

Annex
to the order of the Chairman of the Board -
Rector of NJSC "KazNWTTU"
dated "___" _____2024
No. __

"Kazak Kultytyk Kyzdar Pedagogical University" KAEK		NAO "Kazakh National Women's Teacher Training University"
HR DEPARTMENTI		HR DEPARTMENT
EREJE.		RULES
3 ADVERTISEMENTS		EDITION 3.

"APPROVED."
by order of the Chairman of the Board-Rector
NJSC "Kazakh National Teacher Training
university"
dated "___" _____2024
No. _____

RULES
INTERNAL LABOR REGULATIONS
NJSC "Kazakh National Women's Teacher Training
University"
R 025 RILR/HR-24

Reg. No. _____
Exh. No. _____

date of introduction _____
(date, month, year)

Almaty, 2024

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1. FIELD OF APPLICATION

1.1. Internal Regulations (hereinafter - the Regulations) of NJSC "Kazakh National Women's Teacher Training University" (hereinafter - the Company) determine the internal labor order, the order of admission and dismissal of employees, the main duties of employees, working hours and their use, as well as measures of responsibility for violation of labor discipline and other issues in the field of regulation of labor relations.

1.2. The rules contribute to strengthening labor discipline, rational use of working time, increased labor efficiency, and high quality of work.

1.3. The Rules shall apply to all employees of the Company. Employees in these Rules shall mean individuals who have entered into labor relations with the Company.

2. REGULATORY REFERENCES

2.1. The Rules are developed in accordance with the external regulatory legal acts of the Republic of Kazakhstan and internal regulatory documents of the Company.

2.2. The Regulations have been developed taking into account the requirements and principles set out in *external regulations*:

- of the Constitution of the Republic of Kazakhstan;
- Labor Code of the Republic of Kazakhstan;
- Qualification directory of positions of managers, specialists and other employees, approved by the order of the Minister of Labor and Social Protection of the Republic of Kazakhstan from 30.12.2020 № 553 (hereinafter - KS);

2.3. The following internal documents of the Company are referenced in the Rules:

- Statutes;
- Anti-Corruption Standard;
- Personnel Policies;
- Code of Ethics and Behavior;
- Rules of competitive selection for managerial positions administrative and managerial personnel (hereinafter - AMP);
- Regulations on competitive filling of positions of teaching staff and persons equal to them;
- Regulation on the definition of general qualification characteristics of posts of pedagogical workers and persons equated to them;
- Collective Labor Agreement;
- Rules for admission to the personnel reserve;
- Regulations on staff appraisal;
- Rules for training and professional development of AUPs;
- Orders, instructions of the Chairman of the Board-Rector, decisions of the Academic Council and the Board;
- Regulations on the HR Department.

3. TERMS AND DEFINITIONS

Terms and definitions are used in the Rules:

<i>Employee</i>	- A natural person who has an employment relationship with the Employer
<i>Employer Labor discipline</i>	- The Company, represented by the Chairman of the Management Board-Rector - Obligatory for all Employees to obey the rules of conduct defined in accordance with these Rules, employment contract, job descriptions, Labor Code of the Republic of Kazakhstan, Collective Agreement, other local normative acts of the Company.

4. DESIGNATIONS AND ABBREVIATIONS

The following abbreviations are used in the Regulations:

NJSC	- Non-profit joint-stock company
TS	- Teaching staff
SU	- Structural units
EDMS	- Electronic document management system
AMP	- Administrative and management personnel
JD	- Job description
EDS	- Electronic digital signature

5. OBJECTIVES.

The purpose of the Rules is to strengthen labor discipline, rational use of working time, increase efficiency and productivity of labor, high quality of work, formation of a team of professional employees.

6. PROCEDURE FOR HIRING AND DISMISSAL OF EMPLOYEES

6.1. Hiring Procedures:

- 1) Employees exercise their right to work by concluding an employment contract to work for the organization. As a rule, the labor contract is concluded for a period of at least one year. When concluding an employment contract, it may, by agreement of the parties, stipulate the condition of testing the employee in order to verify his/her compliance with the assigned work.
- 2) When hiring employees of executive bodies, employees of structural units responsible for HR management of executive bodies are subject to a comprehensive check of the candidate together with the Compliance Service for possible violations of anti-corruption laws or facts that may be identified as signals and risks.
- 3) Due diligence is carried out at the time of employment in accordance with corporate policy and legislation and random checks of the information provided if there are doubts about the information provided. If there is no reason to believe that a candidate may violate the executive's anti-corruption policy and national anti-corruption legislation, further employment procedures may not be conducted. If there are such grounds for doubting the candidate, a decision is made on the candidate's inability to co-operate with the Company.

