



INTERNATIONAL EUROPEAN UNIVERSITY

HR POLICY
of the International European University

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of the International European
University
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1. GENERAL PROVISIONS

1.1. The HR Policy (hereinafter referred to as the Policy) is an internal normative act of the International European University (hereinafter referred to as the University), which defines the general directions, approaches, and mechanisms used by the University in employee management. This Policy supports the implementation of the Development Strategy of the International European University. It is based on the norms of the legislation of Ukraine (the Constitution of Ukraine, the Labor Code of Ukraine, the Law of Ukraine "On Higher Education," the Law of Ukraine "On Scientific and Scientific-Technical Activities," the Law of Ukraine "Fundamentals of the Legislation of Ukraine on Health Care," the Law of Ukraine "On Licensing of Economic Activities," the Law of Ukraine "On Ensuring the Functioning of the Ukrainian Language as a Language of Ukraine"). State", Resolution of the Cabinet of Ministers of Ukraine dated 30.12.2015, No. 1187 "On Approval of the Licensing Conditions for Conducting Educational Activities" (as amended) (hereinafter referred to as the Resolution), Resolution of the Cabinet of Ministers of Ukraine dated 02.03.2016 No. 285 "On Approval of the Licensing Conditions for Conducting Economic Activities in Medical Practice" (as amended), Resolution of the Cabinet of Ministers of Ukraine dated 21.08.2019. No. 800 "Some Issues of Advanced Training of Pedagogical and Scientific-Pedagogical Staff" (as amended), Resolution of the Cabinet of Ministers of Ukraine dated July 14, 2021, No. 725 "On Approval of the Regulation on the System of Continuous Professional Development of Medical and Pharmaceutical Workers" (as amended), Order of the Ministry of Economic Development, Trade and Agriculture dated 23.03.2021 No. 610 "On Approval of the Professional Standard for the Group of Professions "Teachers of Higher Education Institutions," etc.), as well as the Statute of the University, its regulations and procedures.

1.2. The HR policy of the University is a balanced personnel work to achieve goals and fulfill tasks, organization through the formation of highly productive and cohesive human resources capable of responding in time to changing market requirements. It defines a system of selection, selection, personnel development, planning, organization, and control of the university's activities. This system is quite flexible, combines two opposite categories of stability and dynamism, and is economically justified; that is, it proceeds from the actual financial capabilities of the university.

1.3. The University may revise and change the norms of this Policy, in particular, in case of changes in legislation.

2. PURPOSE AND OBJECTIVES OF THE HR POLICY

2.1. The main **goal of the HR policy** is to ensure the timely provision of an optimal balance of recruitment processes, personnel retention, and development to the needs of the university, the requirements of the current legislation, and the state

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of the labor market.

2.2. The university's HR policy aimed at:

- a system of motivation for university employees;
- providing high-quality teaching in foreign languages;
- comprehensive support of the university's research teams;
- involvement of scientific and pedagogical staff of the highest quality;
- attracting outstanding teachers from all over the world;
- providing freedom and flexibility for teachers to develop their own research and teaching methods;
- development of a functional career guidance system;
- talent support;
- formation and strengthening of corporate culture.

3. ORGANIZATIONAL SUPPORT FOR THE IMPLEMENTATION OF THE HR POLICY

3.1. The central structural unit responsible for the formation and implementation of the University's HR policy is the Department of Personnel Support. The Regulations on the Department of Human Resources of the International European University regulate the activities of this department.

3.2. The main tasks of the department:

- implementation and provision of state policy on personnel work at the university;
- ensuring that the Director of the Department exercises their powers in matters of personnel management;
- ensuring the institutional development of the university;
- selection of personnel to the university by the procedure established by law;
- implementation of analytical and organizational work on personnel management;
- documentation for the positions of managers, scientific and pedagogical workers, employees of administrative staff and termination, registration of labor relations with managers, scientific and pedagogical workers, and employees of administrative staff;
- ensuring competitive selection when filling vacant positions of scientific and pedagogical workers and concluding employment agreements (contracts) with those who apply for positions.

