NAVOIY STATE UNIVERSITY
CODE OF ETHICS AND CONDUCT

Basic Concepts

Etiquette – represents the external aspect of a person's spiritual life and is manifested in relationships with others (family, work collectives, various ceremonies). Etiquette is based on certain principles and norms of morality, as well as requirements of expediency and beauty (aesthetics).

Morality – (from the Arabic word *"adab"* in plural form) — a norm of behavior recognized by society.

Corruption – (from Latin *corrumpō* – to decay, to be bribed) – is the practice of a public official directly misusing powers granted to them by their position for personal gain.

Code – a systematized unified legal document that regulates a specific type of social relations (e.g., Civil Code, Criminal Code, etc.).

Chapter I. General Provisions

Article 1. Relations regulated by this Code

This Code has been developed in accordance with the Law of the Republic of Uzbekistan "On Education," the "Concept for the Development of the Higher Education System in the Republic of Uzbekistan until 2030," the Decree of the President of the Republic of Uzbekistan "On Additional Measures to Ensure the Academic and Organizational-Administrative Independence of State Higher Educational Institutions," as well as other legal and subordinate legislative acts. It regulates relations related to the principles and norms of professional ethics and conduct of Navoi State University faculty members, other staff (including technical support staff), undergraduate students, graduate students, and doctoral students (hereinafter referred to as staff, students, and doctoral candidates), as well as the main rules of conduct during the educational process and in service.

Article 2. Purpose and tasks of the Code of Ethics and Conduct

The purposes of the Code of Ethics and Conduct are as follows:

- To shape the culture of faculty members, staff, students, and doctoral candidates based on national and universal human values;
- To develop and continuously improve the concept of ethics and conduct specific to Navoi State University (hereinafter referred to as the University);
- To foster respect for the University and its values among faculty members, staff, students, and doctoral candidates;
- To establish standards regarding dress code, appearance, and behavior within the University.

The tasks of the Code of Ethics and Conduct include:

- Implementing preventive measures aimed at preventing legal violations and criminal activities among University faculty members, staff, students, and doctoral

candidates;

- Preventing involvement in or promotion of undesirable behaviors such as violence, cruelty, and immorality within the University;
- Preventing the dissemination and influence of harmful vices and ideas alien to our national mentality, such as extremism, separatism, fundamentalism, and "Mass Culture";
- Identifying and eliminating causes and conditions that contribute to the occurrence of such undesirable behaviors;
- Forming a high level of legal awareness and culture among faculty members, staff, students, and doctoral candidates, and instilling a spirit of strict adherence to the Constitution, laws, and other normative-legal documents of Uzbekistan;
- Developing and promoting in faculty members, staff, students, and doctoral candidates a commitment to respecting and protecting citizens' rights, freedoms, and interests at all times;
- Instilling patriotism and high moral-ethical qualities among faculty members, staff, students, and doctoral candidates, and fostering respect for national values;
- Creating and strengthening a healthy socio-psychological environment within the University;
- Creating conditions to foster a culture of personal appearance among faculty members, staff, students, and doctoral candidates;
- Preserving and enhancing the University's reputation, authority, and prestige in the state and public life, as well as in the education system.

Article 3. Scope of the Code

This Code applies to all faculty members, staff, students, and doctoral candidates of the University.

Chapter II. Principles of the Code

Article 4. Fundamental principles of behavior for University faculty members, staff, students, and doctoral candidates

This Code is based on the principles of legality, the primacy of citizens' rights, freedoms and legitimate interests, patriotism, loyalty to duty in service and education, justice, honesty and impartiality, efficiency, and thrift.

Article 5. Principle of Legality

Faculty members, staff, students, and doctoral candidates of the University must strictly comply with the legislation of the Republic of Uzbekistan and fulfill their service and academic duties in accordance with job descriptions, labor contracts, the provisions of this Code, the University's internal rules and regulations, and other education-related normative documents.

Article 6. Principle of the Primacy of Citizens' Rights, Freedoms, and Legitimate Interests

Citizens' rights, freedoms, and legitimate interests are considered the highest values at the University. Faculty members, staff, students, and doctoral candidates of the University

shall not allow violations of these rights, freedoms, and interests, and in the event of such violations, they shall assist in their restoration.