4) Recruitment is carried out after the final decision on the admission of candidates by sending an **invitation (Job offer)** to the candidate via e-mail or other electronic messengers, with the exception of the Chairman of the Management Board-Rector, members of the Management Board, teaching staff (technical staff, concertmasters), employees of the Internal Audit Service, employees of the Compliance Service, Corporate Secretary, as well as employees hired on a part-time basis.

5) The head of the SU sends an application for employment in the electronic document management system (hereinafter - EDMS) at least five working days from the day of actual employment, the candidate signs the application with his/her physical EDS. After the application for employment is approved by the immediate supervisor, on the day of hiring the employee, an employment contract is concluded with the employee in the EDMS.

6) The employee's personal file includes: CV, results of professional testing, agreed application for employment, copies of necessary documents. The employee's personal file is kept in the HR Department.

7) An employee may be hired to replace a temporarily absent employee, to perform a specific job or seasonal work, in which case the terms and conditions are stipulated in the employment contract or in an additional agreement to the employment contract.

8) Recruitment of teaching staff and teachers, heads of structural divisions is carried out by competition commissions established by the order of the Chairman of the Board-Rector and acting on the basis of the Regulations. The decision of the competition committee is of a recommendatory nature for hiring an employee to a vacant position in accordance with the established procedure, or for refusing to hire him/her. The final decision on employment rests with the Chairman of the Board-Rector. The decision of the Competition Commission is made after a collegial interview and is formalized in a protocol, signed by all members of the Competition Commission.

9) In order to conclude an employment contract, the applicant needs to prepare the whole package of documents, which is provided to the employees of the HR Department (based on Article 32 of the Labor Code of the Republic of Kazakhstan):

- document confirming labor activity (for persons with length of service), labor book and other documents (at the employee's request, the employer keeps the labor book during the period of employment);
- Personal Personnel Record Sheet;
- T-2 card;
- Copies of educational diplomas (copies of the diploma application are attached together);
- Copies of certificates confirming the awards "Certificates of Honour", "Badge of Merit";
- List of scientific papers (for faculty members);
- Certificate of absence or presence of a criminal record (EGOV KZ);
- Certificate on the presence or absence of information on the commission of a criminal offence: murder, intentional harm to health, against public health and morality, sexual inviolability, extremist or terrorist crimes, human trafficking (prosecutor's office);

- Certificate on the presence or absence of information on the commission of a corruption offence (prosecutor's office);
- Certificates from the narcological dispensary, tuberculosis dispensary, psychological dispensary that it is not on the register (EGOV KZ);
- Medical book (fluorography picture);
- Copy of ID card (2 pcs.);
- 3x4 photo (2 pcs.), electronic photo on CD disc;
- A copy of the military card (for persons liable for military service);
- Copies of birth certificate (children under 14 years of age for the Union);
- A copy of the pension book (if a pensioner);
- Certificate of disability (if available);
- Certificates or documents on benefits (if available);
- Summary.

10) the list of documents required to conclude a labor contract when foreign workers are engaged is determined in accordance with the procedure for engaging foreign workers approved by the Government of the Republic of Kazakhstan.

11) The Company has the right to request letters of recommendation from previous places of employment.

12) The basis for accepting a vacant position is the application of the person in respect of whom the decision to appoint to the position and the labor contract.

13) The basis for signing the labor contract by the Chairman of the Board-Rector of the Company is the full package of documents submitted by the applicant in accordance with Art. 32 of the Labor Code of the Republic of Kazakhstan and Art. 51 of the Law of the Republic of Kazakhstan "On Education", agreed and signed by the head of the SP, supervising vice-rector.

14) The job application shall be filled in by the applicant in his/her own handwriting in the EDMS electronic document management system.

15) Completion of safety and fire safety briefing with the employee is confirmed by a mark of the Health and Safety Engineer in the relevant logbook.

16) According to the Labor Code of the Republic of Kazakhstan, Clause 24, paragraph 2, Article 23, the Company collects and processes employee's personal data. In order to provide information to the unified system of labor contracts registration to individuals and legal entities, an employee of the HR Department enters personal data into the "C-1" database, the portal "Electronic Labor Exchange" (enbek.kz), the National Educational Database and other electronic automated databases.

