



CODE OF CONDUCT OF NON-ACADEMIC STAFF

Article 1

Non-academic staff of the College should not reveal confidential information or official documents of the College without permission from the appropriate authority.

Article 2

Non-academic staff should not delay official work, official correspondence or their official duty.

Article 3

The non-academic staff of the College should pay quick and careful attention to the matters relating to the reputation and integrity of the College.

Article 4

The staff member shall not be a member or part of any society or association or organization, which is not incompatible with the function and dignity of his/her duty at the university.

Article 5

The staff member must not accept or cause the other person to accept a gift in exchange for his / her official work within the College

Article 6

The staff member is obliged to preserve the property of the College entrusted to him with diligence and integrity.



Article 7

Sanctions

The Code of Conduct is mandatory for all non-academic staff and in case of need for sanctions the university shall refer to the statute and other rules and regulations of the College.

Article 8

Entry into force

8.1 This Code shall enter into force on the date of its signature by the President of the Management Board.

Prof. Dr. Edmond Hajrizi, 20.08.2019