Article 7. Principle of Patriotism, Loyalty to Duty of Service and Study

The university's professors, staff, students, and doctoral candidates must carry out their academic and professional duties based on moral and ethical values, loyalty to the Motherland, and commitment to their responsibilities. They must express the trust and expectations of society towards the university. Professors, staff, students, and doctoral candidates must perform their study and work obligations with mutual goodwill, regardless of personal interests or ideological views.

Article 8. Principle of Justice, Honesty, and Impartiality

Professors, staff, students, and doctoral candidates must act justly, honestly, and impartially in fulfilling their professional and academic responsibilities and must treat all legal and physical entities who apply to the university, its official websites, and social media platforms in accordance with these principles.

Article 9. Principle of Efficiency and Economy

Professors, staff, students, and doctoral candidates must continuously improve their work efficiency through the implementation of innovative technologies and other methods. They must strictly adhere to the principle of economical use of university property and must be responsible and respectful of others' time during professional interactions.

Chapter 3. Combating Corruption

Article 10. Rejection of All Forms and Manifestations of Corruption

Professors, staff, students, and doctoral candidates must not accept or tolerate any form or manifestation of corruption and must collectively take legal measures against it. They are required to actively combat corruption, contribute to preventive measures, fully comply with the university's anti-corruption policy and related regulations, conduct their activities transparently and justly, and strictly adhere to the rule of law while remaining loyal to high moral values and principles.

In addition, professors, staff, students, and doctoral candidates found to be in gross violation of this article shall have their contracts (employment contract or enrollment order) terminated in accordance with the final decision of the University's Code of Ethics Commission.

"University professors and staff must not allow conflicts of interest in recruitment, granting privileges, promotions, or in any other circumstances, including nepotism, favoritism, or cronyism.

If an employee becomes aware of such a conflict of interest, including instances of nepotism, favoritism, or cronyism, they must immediately inform their direct supervisor.

Failure to report or concealment of any conflicts of interest — such as nepotism, favoritism, or cronyism — during recruitment, the granting of privileges, promotions, or any other circumstances, shall result in termination of the employment contract, based on the final conclusion of the Code of Ethics Commission.

Chapter 4. Requirements for the Conduct and Official Interaction of

Professors, Staff, Students, and Doctoral Candidates

Article 11. Dress Code and Appearance at the University

Professors, staff, students, and doctoral candidates must dress in a modern and professional manner appropriate to their field of study or work.

Female professors, staff, students, and doctoral candidates may not come to the university in clothing that is transparent, overly tight, or reveals the shoulders, chest, abdomen, or areas above the knees. They may also not wear headphones, or adorn other body parts (aside from ears and fingers) with various piercings or metal accessories, nor attend with visible piercings or tattoos.

Female students must wear modest clothing such as non-bright trousers, knee-length skirts, classic-style pants or simple suits, and dark-colored shoes. They are also required to bring necessary study materials (textbooks, notebooks, etc.) with them.

Male professors, staff, students, and doctoral candidates must wear white, light blue, light brown, or light gray shirts with classic-style pants or simple suits, and dark-colored shoes. Beards must be neatly trimmed, and hair must be well-groomed. Students are also required to bring their necessary study materials with them.

Dressing professionally and in accordance with one's chosen career path is encouraged for all professors, staff, students, and doctoral candidates.

Wearing outerwear (e.g., coats, jackets, caps, and similar items) inside classrooms or office spaces is strictly prohibited.

All professors, staff, students, and doctoral candidates must ensure that their appearance and clothing are clean and neat.

Additionally, the dress code at Navoi State University must not include elements that reflect affiliation with religions, denominations, or subcultures that conflict with national identity (e.g., kippah, kashaya robes, crosses, hijabs that cover the main part of the face by wrapping under the chin, etc.).

On weekends (outside working hours and Sundays), casual clothing is allowed, except for attire that is transparent, overly revealing, or reflects affiliation with religions, denominations, or subcultures. Those involved in official events must still follow the prescribed dress code.

Article 12. Participation in Meetings and Assemblies

Professors, teaching staff, employees, students, and doctoral candidates of the university must behave respectfully towards speakers during various events, meetings, ceremonial gatherings, encounters, and celebrations. They are required to maintain peace and order during such events and are not allowed to interrupt or speak without the permission of the chairperson or moderator. If necessary, it is permitted to leave or enter the meeting hall between speeches.