4. EMPLOYMENT

4.1. **Employment** is hiring and concluding an employment agreement (contract) between an employee and the University. This process is regulated by the Labor Code of Ukraine and other regulations.

4.2. All employment decisions at the University are based on the merits,

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qualifications, and needs of the University.

4.3. The procedure for formalizing labor relations includes three main steps:

- conclusion of an employment agreement (contract);
- execution of an order for employment;
- notification of the State Tax Service.

4.4. Employment issues at the University are also regulated:

- The University's Appointment Policy;
- Employee Promotion Policy;
- Regulations on the procedure for conducting competitive selection when filling vacant positions of scientific and pedagogical workers.

4.5. **Types of employment contracts (contracts):**

An indefinite employment agreement (contract) is concluded for an indefinite period, terminated according to the general rules determined by the Labor Code of Ukraine—full-time employees (40 hours per week) and part-time (20 hours per week). Full-time employees under an indefinite contract have the whole social package of our university.

A fixed-term employment contract (contract) is concluded for a specified period specified in the agreement (contract) and terminated automatically after the expiration of the term if the parties have not extended the agreement (contract).

Full-time employees under an indefinite contract have a complete social package of our university. Under a fixed-term agreement (contract), wages are paid as a fixed hourly wage, according to the approved workload or monthly salary.

4.6. Employees are classified as full-time, freelance, or temporary and may or may not be exempt from overtime. The job classification will be communicated during the hiring process.

4.7. **Employment with equal opportunities**

The university has the principle of equal opportunities. Everyone has the right to work regardless of race, color, sex, age, religion, political opinion, national origin, social origin, property status, disability, sexual orientation, or other status.

When employed, create an inclusive work environment where employees can realize their potential.

During employment, discrimination at the university is prohibited; the registration for people's positions is carried out based on skills, experience, or potential. To reduce bias, structured interviews are carried out in each process.

The university and each of its employees create conditions to help people with disabilities move safely around the university.

In case of discriminatory, offensive, or inappropriate behavior of employees, it is necessary to notify the HR Department of any discriminatory actions against themselves or their colleagues. Any employee who retaliates or discriminates will be disciplined.

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5. RECRUITMENT AND SELECTION PROCESS

5.1. The recruitment and selection process focuses on finding, evaluating, and hiring candidates for vacant positions. It is one of the most critical stages in forming an effective university team. The University's policies and procedures support a fair and efficient process for hiring gifted and professional individuals.

5.2. Main stages of the process

1. Identification of needs:

- Vacancy analysis: a clear understanding of the necessary knowledge, skills, experience, and personal qualities of the candidate and the definition of key tasks and functions. Decide whether to hire a person to work outside or inside.

2. Candidate Search:

- Prepare a job description and post a vacancy announcement on various platforms: job search sites, social networks, and specialized portals for a one-month preliminary payment.
- Post a vacancy announcement on the university's website.

3. Selection of candidates:

- To select resumes on sites according to the key criteria specified in the announcement.
- Telephone interviews to clarify details and weed out unsuitable candidates.

4. Interview:

- Conduct individual or group interviews to assess candidates' knowledge, experience, motivation, and personal qualities.
- Use various assessment methods: cases, tests, role-playing games.

5. Reference and Reputation Check:

- Contacting previous employers to confirm information about the candidate.
- Recommendation and reputation checks are intended only for finalists, in compliance with the laws and with the candidate's consent.

6. Decision-making:

- Analyze the results of all stages of selection and choose the best candidate for a job.

7. Make an official offer to the candidate.

8. Registration of an employee

- Conclude an employment contract, familiarize yourself with the internal documents of the university, and draw up the necessary documents.
- During the selection and selection of personnel, inform candidates, communicate politely, and provide equal opportunities to work.

5.3. The principles, rules, and procedures for the implementation of the process of selection and selection of personnel are specified in the Employment Policy of the University and the Regulations on the procedure for competitive selection when filling vacant positions of scientific and pedagogical staff.

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6. WORKPLACE CODE OF CONDUCT

6.1. A code of conduct in the workplace is rules, norms, and tacit agreements that regulate the behavior of employees at the university.

