

Order N1-26 of the director of Keoni Academy dated
August 5, 2022 is approved

Keon Academy Ltd

Bylaws

Tbilisi 2022

content

1. General Provisions -----
-----3 2. Objectives of the bylaws -----
-----3 3. Labor relations-----
-----4 4. Rules of employment, documents to be
submitted and conditions ---- -5 5. Organizational structure of the Academy
-----5 6. Beginning of labor relations -
-----7 7. Work, break and rest time,
vacation-----7 8. Remuneration of labor-----
-----8 9. General obligations of the parties -
-----8 10. Labor/service contracts relationship
Suspension/termination-----
-----9 11. Confidentiality and Liability-----9
12. Discussion and resolution of the dispute-----
-----9 13. Disciplinary responsibility-----10
14. Encouraging the staff of the Academy----- 10
15. Encouraging professional student/listener ----- 11 16.
Labor safety-----11 17.
Promotion of professional development-----11 18. Final
Provisions-----12

Article 1. General provisions

1.1 The internal regulations of the limited liability company Keoni Academy (hereinafter the Academy) are developed on the basis of the Constitution of Georgia, the Law of Georgia on Vocational Education, the Organic Law of Georgia, the Code of Labor Laws of Georgia, the Academy's statutes and regulations; 1.2. The Academy's bylaws regulate labor relations, related issues and related relations in the field of the Academy's activities. The bylaws are an integral part of the individual labor contract (hereinafter the contract) between the academy and the employee; 1.3 When performing work, in addition to observing the terms of the individual labor contract, the employee is also obliged to observe the present by-laws and all other legal acts, which are related to the performance of his labor duties, without special reference; 1.4 All the conditions and relationships that are not regulated by the individual labor contract or bylaws are regulated by the Labor Code of Georgia and the current legislation of Georgia; 1.5 The Academy ensures familiarization of the bylaws for employees, and all employees are obliged to know and adhere to the Academy's bylaws, statutes, regulations, and policy documents (if any) and the job description of the position in which he is employed; 1.6. Compliance with the requirements of the bylaws is mandatory for those persons who are employed or study at the academy;

Article 2. Objectives of the bylaws

2.1 The Academy's bylaws are approved by the Academy's director's order; 2.2 The purpose of the internal regulations of the academy is to ensure: 2.2.1 protection of labor discipline; 2.2.2 Regulation of relations related to the exercise of rights and duties between the Academy staff (administrative and teaching staff included in the structural units of the Academy, persons implementing the educational program and professional students/trainees, taking into account the requirements of Georgian legislation; 2.2.3 Creating a safe and healthy environment for the staff and professional students of the Academy; Develop academy staff and professional students

Fire safety, labor safety and order protection
the procedure for finding medical assistance;

2.2.4 work/educational process/educational services in the academy
Management by protecting human rights and freedom, legal interests
etc;

2.3 In order to provide first aid, a medical aid station, fire fighting equipment and

Evacuation plans are posted, consisting of graphic and text
from a part. In order to ensure the preservation of order in the entire territory
External and internal surveillance cameras are installed.

3. Labor relations

3.1 The labor relationship is in the conditions of the organized arrangement of labor
Academy/employer and academic staff, educational program
Work performed by the person/employee for the employer
performance for remuneration;

3.2. The labor relationship is based on the equality of the parties
by agreement reached as a result of free expression of will;

3.3. Any type of discrimination is prohibited in the employment relationship: race, skin,
color, language, ethnic and social affiliation, nationality, origin, property and rank status,
place of residence, age, gender, sexual orientation, disability, religion, or any other

affiliation to the union, marital status, political and others
because of the view;

3.4. An employee of the academy can be from Georgia or from a foreign country
A competent person who has relevant knowledge, experience and qualifications. An
individual labor/service contract is formed with the Academy staff
Agreements, in which the term of the agreement is determined, the right of the parties -
Duties and other requirements stipulated by the legislation of Georgia;

3.5. The contract is concluded in written form, definite or indefinite
for a period of time, in the state language, according to the procedure established by the legislation of Georgia;

3.6. The employer is obliged in case of the request of the employed personnel
Issue a notice of employment, which includes data on the work performed, remuneration,
duration of the employment contract, etc. regarding;

3.7. The staff of the Academy means any person employed by the Academy who has a
relationship with the Academy through an employment contract, or
on the basis of the service contract and conducts its activities according to the statutes
of the academy, internal regulations of the academy, internal regulations of the academy
of the rights-obligations defined by acts and signed with it
On the basis of the contract;

3.8. The academy is managed by a director;

3.9. Recruitment and dismissal of Academy staff
It is formed by the order of the director of the academy.

3.10. The Academy is a professional educational institution and "Sexual freedom and inviolability" cannot be employed in the academy on the fight against crime" by the law of Georgia provided against sexual freedom and untouchability
A person convicted of committing a directed crime and/or a person to whom the same
Based on the law, the court confiscated the educational institution
Right to work.