Article 13. Observance of Rules of Conduct in University Buildings

At entrances and exits of buildings, as well as in corridors, students should give way to employees, men should give way to women, and younger individuals should give way to elders. Upon exiting classrooms and buildings, those exiting should go first, followed by

those entering.
University staff, students, and doctoral candidates entering university buildings must pass through turnstiles using their ID card and facial recognition system under the supervision of the responsible officer or duty personnel.
Professors, teaching staff, employees, students, and doctoral candidates must walk on the right side of corridors and staircases within the university and avoid speaking loudly on mobile phones in corridors and courtyards. When encountering others, it is recommended that students greet professors, staff, and elders first. Subordination principles must be respected among staff members.

Article 14. Norms of Official Communication for Professors, Employees, Students, and Doctoral Candidates

In interactions with organizations, institutions, the mass media, and citizens, professors, staff, students, and doctoral candidates of the university must observe the following norms and rules of official communication:
Act in the interest of the university, protect and enhance its image, and avoid any actions that may harm the reputation or interests of the university, its staff, students, and doctoral candidates. Communication and online correspondence (including on social networks and messengers) must reflect exemplary behavior that positively represents the university;
Do not disseminate false or misinterpreted information about university staff, students, or doctoral candidates, or allow such information to spread; refrain from making public or social media statements on such topics;
Do not disclose personal information of professors, staff, students, or doctoral candidates without their consent;
Do not collect or inquire into non-academic or non-professional information about professors, staff, students, or doctoral candidates;
Adhere to rules regarding the provision of service-related information;
Provide requested information in a sufficient (neither excessively brief nor overly detailed) and reliable (not requiring re-verification) manner;
Do not misuse information obtained in the course of professional duties or distribute it without the university administration’s permission;
Do not unjustly criticize the professional or academic activities of professors, staff, students, or doctoral candidates. Avoid public or media discussions or evaluations of the actions of government agencies, the university, or its employees that are inaccurate, baseless, or not supported by concrete evidence.

Article 15. Adherence to Working and Study Hours

Professors, staff, students, and doctoral candidates must arrive on time for classes and work and adhere to labor and academic discipline.

Article 16. Prohibition of Immoral and Inappropriate Behavior at the University

Students and doctoral candidates must not engage in the following immoral and inappropriate behaviors that may hinder their studies or the professional activities of

employees:
Committing any offense or crime, including slander, insult, or public defamation;
Consuming or distributing narcotics, psychotropic substances, synthetic drugs, alcohol, tobacco products, hookahs, electronic cigarettes, or other intoxicating substances;
Acts of aggression against peace or public order, arguing or playing gambling or risk-based games;
Causing moral damage that negatively affects the university's material or reputational status;
Physically, morally, or materially harming professors, staff, students, or doctoral candidates;
Illegally acquiring, using, or appropriating property or material assets belonging to others, if such actions are proven;
Polluting classrooms, corridors, or the environment in any way;
Consuming alcoholic beverages, smoking tobacco or similar products, or being under the influence of intoxicants on university premises or adjacent areas, as well as attending university with unkempt or excessively dyed hair, or inappropriate clothing that violates the university's dress code;
Using university computers to access or distribute content not related to the university, including movies, illegal data, obscene images or videos, or materials promoting ethnic, racial, or religious hatred, extremism, separatism, or fundamentalism;
Engaging in actions that disrupt classes or work, or the peace of staff and students (e.g., misuse of radios, TVs, multimedia, or loud devices);
Submitting false information or documents by professors, staff, students, or doctoral candidates;
Deliberately altering or destroying university documents (e.g., erasing, painting over, adding notes, or damaging them);
Violations related to academic processes and regulations are governed by internal rules on academic integrity;
Publishing or using content on the Internet or social media that is not in line with universal and national values, or that undermines the university's or its employees' reputation.

Professors, staff, students, and doctoral candidates must not use or distribute aggressive, degrading, or offensive photos, videos, or audio recordings that violate human dignity, promote violence, vandalism, interethnic conflict, prohibited religious ideologies, terrorism, extremism, or fundamentalism, or include obscene or erotic content.
They must also refrain from disseminating any unverified, baseless, or false information, opinions, or comments on the Internet, social media, or other mass communication platforms that may harm the honor, dignity, or professional reputation of government bodies, the judiciary, law enforcement agencies, or the university and its staff or students. Such actions are considered immoral and inappropriate and may hinder the offender's right to study or work at the university.