6.2. The main aspects of workplace policies that apply to all university employees are:

- Internal labor regulations that regulate working hours, vacations, disciplinary procedures, and other aspects of labor relations.
- Conflict of Interest Prevention Policy.
- Anti-discrimination and harassment policies that protect employees from all forms of discrimination and ensure a safe working environment.
- A privacy policy that sets out how we handle sensitive information.

6.3. **Professionalism:** All employees are expected to maintain high standards of professionalism in their interactions with colleagues, students, and external stakeholders. Respect, integrity, and accountability are core values at the University. An employee of the University must act according to the University's Code of Corporate Ethics and Academic Integrity.

6.4. **Attendance and punctuality.** Regular attendance and punctuality are essential for the smooth functioning of the university. Employees must inform their managers in advance of planned absences or lateness to work.

6.5. **The policy of prevention of conflicts of interest** is aimed at ensuring control over the timely identification, prevention, and settlement of conflicts of interest related to:

- actions or decision-making by managers and other employees of the university in favor of persons related to them;
- direct subordination of loved ones.

Conflict of interest is understood as existing and potential contradictions between personal interests and official or professional duties of an employee, which may affect the unfair performance of his powers, objectivity, and impartiality in decision-making.

To promptly identify actual and potential conflicts of interest and ensure timely prevention and adequate settlement of conflicts of interest, each employee must undergo a periodic self-assessment.

Employees should avoid situations where personal interests are contrary to the university's. Any potential conflicts should be reported to the manager.

6.6. **Confidentiality and data protection** are employee records, unpublished financial information, and more.

Employees responsible for confidential information must:

- block or protect confidential information;
- shredding confidential documents when they are no longer needed;
- View sensitive information only on secure devices.
- do not disclose information to other employees; provide only when law allows.

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- store confidential documents on the territory of our university;
- Employees responsible for confidential information must not:
- use confidential information for personal gain or profit;
 - disclose confidential information to anyone outside the university;
 - copy sensitive documents and files and store them on unprotected devices.

In case of violation of confidentiality rules for personal gain, the employee will be dismissed or brought to disciplinary responsibility.

6.7. Aggressive actions and violence are mobbing (bullying) of an employee, harassment in the workplace, deliberate sabotage of someone's work, disparaging comments on a person's ethnic origin or religious beliefs, and launching or spreading rumors about a person's personal life.

Every employee must be polite to other employees and must prevent harassment and violence in the workplace.

In case of mobbing (harassment) of an employee by management or employees, the manager or employee will be dismissed and brought to administrative responsibility, per the law.

Sexual harassment is illegal and unacceptable for the university. If an employee is found guilty of sexual harassment, he will be dismissed, and the charges will be transferred to the appropriate authority.

Workplace violence includes physical and sexual violence, destruction of property, threats to harm a person or property, and verbal and psychological abuse.

To avoid these incidents, it is necessary to report them to the Human Resources Department if you suspect or know that someone is behaving aggressively. The notification will be confidential; an investigation will be appointed, which will be carried out with caution.

Suppose the Human Resources Department finds that an employee has committed an act of violence. In that case, that employee will be dismissed, and the allegation materials will possibly be transferred to the relevant authorities. Employees who intentionally damage property are fully responsible for paying for it.

6.8. Safety and hygiene in the workplace

6.8.1. The University strives to provide a safe and healthy working environment. Employees must follow safety regulations and report hazards or incidents to the designated safety officer.

To ensure safety in the workplace, it is necessary to carry out preventive actions.

To avoid injuries or diseases associated with the workplace, periodically conduct briefings on labor protection and life safety.

An introductory briefing on labor protection should be conducted:

- with all employees who are hired for permanent or temporary work, regardless of their education, work experience and position;
- with students who have arrived at the university to study.

The initial briefing is carried out before starting work directly at the workplace

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with the employee:

- newly admitted (permanently or temporarily) to the university;
- with students before the start of their studies at the university.

Repeated briefing is carried out individually with an employee or a group of employees in 6 months.

