominent location designated for this purpose within the University premises and on the University's official website.