



MINISTRY OF EDUCATION, CULTURE,  
RESEARCH AND TECHNOLOGY  
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**REGULATION OF RECTOR  
INDONESIAN INSTITUTE OF THE ART PADANGPANJANG  
NUMBER: 0434/ITT/TU/2017**

**CONCERNING**

**VALUES, WORK CULTURE, AND CODE OF ETHICS FOR EMPLOYEES  
INDONESIAN INSTITUTE OF THE ART PADANGPANJANG**

**BY THE GRACE OF GOD ALMIGHTY,**

**RECTOR OF INDONESIAN INSTITUTE OF THE ART PADANGPANJANG**

Considering : a. that in the context of MCM, provide guidance in behaving, behave, and act in order to realize the work ethic of employees within the Indonesian Institute of the Arts who are bersih, bcrwibawa, and responsible and have integrity in carrying out tugas, necessary, Work Culture, and Employee Code of Ethics within ISI Padangpanjang;  
b. that in order to implement the provisions of the Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 54 of 2016, it is necessary to prepare the Work Culture Values and Employee Code of Ethics within the Padang Panjang Indonesia Institute of the Arts;

Recalling : 1. Government Regulation No. 42 of 2004 concerning Fostering the Spirit of the Corps and the Code of Ethics for Civil Servants (Statute Book of the Republic of Indonesia No. 141 of 2004, Supplement to Statute Book of the Republic of Indonesia No. 4449);  
2. Government Regulation No. 53 of 2010 concerning Civil Servant Discipline (Statute Book of the Republic of Indonesia No. 74 of 2010, Supplement to Statute Book of the Republic of Indonesia No. 5135);  
3. Government Regulation No. 90 of 2010 concerning the Preparation of Work Plans and Budgets of Ministries of State/Institutions;  
4. Presidential Regulation No. 13 of 2015 concerning the Ministry of Research, Technology, and Higher Education (Statute Book of the Republic of Indonesia No. 14 of 2015);  
5. Regulation of the Minister of National Education Nornor 29 of 2010 concerning the Organization of Work Procedures of ISI Padangpanjang;  
6. Regulation of the Minister of State Apparatus

Empowerment and Bureaucratic Reform Number 11 of 2015 concerning the Road Map of Bureaucratic Reform 2015-2019 (State Gazette of the Republic of Indonesia Year 2015 Nornor 985);

7. Presidential Decision No. 121/P of 2014 concerning the Formation of Ministries and the Appointment of Ministers of the Working Cabinet for the 2014-2019 Period;
8. Decision of the Minister of Education and Culture Number 232 / MPK. A4/KP/2014 concerning the Appointment of the Rector of ISI Padangpanjang;

#### DECIDED:

Determine : **REGULATION OF RECTOR CONCERNING VALUES, WORK CULTURE, AND CODE OF ETHICS FOR EMPLOYEES  
INDONESIAN INSTITUTE OF THE ART PADANGPANJANG**

#### Article 1

In this Decree, the following terms are defined:

1. Values are patterns of ways of thinking and rules that affect the actions and behaviors of employees in daily life;
2. Work Culture is falsafah based on a view of life as values that become the nature, habits, and drivers that are cultivated in an organization;
3. The Code of Ethics is a guideline of attitudes, behaviors, deeds, values, and norms that bind employees, both in carrying out their duties and functions as employees and in daily life;
4. Pcgawai is a state civil servant and Honoroer employee who is based on the Rector's decision to be appointed to a position and works at ISI Padangpanjang;
5. Officials are positions that have the authority to carry out the process of appointing, transferring, and dismissing Employees in accordance with the provisions of laws and regulations;

#### Article 2

ISI Padangpanjang's values consist of:

##### BISA Values

- (1) B True, namely Actions in carrying out work always take into account its truth;
- (2) I Informative, namely participating in providing information that really occurs;
- (3) S Solutive, namely being able to find solutions to every obstacle faced;
- (4) A Trustworthy, namely being responsible in carrying out work;

##### GREAT Values

- (1) G – Continuously improve oneself;
- (2) R – Realize mutual respect and care;
- (3) E – Extra service to the community;
- (4) A – Absolute and integrity;
- (5) T – Solid and trusting team;

### **Article 3**

Employee Work Culture includes:

- (1) prioritizing work behaviors and mutual cooperation to provide optimal results;
- (2) disciplined, committed, declarative, sincere and responsible in carrying out the task;
- (3) be honest with yourself and the environment;
- (4) carry out work in an objective and transparent manner and avoid conflicts of interest;
- (5) make efforts to improve and refine continuously;
- (6) think and act to produce something new;
- (7) dare to take actions and solutions in solving problems;
- (8) have an open attitude towards constructive new ideas,
- (9) strive to improve competence;
- (10) carry out work in a creative, efficient, systematic, directed, and quality manner;

### **Article 4**

- (1) Employee Work Culture as referred to in Article 3 is implemented in the form of work behavior;
- (2) The practice of work as intended in paragraph (1) must be upheld and carried out by the Employee in the implementation of duties and functions;
- (3) Work behavior as referred to in paragraph (2) consists of:
  - a. Sincere
  - b. Honest
  - c. Hard work
  - d. Serving

### **Article 5**

- (1) To ensure and enforce the implementation of Budaya Kerja and my party as referred to in Article 3 and Article 4, a code of ethics is prepared;
- (2) The Code of Ethics as intended by paragraph (1) includes:
  - a. ethics towards employee ethics;
  - b. ethics and organization;

### **Article 6**

Ethics towards self is manifested in the form of:

