

Chungnam National University

Guidelines for Integrity Management and Corruption Prevention

Enacted on May 16, 2015

Article 1 (Purpose)

These guidelines aim to enhance the effectiveness of anti-corruption measures and public ethics by providing detailed behavioral standards that personnel in various departments and procurement fields at Chungnam National University (CNU) must adhere to, based on the Code of Conduct for CNU employees, thereby contributing to the promotion of integrity among its members.

Article 2 (Applicability)

These guidelines apply to employees and students as defined in Article 3 of the CNU Code of Conduct.

Article 3 (Code of Integrity)

1. The code of integrity that officials at the rank of grade 5 or higher must adhere to is as shown in Annex 1.
2. The code of integrity that each member must adhere to is as shown in Annex 2.
3. The code of integrity that personnel in procurement-related fields must adhere to is as shown in Annex 3.

Article 4 (Obligations and Responsibilities)

1. Employees and students must be familiar with and adhere to the code of integrity, and they shall be held accountable for any violations.
2. The President shall be responsible for managing and supervising the compliance of employees and students with the code of integrity.

Article 5 (Disciplinary Measures)

1. The President may take disciplinary actions, including sanctions, against those who violate the code of integrity.
2. The types, procedures, and effects of disciplinary actions pursuant to paragraph 1 shall be governed by the CNU Code of Conduct for Employees and relevant regulations on discipline.

Supplementary Provisions

These guidelines shall enter into force on the date of promulgation.

[Annex 1] Code of Integrity for Officials at Grade 5 or Higher

Code of Integrity for Officials at Grade 5 or Higher

1. Do not issue unlawful or undue work instructions that violate laws and regulations against employees or exert pressure.
2. As a manager, conduct personnel management tasks such as performance evaluation and awards fairly.
3. Do not demand or accept money, gift certificates, gifts, etc., from internal staff or individuals related to work.
4. Do not demand or accept entertainment, favors, or convenience such as drinking entertainment, golf entertainment, or providing vehicles from individuals related to work.
5. Do not use corporate cards for personal use or use budgets for purposes other than their intended ones.
6. Do not use company vehicles, offices, or other public property for personal use or purposes other than their intended ones.
7. Do not involve subordinate staff in personal matters unrelated to work.
8. Do not engage in inappropriate business trips unrelated to work, such as unnecessary overseas trips.
9. Do not engage in personal activities such as stock trading during working hours.
10. Do not establish inappropriate financial relationships, such as receiving monetary assistance from subordinates or external individuals related to work.

(1) Faculty Members (Teaching Assistants)

Code of Integrity for Faculty Members (Teaching Assistants)

1. Strive to cultivate well-rounded individuals with integrity and culture by preparing adequate lectures, conducting fair grading evaluations, and respecting students.
2. Adhere to relevant regulations in expenditure of research funds, pursue fair competition with fellow researchers, and refrain from plagiarizing others' research results.
3. Do not disclose information about students acquired in the course of duty to external parties except for educational purposes or when legally required.
4. Faculty members in the medical field recognize the dignity of human life and provide the best medical services to patients with compassion and a spirit of service.
5. Do not demand or accept any form of unfair benefits, such as money or favors, from individuals related to work.
6. Adhere to all university regulations and refrain from exercising physical, sexual, or verbal violence among members.

(2) Staff Members

Code of Integrity for Faculty Members (Teaching Assistants)

1. Strive to cultivate well-rounded individuals with integrity and culture by preparing adequate lectures, conducting fair grading evaluations, and respecting students.
2. Adhere to relevant regulations in expenditure of research funds, pursue fair competition with fellow researchers, and refrain from plagiarizing others' research results.
3. Do not disclose information about students acquired in the course of duty to external parties except for educational purposes or when legally required.
4. Faculty members in the medical field recognize the dignity of human life and provide the best medical services to patients with compassion and a spirit of service.
5. Do not demand or accept any form of unfair benefits, such as money or favors, from individuals related to work.
6. Adhere to all university regulations and refrain from exercising physical, sexual, or verbal violence among members.

(3) Staff Members
Code of Integrity for Students

1. Strive to become professionals with expertise and sound character, and take pride in being students of Chungnam National University.
2. Participate in on-campus and off-campus activities with passion, pursue goals to achieve a better future, and devote oneself to academic pursuits.
3. Do not use any dishonest methods in academic pursuits, and let conscience and morality be the standards of behavior.
4. Respect the personality and rights of others, acknowledge differences in religion, ideology, culture, etc., and avoid biased or exclusive attitudes.
5. Respect faculty members and maintain courtesy and dignity in all actions, and cherish and handle school facilities with care.
6. Adhere to all university regulations and refrain from exercising physical, sexual, or verbal violence among members.

Code of Integrity for Personnel in Procurement-Related Fields

1. Conduct bidding or contract execution for purchases, manufacturing, services, construction, etc., fairly and transparently in accordance with the procedures prescribed by law.
2. Do not demand or accept money, entertainment, or unfair benefits regardless of reasons during bidding, contract negotiation, or contract execution.
3. Meet contract counterparts in public places officially and do not meet for personal discussions or accept requests for discussions.
4. Do not give preferential treatment or advantages to specific individuals based on family ties, academic connections, personal relationships, etc.
5. Do not exert undue pressure or demand tangible or intangible benefits in the name of a contract.
6. Do not provide individual contract-related information to others until the contract bidding announcement.