6.8.2. Emergency management is an action plan in case of war or sudden disasters such as fire, floods, earthquakes, or explosions.

Regularly check smoke alarms, fire extinguishers, and other readily available fire protection equipment.

Post the evacuation plan on each floor and the Internet, and mark fire escapes and safe exits.]

6.8.3. Smoking

The university is a workplace free of tobacco smoke. You can smoke in specially designated smoking areas, in the open air.

Any other area in the workplace (e.g., toilets, lobby, offices, stairwells, warehouses) is strictly prohibited from smoking to protect non-smokers.

Cigarettes must be extinguished and thrown away in street cigarette bins. Avoid smoking when meetings are scheduled and near flammable objects and places.

6.8.4. Drug-free workplace

University is a drug-free workplace. Whether an employee, student, contractor, or visitor must not bring, use, donate, or sell any drugs on campus.

If an employee or student is caught with illegal drugs or shown to be under the influence of substances, that employee or student will be disciplined, dismissed, or expelled from the university.

6.8.5. Alcohol

At the university, employees are not allowed to drink alcohol during business hours, but they can consume alcoholic beverages in moderation at university events.

6.9. Use of university equipment and resources

All university property, including IT systems, must be used responsibly and primarily for work. Unauthorized use of resources is prohibited.

6.10. Disciplinary measures and procedures

Disciplinary action can be taken for violating university rules. These measures can range from verbal warning to dismissal, depending on the severity of the violation.

7. CYBERSECURITY AND THE USE OF DIGITAL DEVICES

7.1. Use of the Internet

A corporate Internet connection is primarily for business. University employees can use corporate communication for personal purposes, provided it does not interfere with official duties.

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Employees must not use an Internet connection to:

- upload or upload obscene, offensive, or illegal material;
- send sensitive information to unauthorized recipients;
- interfere with another person's privacy and gain access to confidential information;
- download or transmit pirated films, music, materials, or software;
- Visit potentially dangerous websites that could compromise network and computer security.
- engage in unauthorized or illegal activities like hacking, fraud, or buying/selling illegal goods.

7.2. **Mobile phone**

Employees can use mobile phones at work when:

- use your mobile phone in a way that benefits your work (business calls, productivity apps, calendars);
- keep personal calls short and use an empty meeting room or common area so as not to disturb colleagues;
- avoid playing games on your phone and texting excessively;
- Do not use your phone to record sensitive information.

7.3. **Corporate Email**

Corporate email should only be used by employees for work.

When using corporate email, university employees should avoid:

- registering on illegal, untrustworthy, un reputable, or suspicious websites and services;
- sending unauthorized marketing content or emails;
- sending offensive or discriminatory messages and content;
- Intentionally spamming other people's emails, including your coworkers.

Employees should use strong passwords and be vigilant when detecting emails that contain malware or phishing attempts.

7.4. **Social Media**

7.4.1. **Use of personal social networks at work:** University employees can use their accounts at work. However, according to university policy, employees must guarantee productivity and act responsibly.

7.4.2. In the case of representing the University through social networks, if the employee maintains the University's accounts in social networks or speaks on behalf of the University, the employee must:

- be respectful, polite, and patient;
- avoid speaking on topics that are beyond the scope of competence;
- comply with the University's privacy and data protection policies, as well as comply with laws governing copyright, plagiarism, and fair use;
- avoid deleting or ignoring comments for no reason;

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- correct or remove any misleading or false content as soon as possible.

8. CONFLICT OF INTEREST

8.1. When an employee encounters a conflict of interest, personal goals no longer coincide with your responsibilities to us, in case of receiving a bribe, which can bring financial benefits to the employee, but this is illegal and contrary to university policy. If this behavior becomes known, an employee will lose his job and have legal problems.

All employees must adhere to university policies and always act in the university's best interest.

8.2. Employee Relations

Relations between employees should be appropriate and harmonious, and they should always behave professionally.

8.3. Fraternity

Fraternity refers to a date or friendship with colleagues. In this policy, "dating" is equated with consensual romantic relationships and sexual relations. Non-consensual relationships are sexual assault, and it is prohibited.