Chapter 5. Obligations of University Leadership Regarding Ethics and Procedures to Prevent Conflicts of Interest in Professional Activities

Article 17. Duties of the Leadership

University and structural unit leaders (hereinafter – leaders) must set an example of high professionalism, impartiality, integrity, and fairness toward their subordinates and contribute to fostering a positive moral-psychological environment within the university or its units. Leaders must not require subordinates to perform tasks beyond their official duties, nor encourage them to commit unlawful acts.

In their activities, leaders must:

Avoid nepotism, regionalism, or favoritism in recruitment and employment decisions and prevent discriminatory practices in labor relations;

Prevent cliquism, regionalism, favoritism, and other negative factors during the performance of their duties;

Avoid rudeness and disrespect for human dignity, and refrain from exerting psychological or physical pressure on others;

Take timely measures to prevent and manage conflicts of interest;

Implement anti-corruption measures;

Ensure a comfortable work environment, including access to modern computers, internet, library collections, and information resources, as well as conditions for rest, recreation, and physical activity, based on available resources, to support employees' professional and intellectual development;

Organize work efficiently and treat entrusted property and financial resources with care and frugality.

Leaders are responsible for ensuring that their subordinates observe labor discipline.

Chapter 6. Requirements for Mutual Relations Among Professors, Staff, Students, and Doctoral Candidates

Article 18. Mutual Relations Among Professors, Staff, Students, and Doctoral Candidates

Relations among professors, staff, students, and doctoral candidates should be based on national values and traditions, a unified team environment, mutual respect and attention, friendship, solidarity, honesty, and justice.

Any disrespect, personal insults, plagiarism, rudeness, use of obscene language, or physical violence is strictly prohibited.

Faculty members must uphold high expectations in the educational and upbringing processes while maintaining respect for students' personalities.

Article 19. Interaction Between Faculty and Students Inside and Outside the Classroom

When a faculty member enters the classroom, all students should stand up as a sign of respect and take their seats only after the faculty member greets them and gives permission. Likewise, students should stand when the faculty member leaves the classroom.

Faculty must respect students in both academic and non-academic contexts, adhere to principles of openness and goodwill, and perform their teaching duties impartially and without personal interest. Any form of discrimination, rudeness, arrogance, or favoritism is strictly forbidden. They must always be fair and impartial in their interactions with students.

Faculty should answer students' questions related to their subjects outside class hours while observing ethical norms and help foster interest and enthusiasm for the subject matter.

Article 20. Prohibition of Academic Harassment and Pressure

Students cannot be compelled by university leadership or faculty to perform certain tasks without their consent or without appropriate compensation (except for voluntary community work sanctioned by the President or the Cabinet of Ministers with strict adherence to safety standards). If students refuse such requests, they must not face retaliation, such as low grades or other forms of academic harassment. Such actions are strongly condemned.

Article 21. Use of Mobile Devices

The use of mobile phones during class is strictly prohibited for everyone. Exceptions can be made only in necessary and valid cases with the faculty member's permission.

Article 22. Participation in Classes

Students must not be late for class. In the event of a valid reason for being late, the student may enter the classroom with the faculty member's permission after apologizing.

If a student disrupts the class, the faculty member may remove the student and inform the faculty dean (or, if unavailable, the deputy dean or the group tutor) about the incident.

Article 23. Communication Outside of Class Time

If a student needs to speak with a faculty member outside of class time, the communication must occur:

During office hours, independent study time, or a mutually agreed period.

It is advisable for the student to know the faculty member's full name and position.

In cases of serious, substantiated complaints (rudeness, bribery, poor teaching quality, or repeated cancellations of classes caused by the faculty member), and with the collective agreement of the group (or course), students may petition the faculty dean for a change of instructor.

Article 24. Subordination

Any issues arising between professors, staff, students, and doctoral candidates and the administration must follow a chain of command (principle of subordination) for escalation. However, students may contact the university rector directly in exceptional cases.

Article 25. Initiative and Activity

Initiatives and ideas by professors, staff, students, and doctoral candidates aimed at improving the ethical environment, enhancing the quality of education, effectively using

innovative ideas, and organizing beneficial events are encouraged.