Article 4. Procedure for employment, documents to be submitted and conditions

4.1 A person wishing to be employed in the Academy - will be accepted for an interview and/or in the Academy on the basis of competition;

4.2 The director of the academy hires and dismisses the staff of the academy;

4.3 The person implementing the educational program (professional education teacher/field specialist/practice instructor), is accepted to occupy the position of professional education teacher in the academy, approved by the order of the director of the academy Keoni Academy Ltd.

in accordance with the admission procedure of the person implementing the educational program;

4.4 Academy personnel are hired and dismissed in Georgia

in accordance with the legislation, the academy's regulations and the rules established by these bylaws;

4.5 A person wishing to be employed at the Academy must submit the following Documents:

4.5.1 copy of identity document;

4.5.2 Autobiography (CV);

4.5.3 two photographs with a size of 3X4;

4.5.4 Document confirming education and experience (if necessary); Copy of document and/or work

4.5.5. Affidavit of conviction for a sex offense stating

There will be information, including expunged and/or expunged convictions

about, also, a notice of deprivation of the right must be submitted; 4.5.6. Other

required documentation (if any)

in case)."

Article 5. Organizational structure of the Academy

5.1 The hierarchical structure of the Academy is horizontal. He is at the head of the academy

The meeting of partners and the director, and all the rest are mainly employees

They are equal and stand on the same rung of the hierarchical ladder.

5.2. Persons employed in the Academy - to be appointed to the relevant position, must

Meet the following qualification requirements:

5.2.1. Quality assurance manager - a person with higher education, who preferably has three years of work in the educational field experience.

Additional requirements: knowledge of the Law of Georgia "On Professional Education"; Knowledge of authorization standards, teaching and evaluation methodology; research methodology; Knowledge of office computer programs is critical

Ability to manage situations, orderly and communicative;

5.2.2. Case management specialist - with higher or professional education

A person who has a minimum of working with paperwork and document turnover

Two years of experience.

Additional requirements: knowledge of office computer programs.

5.2.3. Learning process manager - a person with higher education who has

Ability to organize and plan activities.

Additional requirements: user knowledge of office computer programs; Knowledge of authorization standards.

5.2.4. Librarian - a person with higher or professional education who

He has completed a special course of activity in this field

At least six months of work experience.

Additional requirements: knowledge of office computer programs.

5.2.5. Career and career planning manager - higher education

A person who has the processes of organization, planning, marketing

Ability to carry out activities and work in this direction at least one

years of experience.

Additional requirements: knowledge of office computer programs, any foreign language

knowledge; 5.2.6. Lawyer - a person with a higher education, who has been awarded

Has a legal qualification and has at least a minimum of legal experience

Two years of experience.

Additional requirements: knowledge of office computer programs.

5.2.7. Accountant - higher economic education or professional accounting education or at least three years of work experience as an accountant.

Additional requirements: Law of Georgia "On Professional Education" Budget Code of Georgia; Tax Code of Georgia; Law of Georgia "On Accounting, Reporting and Auditing"; Good knowledge of computer office programs.

5.2.8. Protection and security specialist - higher or professional education

A person who has at least two years of experience in this field

At least a year.

Additional requirements: ability to manage crisis situations, orderly and sociable;

5.2.9. Information technology specialist - a person with a higher or professional education, who has total experience in this direction

At least one year;

Additional requirements: knowledge of any foreign language is desirable

5.2.10 Head of the program - relevant higher and/or professional education

At least 3 years of work experience in the direction of the program and/or relevant profession

Additional requirements: good knowledge of computer office programs. It is desirable to have teaching and assessment experience

5.2.11 Housekeeper - ability to perform hygiene work (cleaning, washing, disinfection) correctly and safely.

Additional requirements: knowledge of the rules for working with chemicals; of labor knowledge of security requirements;

5.2.12 Vocational education teacher with higher education and/or at least 3 years of work experience in the relevant profession;

Additional requirements: user knowledge of office computer programs;

5.3. In the academy, if necessary, maybe on the basis of a contract

The persons whose employment decision was taken were employed

The director of the academy accepts.

Article 6. Beginning of the employment

relationship 6.1 The employment relationship is established between the employee and the employer.