8.4. Employment of relatives

Every university employee must be hired, recognized, or promoted due to their skills, character, and work ethic. The phenomena of nepotism, favoritism, or conflict of interest are unacceptable at the university.

Managers and employees of the university cannot be directly subordinate to persons close to them or be directly subordinated in connection with the exercise of powers to persons close to them, by the Law of Ukraine "On Prevention of Corruption."

Suppose an employee becomes a relative of the manager or a direct subordinate after both get a job at the university. In that case, one of the employees will be transferred to another department if possible.

9. SALARY

9.1. Salary is determined based on the employee's role, experience, and qualifications. The salary review will be carried out annually in the performance evaluation process.

9.2. Payments to university employees are paid twice a month, no later than the seventeenth and the fifth day of each month.

When the day of payment of wages coincides with a weekend, holiday, or non-working day, wages are paid the day before.

9.3. Hourly workers are entitled to overtime pay, which is calculated at 1.5 times the standard rate for hours worked more than 40 hours per week. Employees with irregular working hours may be entitled to time off.

9.4. Non-dismissed employees who are unskilled workers are guaranteed the

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minimum wage.

9.5. The university offers a comprehensive social package that includes health insurance, retirement plans, life insurance, and wellness programs.

10. EMPLOYEE TRAINING AND DEVELOPMENT

10.1. The university encourages continuous professional development and provides training, workshops, and higher education support opportunities through the annual plan and professional needs.

10.2. Employees should regularly improve their level of knowledge by enhancing their skills, passing training, training in professional (certificate) programs, and on-the-job training.

10.3. The main areas of advanced training of scientific and pedagogical workers are:

- development of professional competencies (knowledge of the subject, professional methods, technologies);
- The use of information, communication, and digital technologies in the educational process, including e-learning, information, and cyber security;
- speech, digital, communication, inclusive, emotional, and ethical competence;
- development of managerial competence (for heads of educational institutions, scientific and methodological institutions, and their deputies), etc.

In the case of teaching several academic subjects (disciplines), pedagogical and scientific-pedagogical staff independently choose the sequence of advanced training in certain areas in the inter-attestation period within the total volume (duration) of advanced training determined by law.

11. WORKING HOURS

11.1. Standard working hours are from 9:00 to 18:00 on weekdays, with an hour break for lunch.

11.2. Depending on operational needs, Flexible work schedules can be discussed with managers. The university offers flexible work-from-home options for eligible positions based on mutual agreement.

12. VACATION AND HOLIDAY POLICY

12.1. Annual basic leave.

University employees receive paid vacation by the law. Annual basic leave is granted to employees with a duration of at least 24 calendar days for the worked working year, which is counted from the date of conclusion of the employment contract; university teachers receive an annual leave of 56 calendar days for the worked working year.

12.2. Sick leave.

In case of illness, the employee must notify the HR Department and the

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manager and send an open sick leave. The law pays an employee's sick leave.

12.3. Parental leave.

Based on a medical report, women are granted paid maternity leave for the duration of:

1) before childbirth - 70 calendar days;

2) after childbirth - 56 calendar days (70 calendar days - in case of birth of two or more children and case of complications of childbirth), starting from the day of delivery.

At the end of maternity leave, at the request of the child's mother or father, one is granted leave to care for the child until the child reaches the age of three.

Annual additional paid leave of 10 calendar days (excluding holidays and non-working days) is granted to one of the parents who have two or more children under the age of 15, or a child with a disability, or who have adopted a child; mother (father) of a person with a disability from childhood of subgroup A of group I; a single mother, father of a child or a person with a disability from childhood of subgroup A of group I, who brings them up without a mother (including in the case of an extended stay of the mother in a medical institution); a person who has taken custody of a child or a person with a disability from childhood of subgroup A of group I, or one of the adoptive parents. If there are several grounds for granting such leave, its duration may not exceed 17 calendar days.