17) According to the submitted package of documents, the Company's employee conducts an internal inventory of the case documents.

18) According to Article 36 of the Labor Code of the Republic of Kazakhstan, when concluding an employment contract, a probationary period may be established in the employment contract in order to verify the compliance of the employee's qualifications with the assigned work. The probation period starts from the date of commencement of work specified in the employment contract.

19) The probationary period is included in the employee's length of service and may not exceed three months. For heads of organizations and their deputies, chief accountants and their deputies, heads of branches, representative offices of organizations, the probationary period may be increased up to six months. The probationary period is suspended for the period when the employee was actually absent from work for a reason:

- temporary disability, including maternity leave;
- of being on study leave;
- on unpaid leave.

20) If the employee's performance during the probationary period is negative, the employer has the right to terminate the labor contract with him/her by notifying him/her in writing (not later than five calendar days before the expiry of the probationary period), indicating the reasons that served as grounds for the termination of the labor contract.

21) The order on employment of managerial staff is signed by the Chairman of the Management Board-Rector of the Company. Up to the managerial level, the Chief of Staff. The employment order specifies the employee's position, SP, articles of the Labor Code of the Republic of Kazakhstan. The employee is familiarized with the order by means of electronic document flow EDMS.

22) An employee of the HR Department registers the orders in the EDMS electronic journal of personnel orders and forms personal files of employees.

23) After the recruitment procedure, the employee is familiarized in the EDMS electronic document management system:

- MDI of the respective position to be accepted;
- Internal labor regulations;
- Collective Agreement;
- The Anti-Corruption Standard and other IAPs of the Company.

24) The employment contract, additional agreement to the employment contract, the employee and the employer sign with their EDS.

25) Additional work not stipulated in the employment contract with the Company's faculty members and employees shall be performed in their free time from their main work within the framework of the Labor Code of the Republic of Kazakhstan.

26) According to p.3 of Article 33 of the Labor Code of the Republic of Kazakhstan, an employee is admitted to work only after the conclusion of a labor contract.

27) If the applicant fails to properly complete the required package of documents for the conclusion of an employment contract or submits them late, the Company shall have the right to refuse to conclude an employment contract.

28) Once all hiring procedures have been completed, the employee must be issued an ACS card and Face ID clearance within three days.

29) Wages are paid to employees by transferring money to the employee's card.

6.2. Procedures for transfers and relocations

6.2.1 The transfer of the Company's employee is carried out in accordance with the procedure stipulated by Clause 2 of Article 38 of the Labor Code of the Republic of Kazakhstan;

6.2.2 In order to optimize the personnel structure, the Company's personnel rotation

system is used. Staff rotation is used when it is necessary to close a vacancy by an internal employee, when motivating a prospective employee, or when changing his/her job duties without changing the position. The Company's personnel rotation is regulated by this Personnel Policy.

6.2.3 Transfer is carried out on the basis of the order of the Chairman of the Board-Rector (for managers) and/or the Chief of Staff (for employees), personal consent of the employee confirmed by his/her written application.

6.2.4 The transfer shall be made in the following cases:

- based on the results of individual/collective work of special significance with high results, individual achievements of the employee, etc., by decision of the Company's management (rotation);
- if there's a vacancy;
- according to the results of attestation, in accordance with the decision of the Attestation Commission.

6.2.5 If it is necessary to transfer/relocate an employee, the head of the JV shall coordinate the transfer with the employee and the supervising vice-rector, and send a memo to the Chairman of the Board-Rector. When moving an employee from one SP to another, the application shall be signed by both heads of SPs.

6.2.6 The transfer of an employee to another job is carried out with the employee's written consent.

6.2.7 Due to changes in the Company's structure/staff schedule and reduction in the scope of work, labor conditions may be changed while continuing to work in the same specialty, qualification, position. The employee shall be notified of the change in labor conditions in writing at least one month in advance. If the employee does not agree to continue working under the new conditions, the labor contract is terminated in accordance with the Labor Code of the Republic of Kazakhstan.

6.2.8 Transfer of an employee to another position shall be formalized by an order and an additional agreement to the employment contract shall be concluded.

6.2.9 In case of transfer to another position:

- 1) you must submit the application to the HR Department in a timely manner (no later than 3-5 calendar business days);
- 2) when transferring the head of any level, to draw up acceptance certificates;
- 3) if available, perform acceptance and transfer of stamps and seals through the accountant of the material desk;
- 4) execute an additional agreement and familiarize yourself with the transfer order.
- 5) to familiarize with the DI, regulations of the JV to which the employee is transferred;

6)2.10. When an employee is transferred, an employee of the HR Department makes a corresponding entry in the labor book.