Chapter 7. Ethical Obligations of Professors, Staff, Students, and Doctoral Candidates

Article 26. Ethical Obligations

All individuals entering the university as students or employees must be introduced to this Code in writing (with their signature).

Professors, staff, students, and doctoral candidates are obliged to:

Comply with the law and this Code;

Aspire toward excellence and live with honesty and justice;

Respect national ethical traditions, customs, and values;

Continually work on self-improvement and stay updated on legislative changes;

Perform their duties conscientiously and professionally;

Refrain from actions that could damage the university's reputation and prestige;

Avoid using university information for purposes that may harm its interests or reputation;

Treat university property responsibly, including movable/immovable assets, plants, animals, and properly use materials and technical resources provided for official duties;

Use electricity and water efficiently;

Promptly report any adverse incident or event to university leadership;

Observe established restrictions and prohibitions, fulfill duties diligently, refrain from discussing others' private and family matters, and not express or act on prejudices based on gender, race, nationality, language, religion, social background, or position;

Avoid spreading gossip, intrigue, or slander about any university member or individual;

Avoid involvement in conflicts that could damage the university's working image or reputation;

Avoid intentional harm to the academic or work efforts of colleagues and peers;

Refrain from actions that insult the dignity of women, from harassment, and from using vulgar language or violating common ethical standards in interactions;

Comply with decisions (orders) lawfully made by government authorities or university leadership;

Not misuse their position for personal or others' gain;

Always speak the truth and not mislead supervisors or colleagues;

Not install any advertisements without proper authorization;

Take all necessary measures to maintain the confidentiality of information obtained during professional activity, especially where legal liability is established for disclosure;

Lead a healthy lifestyle, care for the well-being of others, and promote aesthetic and environmental awareness;

Accept criticism constructively and make objective decisions, acknowledging and correcting their own mistakes;

Avoid flaunting wealth or material prosperity;

Be courteous with library staff, handle books and equipment with care, mute mobile phones in libraries, avoid loud talking, eating, or littering, and follow all book

borrowing/return rules;
Enter sports complexes in proper sports attire and footwear;
Handle sports equipment responsibly and return it after use;
Follow the rules of the sports complex and maintain cleanliness in university facilities and surrounding areas;
Not pollute the campus grounds.

Article 27. Additional Requirements on Ethics

a) For Students:

To continuously improve their speech and communication culture;
To actively support and strengthen the student self-governance system, promote positive activities, and enhance collective culture;
Not to discuss other students' grades with faculty members or peers;
Not to seek external help or provide assistance to others during the defense of written works or rating assessments;
Not to submit assignments or written works prepared by others under their own name;
Not to miss classes or arrive late without a valid reason;
Not to wander around the university premises aimlessly during class time;
Not to leave the university premises during classes without permission from faculty deans or the head of the graduate studies department;
Not to act rudely or argue with university staff or faculty; in case of perceived injustice, to report it to the appropriate authorities; not to ask inappropriate personal questions to instructors or hold resentment against them;
To control their emotions during conflicts with faculty, staff, students, or doctoral candidates, and to refer such issues to the appropriate departments or personnel (tutor, dean, Youth Union branch, Center for Spirituality and Enlightenment, Student Council);
To be active and attentive in the learning process and strictly follow the instructions of teaching staff;
Not to talk during lessons or engage in unrelated activities;
To treat equipment with care and refrain from writing on desks or chairs;
Not to leave behind paper, gum, or other waste in the classroom;
Not to eat, chew gum, or use personal computers and other communication devices during classes without the instructor’s permission;
To raise their hand and wait for permission before addressing the instructor with a question or request during class;
To observe queue discipline and set rules when ordering or receiving food in dining areas;
To strictly adhere to the Internal Regulations of the student dormitory;
In consideration of public safety interests, to use public transportation when

coming to the university whenever possible.

b) For Faculty and Staff:

To follow disciplinary regulations at their workplace and adhere to the university's internal rules and policies;

To leave their workplace in proper condition before taking vacation or upon termination of employment, and not to transfer entrusted office equipment, materials, or unfinished tasks to another person;

To observe standards of communication etiquette and proper information delivery during phone conversations (e.g., start the call with an official greeting, state the name of the institution, position, full name, then proceed to the purpose; information should be as concise and clear as possible; if the required information needs to be looked up, the phone line should not be kept busy — instead, a return call should be made if necessary);