12.4. The university celebrates the following holidays:

- January 1 - New Year
- March 8 - International Women's Day
- May 1 - Labor Day
- May 8 - Day of Remembrance and Victory over Nazism in World War II 1939-1945
- June 28 - Constitution Day of Ukraine
- July 15 - Day of Ukrainian Statehood
- August 24 - Independence Day of Ukraine
- October 1 - Day of Defenders of Ukraine
- December 25 - Christmas.
- Work is also not carried out on religious holidays:
 - one day (Sunday) - Easter (Easter)
 - one day (Sunday) - Trinity
 - December 25 - Christmas.

If the day off falls on a day when our university is closed (for example, Sunday), we mark this day off on the next working day.

According to the requirements of the law, in particular, during martial law, a special procedure for celebrating holidays may be applied.

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13. PERFORMANCE MANAGEMENT

13.1. Employees undergo an annual performance evaluation with their supervisor, who evaluates their achievements, challenges, and development goals.

13.2. Managers should provide regular feedback and mentorship to help employees achieve their goals and improve work efficiency.

13.3. The university is committed to supporting the career growth of its employees. Promotion opportunities depend on work performance, skills, and contributions to the university's development.

14. COMPLAINT PROCEDURES

14.1. The university encourages employees to resolve conflict situations informally, discussing them with their supervisors. If the conflict is unresolved, you can file a formal complaint by the Regulation on Conflict Resolution.

14.2. Employees who wish to file a formal complaint must submit a written complaint to the university's rector. An investigation will be carried out, and appropriate measures will be taken.

14.3. The university protects employees who report unethical behavior or violations. Retaliation against whistleblowers is strictly prohibited.

14.4. Labor disputes are considered by the procedure established by the current legislation of Ukraine.

15. TERMINATION OF EMPLOYMENT

1.1. Termination of employment relations with employees may occur on grounds and in the manner provided for by the employment agreement (contract) by the current legislation of Ukraine on labor.

1.2. The university may terminate employees for gross misconduct, repeated policy violations, or poor performance. Affected employees will receive written notification.

1.3. The employee has the right to terminate the employment contract concluded indefinitely by notifying the University in writing two weeks in advance.

1.4. An employee can terminate a fixed-term employment contract (contract) early in case of illness or disability that prevents work performance under the contract.

1.5. An employment contract (contract) concluded for an indefinite period by a university may be terminated before the expiration of its validity period, provided that:

1) changes in the organization of labor, including liquidation, reorganization, bankruptcy, or re-profiling of the university, reduction in the number of staff of employees;

2) the revealed inadequacy of the employee to the position or work performed due to insufficient qualifications or health conditions that prevent the continuation of this work;

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3) systematic failure by the employee to perform the duties assigned to him by the employment agreement (contract) or internal labor regulations without valid reasons if disciplinary measures were previously applied to the employee;

4) absenteeism (including absence from work for more than three hours during the working day) without a valid reason;

5) failure to appear for work for more than four consecutive months due to temporary disability unless the legislation establishes a more extended period of retention of the place of work (position) in case of a particular disease;

6) appearance at work in a state of intoxication, in a state of narcotic or toxic intoxication;

7) theft (including petty) of the university's property at the place of work, established by a court verdict that has entered into force or by a resolution of the body whose competence includes the imposition of an administrative penalty;

8) conscription or mobilization of an employer - an individual during a unique period;

9) establishing the employee's non-compliance with the position to which they were hired or the work performed during the probationary period;

10) committing mobbing (harassment) by an employee established by a court decision that has entered into force;

1.6. In case of dismissal of an employee, he is paid monetary compensation for all unused days of annual leave, as well as additional leave for employees who have children or an adult child - a person with a disability from childhood of subgroup A of group I.

1.7. In case of organizational restructuring or budget constraints, staff reductions may occur. Employees who are laid off will receive informed notice and support when finding a new job.

1.8. Employees who resign from the University must go through the dismissal procedure, which includes the return of equipment, the completion of paperwork, and the signing of the "Workaround Letter of Dismissal" in the responsible structural units and officials by the University, which certifies the fulfillment of all obligations.

1.9. Dismissal is carried out by order of the rector by the current legislation of Ukraine on labor.