Starting the work defined by the signed labor contract

from the date;

6.2 The employment relationship with the employee is concluded in writing, fixed or for life;

6.3 The employer is obliged to issue a certificate at the request of the employee about employment, which may include data on the work performed, remuneration, duration of the employment contract;

Article 7. Work, break and rest time, vacation

7.1. The number of working days in the academy is 5 days a week - Monday to Friday inclusive, no more than 8 hours a day; 1 hour break per day. Days of rest in the academy are Saturdays and Sundays. If necessary, by order of the director, it can be done Saturday should be considered a school day;

7.2. Academy training process – one contact hour includes 50 minutes of training time and 10 minutes of rest;

7.3. Study tables are made available to professional students in a place in the building of the Academy, in a visible place;

7.4. Academy on holidays established by the legislation of Georgia takes into account the work schedule;

7.5. Break time for the persons implementing the educational program It is determined by the break between lectures and/or practical classes in time

7.6. The staff of the Academy is obliged to perform if necessary overtime work;

7.7. In exchange for the overtime work performed, the employee will be given additional vacation time and/or salary supplement. The issue of overtime pay is decided with each employee individually, by agreement between the employer and the employee; 7.8. The staff of the Academy has the right to take paid leave. according to the procedure established by the legislation of Georgia; 7.9. In the first year of work, the right to request a paid vacation begins for the staff after 11 months of work. Staff can be given leave by agreement with the director even before the expiration of the specified period; 7.10. Academy staff have the right to take leave without pay - at least 15 calendar days a year; 7.11. The staff of the academy is obliged to apply in writing to the director of the academy 5 working days in advance with a request to go on vacation; 7.12. The employee is given leave due to pregnancy and childbirth based on his request; The conditions for granting leave due to pregnancy, childbirth and child care, as well as due to the adoption of a newborn and child care are determined by the current legislation; 7.13. The granting of leave to the Academy staff is made by the order of the director;

Article 8. Labor compensation

8.1. Labor compensation is issued once a month; The salary rate of the personnel in the academy is approved by the director's order, along with the staffing schedule; 8.2. Other issues related to labor compensation (including overtime work, salary deductions, or third-party relations) are resolved in accordance with the organic labor law, based on the labor contract signed with the employee;

Article 9 General obligations of the parties

9.1. The employer is obliged to: 9.1.1 fully, diligently and conscientiously fulfill the obligations assigned to him by the individual labor contract, internal regulations and applicable legislation; 9.1.2 to provide the employee with a proper workplace and environment where safety and hygiene norms will be observed;

9.1.3 provide the employee with work equipment and tools. to promote the professional development and qualification improvement of the employee;

9.2 Academy staff and professional students are obliged to:

9.2.1. to follow the existing discipline in the academy, the statute of the academy, the internal rules and the requirements stipulated in the agreement concluded with them;

9.2.2. Do not intentionally disseminate questionable, unverified and/or false information information;

9.2.3. prevent malicious websites from accessing the academy's computer network
Use of resources that may pose a threat to the network
From the spread of computer viruses and computer hardware
speech

9.2.4 not to rely on insufficient or unreliable information
decision-making and appropriate behavior; 9.2.5.

Have a neat appearance and wear business attire on work/school days
clothes suitable for the environment and to protect hygiene;

9.2.6. To comply with instructions, directives, instructions of the director of the academy
etc.;

9.2.7. to report to the academy on time, not to violate the rules established by the academy
Schedule. Being late for more than 10 minutes will be considered as not showing up at the
academy. About the delay of the Academy staff, the educational program

The implementing person, professional student/trainee is obliged in advance

to notify the academy administration by phone or written message. 9.2.8. Other rules
determined by the institution's regulatory acts and

For violation of the terms, in relation to the individual case

The decision is made by the director of the academy;

Article 10. Suspension/termination of labor/service contractual relations

10.1. Suspension and termination of the labor/

service contractual relationship

The bases are determined by the legislation of Georgia: Georgia

According to the organic law, the Labor Code of Georgia, internal acts of the Academy and
under the contract with the employee.

Article 11. Confidentiality and responsibility 11.1.

During the period of employment and after the end of this period, termination of employment

Regardless of the reason, employed personnel are bound to confidentiality

He has no rights and information available under the contract

disclose to any third party, or use this information in any way

for good, or to make it public;

11.2. For the purposes of this Agreement, confidential information is considered to be: any
information, the disclosure of which may cause harm

Academy's activities, name and reputation, activity goals, programs, etc.

11.3. in the employment relationship and/or in the educational process by the other party

The damage caused to the party shall be compensated according to the legislation of Georgia

according to the established procedure;

Article 12. Discussion and resolution of

disputes 12.1. A dispute is a disagreement arising during an employment relationship, which

The solution is included in the legal interests of the parties to the labor contract (academy and
employee);

12.2. Disputes can be discussed only by those persons and their representatives who are directly affected by this dispute;

12.3. The dispute is resolved by mutual agreement between the parties. disagreement In this case, disputes are settled according to the rules provided by the legislation of Georgia;

Article 13. Disciplinary responsibility 13.1.