To educate youth in a spirit of patriotism;

To promote a healthy lifestyle among youth and protect them from alcoholism, drug addiction, various destructive threats, extremist influences, and the pressures of "mass culture";

To assist in the moral and ethical upbringing of students and in developing effective forms and methods of educational work;

Not to engage in behavior that might raise doubts about the integrity of their official duties, and not to discuss the professional or personal shortcomings of colleagues with students;

Not to expel students from class for being late or other reasons, and not to intimidate students with threats of expulsion, academic dismissal, or forced withdrawal from studies, and to avoid actions that may result in unjustified expulsion or academic failure;

Not to engage in any inappropriate conduct that may humiliate students' dignity, such as pressure, harassment, or violence;

Not to harbor resentment toward any student;

To provide written information about the general cultural behavior of students in an academic group (course) to the faculty dean, if necessary, in order to take corrective measures.

Chapter 8. Procedure for Encouragement and Disciplinary Measures

Article 28. Encouragement of Professors, Staff, and Students

During the academic year, employees and students who have fully adhered to this Code and contributed to the further establishment and strengthening of a high moral and ethical environment at the University may be rewarded materially or morally in accordance with established procedures, based on the recommendation of the administration, deans of faculties, heads of departments, and other structural unit leaders.

Article 29. Importance of Adherence to the Code in Attestation and Other Processes

Compliance with this Code by professors and staff members is taken into account during attestations and in forming a pool of candidates for appointments to higher and other positions (career advancement).

Article 30. Liability for Violation of the Code

Violation of the provisions of this Code by professors, staff, students, and doctoral students of the University serves as a basis for taking disciplinary action in accordance with the established procedure.

Article 31. Relationship Between the Code and Internal Regulations

If professors, staff, students, and doctoral students violate the provisions of this Code, the measures specified in Chapter VII of the University's Internal Regulations (Liability for Violations of Work and Study Discipline) are applied to them.

Chapter 9. Organization of the Activities of the Ethics Committee

Article 32. Ethics Committee

As a rule, issues related to violations of the norms of this Code by employees, students, and doctoral students may be reviewed by the Ethics Committee.

Additionally, the Ethics Committee may review such matters:

- based on instructions from the university rector;
- as a result of internal investigations;
- on its own initiative;
- based on information received from professors, staff, students, and doctoral students of the University, as well as through communication channels directed to the university.

The Ethics Committee shall consist of at least 5 members. The purpose, tasks, functions, rights of the Ethics Committee, and other matters related to the organization of its activities are defined in the "Regulation on the Ethics Committee," which is approved by the rector of the university.

Article 33. Conclusion of the Ethics Committee

Following the review of violations of the Code of Ethics by the Ethics Committee, a conclusion is made regarding the presence (or absence) of disciplinary or other violations. At the same time, a proposal is submitted to the university rector to hold the offending employee, student, or doctoral student accountable.

Taking into account the nature of the violation, the Ethics Committee may limit its action to issuing a warning to the employee, student, or doctoral student to prevent future violations of the Code of Ethics.

The draft order on bringing professors, staff, students, and doctoral students who have violated the Code of Ethics to disciplinary responsibility shall be prepared by faculty deans and the graduate department (for students), and by the Human Resources Management Department (for staff and doctoral students).

Professors, staff, students, and doctoral students have the right to receive information regarding their violation, the review process, and to present evidence to defend

themselves. They also have the right to appeal the university's decisions in accordance with the established procedure.

Article 34. Public Oversight

To ensure public oversight over the behavior of professors, staff, students, and doctoral students, the practice of discussing violations of this Code in the Trade Union Committee, the Advisory Councils on Women's Issues, and the Primary Organization of the Youth Union of Uzbekistan may be introduced.

Chapter 10. Final Provision

Article 35. Entry into Force of the Code and Amendments

This Code comes into force after its approval by the University Council, and amendments or additions to it shall be made based on decisions of the University Council.

According to:

Article 22 of the Labor Code of the Republic of Uzbekistan, adherence to internal labor regulations is one of the duties of employees;

Article 296 states that the rights, duties, and responsibilities of the parties to the employment contract, as well as other issues regulating labor relations, must be specified in internal labor regulations.