- (1) carrying out worship according to their respective religions/belief;
- (2) be polite in daily behavior;
- (3) be proactive in broadening horizons and developing self;
- (4) refusing to give in any form related to the performance of duties and functions;
- (5) upholding honesty and righteousness in every deed; and
- (6) have a neat and polite appearance;

### **Article 7**

Ethics towards the officers' duties is established in the form of:

- (1) mutual respect for fellow employees;
- (2) establish basic and synergistic cooperation with leadership and/or subordinates and fellow employees;
- (3) responsive, helpful, and selfless to fellow employees;
- (4) respect the opinions of others and be open to criticism in the performance of duties and functions;
- (5) appreciate the work of the employees;

#### **Article 8**

Ethics in organizations are manifested in the form of:

- (1) Complying with standard operational work procedures;
- (2) working innovatively and visionarily;
- (3) to provide excellent service to each customer;
- (4) respect and appreciate fellow employees and others in working together;
- (5) giving the Outstanding Regional Election Certificate award;

#### **Article 9**

Ethics in society are manifested in the form of:

- (1) respecting the religion, beliefs, culture and customs of others;
- (2) There is a life of wujar and tolerant towards people, people and the environment;
- (3) prioritizing deliberation and consensus in resolving conflicts in the problems in the environment;
- (4) not to do anarchist and provocative which can be unsettling and disturb the harmony of the community;
- (5) maintaining the sustainability and cleanliness of the surrounding environment;
- (6) inculcate an attitude of helping to cut and work together with the community environment;

#### **Article 10**

The ethics of the state are embodied in the following:

- (1) to implement the Pancasila and the 1945 Constitution of the Republic of Indonesia consistently and consequentially;
- (2) respecting the symbols and symbols of the Unitary State of the Republic of Indonesia;
- (3) prioritizing the interests of the nation and state over personal and collective interests;
- (4) upholding the dignity of the nation and state;
- (5) strengthening the unity and unity of the nation in the forum of the Unitary State of the Republic of Indonesia;
- (6) using State finances and state property in accordance with the provisions of laws and regulations;
- (7) comply with and implement laws and regulations;
- (8) safeguarding and promoting the nation's cultural heritage;

#### **Article 11**

Officers in the implementation of their duties and duties are obliged to comply with and adhere to the elements of Ethics as referred to in Articles 6 to 10.

### **Article 12**

- (1) Allegations of slow occurrence of the Code of Ethics are obtained from complaints or findings of the Employee;
- (2) Every employee who knows of an alleged violation of the Etlk Code sends a complaint to the employee who has committed the following complaints:
- (3) The submission of the complaint as directed in paragraph (2) is carried out by stating the duspum of the violation that is committed, evidence and identity of the reporter;
- (4) Every employee's superior who receives a complaint as referred to in paragraph (2) is obliged to investigate the complaint and maintain the confidentiality of the reporter's identity;
- (5) An employee's superior who knows of an alleged violation of the code of ethics is obliged to investigate the violation;
- (6) In conducting research on alleged violations of the code of ethics, the superior of the employee suspected of committing the violation is obliged to forward it to his/her immediate superior in a hierarchical manner;
- (7) An employee's superior who does not fulfill the obligations as referred to in paragraph (4), paragraph (5), and paragraph (6) is deemed to have committed a violation of the code of ethics and is subject to moral sanctions or disciplinary sanctions;

### **Article 13**

- (1) Every employee who is proven to have violated the code of ethics will be subject to sanctions.
- (2) Sanctions as intended in paragraph (1) include: a. the request for forgiveness stated in the Statement Letter of apology b. statement of appropriation stated in the Statement of Appropriation; and/or c, a statement that Attitude is willing to be sentenced to disciplinary punishment based on the provisions of laws and regulations if he repeats his actions or commits acts other violations of the Code of Ethics as outlined in the Statement of Attitude;
- (3) Sanctions as referred to in paragraph (2) shall be submitted in writing and stamped to the authorized official;
- (4) Authorized officials as referred to in article (3) impose sanctions openly on the official discovery forum of flag ceremonies, exhibition boards, mass media, and other forums or in closed or closed manners that are carried out in a closed room and are only known by the employees concerned and other officials who are poured into the Banner;
- (5) If the Officer who is proven to have violated the Code of Ethics in article (1) is not willing to carry out the sanctions referred to in article (2) that have been prescribed to the Employee concerned, then it is proposed to the authorized official to be sentenced to disciplinary punishment in accordance with the provisions of the regulations and regulations;

### **Article 14**

- (1) Employees who are suspected of violating the code of ethics are required to comply with the summons of the Binap Team;
- (2) The employee examined by Binap has the right to get the opportunity to provide self-defense for the violation of the Code of Ethics that he is suspected of committing;

- (3) If the Employee does not comply with the requirements of the Code of Ethics Assembly without a valid reason, the third summons shall be invited, the summons shall be stated in the Invited Letter;
- (4) If the third invocation is not present, the examiner shall be handed over to the office that will be based on the recommendations of the Code of Ethics Assembly;
- (5) Employees as referred to in paragraph (2) may be sentenced to discipline in accordance with the provisions of the Enforcement Regulations;

#### **Article 15**

- (1) Officials authorized to impose sanctions are Personnel Supervisory Officials;
- (2) Officials as intended in paragraph (1) may delegate their authority to other officials in their environment at least supervisors;

#### **Article 20**

Every head of a work unit within the Ministry is obliged to establish a Code of Ethics based on the characteristics of each work unit

#### **Article 21**

This Rector Regulation shall come into force on the date of stipulation.

Enacted in Padangpanjang  
On February 7, 2017



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