Disciplinary responsibility is determined by the staff

Non-fulfilment of official duty or improper performance

prevention, as well as imposing appropriate impact measures on personnel

In case of confirmation of disciplinary misconduct. Disciplinary punishment is applied

both to the employed personnel of the Academy and to professional ones

in case of disciplinary offense against the student;

13.2. The basis of disciplinary responsibility is the legal basis of the Academy

Acts, by-laws, provisions, concluded agreement

Violation of the provided norms; 13.3.

Each disciplinary violation will be considered individually, accordingly, the director will make a decision based on the complexity and severity of the misconduct.

and considering the result; 13.4.

The employed staff may be subject to the following disciplinary fines: 13.4.1. warning

13.4.2. rebuke

13.4.3. Refund;

13.5. For repeating the same misconduct, the contract with the Academy staff is terminated;

13.6. The professional student of the Academy may be subject to the following disciplinary fines:

13.6.1. Warning;

13.6.2. rebuke

13.6.3. suspension of professional student status;

13.6.4 termination of professional student status;

13.6.5. material liability;

13.7. For repeated misconduct after receiving a reprimand, the professional student's status will be automatically suspended, for which the Academy will warn him in advance in writing;

13.8. The director of the academy issues a decision on the issue of selection of disciplinary responsibility, application of punishment, or termination of disciplinary proceedings. order.

Article 14. Encouraging Academy staff 14.1

Academy staff who show exceptional performance in the Academy's activities will be attentive, will actively participate in various types of events, can be encouraged in various ways on behalf of the Academy;

14.2 The director of the relevant order makes the decision on incentives by publication;

14.3 The forms of incentives are:

14.3.1. declaration of thanks; 14.3.2. monetary reward. 14.3.3 Other forms of incentives may be used by the decision of the director of the academy.

Article 15. Encouraging the professional student/trainee 15.1. For excellent studies and success in academic activities, for active participation in public life, professional students can be encouraged in the following form: 15.1.1. declaration of thanks; 15.1.2. Rewarding with paid or other kind of gift; 15.2. The form of the incentive is determined by the director's order;

Article 16. Labor safety 16.1. The Academy provides safe conditions for the staff employed in the Academy, professional students/trainees, maintaining order and finding first emergency medical aid; 16.2. The training area of the Academy is equipped in accordance with the established norms of fire safety, sanitary and labor protection; 16.3 In order to prevent incidents, in particular, to eliminate safety and other risks caused by the use of alcohol and/or narcotic substances, the Academy implements a "zero tolerance" policy regarding the use of drugs and alcohol. 16.4 In order to properly perform the assigned function-duties, the employee on the territory of the academy must always be in a sober state. He must not possess and/or consume alcohol or narcotic substances and must not be under their influence. Accordingly, in the academy, it is forbidden for the employee to report to the workplace in a state of inebriation and/or to perform any work, and to possess alcoholic or narcotic substances on the territory of the academy. 16.5 In the event that the employee needs to take such medications prescribed by medical prescription, which may affect the employee's ability to work or interfere with the strict observance of the safety norms of his work, the employee is obliged to immediately inform the employer about this. The employer will consider a specific case of the employee taking medication prescribed by medical prescription and, if necessary, will issue an appropriate recommendation regarding the employee's temporary, treatment period, transfer to another job or other measures stipulated by the law. Article 17 Promotion of professional development 17.1 Based on the interests of the Academy, in order to raise the qualifications of employees, the Academy provides professional development of employees in various directions; 17.2 The qualification of the employee may be improved through specialized education, training and/or internship or in other ways;

17.3 The employee has the right to apply to the employer with a recommendation about the need/necessity of raising qualifications;

17.4 on the financing of raising the employee's qualification or retraining

The Academy takes the decision to raise the employee's qualifications on the basis of necessity/feasibility assessment for the current year

Considering the budget. Accordingly, the employer may bear the cost

In full or in part, or the employee may be refused funding;

17.5 In case of financing the cost of qualification raising by the academy, a contract may be signed between the academy and the employee by the decision of the academy

The agreement according to which the retrained employee is determined

Obligations to attend training, pass exam/testing, and/or

about continuing to work in the academy for a specified period;

17.6 After the completion of the qualification raising process, the employee

Proof of the positive result of qualification improvement is required

Submit the document (diploma, certificate) to the employer.

Article 18. Final provision 18.1.

The internal regulations are approved and amendments and additions are made to it. based on the order of the director of the academy;

18.2. The bylaws are an integral part of the contract with the academy;

18.3. The internal regulations are posted in the administrative building of the Academy for everyone in a prominent place; It is also posted on the website of the Academy.