6.2.11. SP managers should timely execute and submit documents on personnel movements to the HR Department no later than 3-5 working days/applications for transfers, dismissals, acceptance certificates, reports, memos, etc.

6.2.12. Staff moves may be:

- horizontal - promotion from one JV to another in order to acquire fundamentally different professional knowledge and skills.
- vertical - promotion through the hierarchy of the Company's positions, **after passing the competitive procedure.**

6.2.13. The basis for personnel movements within the Company shall be the results of personnel evaluation, a letter from the employee's immediate supervisor, or the employee's own application.

6.2.14. Personnel transfer within the Company shall be carried out if the employee's qualifications and experience correspond to the vacant position, the employee's consent and the consent and interest of the heads of the relevant joint ventures, as well as the expediency of such transfer from the point of view of the Company's personnel situation.

6.3. Procedure for granting leave to employees

6.3.1 The procedure for granting and payment of holidays to the Company's employees is regulated by the Labor Code of the Republic of Kazakhstan.

6.3.2 The Company's employees are granted paid annual labor leave with retention of their place of work (position) and average salary, as well as other types of leave provided for by the current legislation of the Republic of Kazakhstan.

6.3.3 Annual paid labor leave shall be divided into:

- 1) basic leave;
- 2) additional leave.

6.3.4 The order of granting paid annual leave is determined by leave schedules, taking into account the opinion of employees.

6.3.5 The Company's employees shall have the following duration of paid annual labor leave in calendar days:

- *56 (fifty-six) days - to pedagogical workers and workers equated to them;*
- *Thirty (30) days to all other employees;*

6.3.6 An order is issued based on the application for labor leave approved by the head of the SP or supervising vice-rector.

6.3.7 Labor leave shall be granted in proportion to the time actually worked.

6.3.8 Upon agreement between the employee and the employer, the paid annual labor leave may be divided into parts. In this case, one of the parts of the paid annual labor leave shall not be less than fourteen calendar days.

6.3.9 In cases of industrial necessity, it is allowed to make adjustments to the holiday schedule and withdraw employees from leave (at the discretion of the employer) with their consent with subsequent provision of unused leave at another time or payment of compensation in accordance with the procedure established by law.

6.3.10. When an employee is recalled from labor leave by the head of the structural subdivision or supervising vice-rector, a memo and the employee's consent shall be provided.

6.3.11. Additional paid annual labor leaves shall be granted in accordance with the current legislation:

- disabled persons of the first and second groups for a duration of at least 6 calendar days (Article 89 of the Labor Code of the Republic of Kazakhstan);

- Other categories of employees may be granted additional annual leave and its minimum duration may be established by the laws of the Republic of Kazakhstan.

6.3.12. Procedure and conditions for granting additional paid annual labor leave:

- additional leave is granted over and above the annual basic paid leave, and if the employee is entitled to additional leave on other grounds - over and above these leaves;

- The additional leave shall be combined with the annual basic paid leave provided for the position held;

- establishment of additional leave is regulated by the Collective Agreement of the Company.

6.3.13. Employees of the Company are granted social leave in accordance with the Labor Code of the Republic of Kazakhstan and the Collective Agreement of the Company.

6.3.14. By agreement of the parties to the labor contract, based on the employee's application, he/she may be granted leave without pay in accordance with Article 97 of the Labor Code of the Republic of Kazakhstan. The duration of unpaid leave is determined by agreement between the employee and the employer and the Collective Agreement of the Company.

6.4. Procedure for termination, termination of the employment contract

6.4.1 Termination, termination of the employment contract is made in compliance with the requirements of the labor legislation of the Republic of Kazakhstan.

6.4.2 If an agreement between the parties is reached, the employment contract is terminated based on the employee's application submitted via EDMS for approval by the immediate superior, responsible employee of the HR Department and the relevant resolution of the Company's management.

6.4.3 Upon termination of the labor contract, the employee is obliged to run through EDMS for approval and submission after signing to the HR Department a bypass sheet of the established form signed by the heads of the Company's SPs and an application.

6.4.4 The bypass list signed by the officials testifies that the employee is not indebted to the Company.

6.4.5 Before termination of labor relations, the materially responsible employee is obliged to provide one copy of the executed act of acceptance-transfer of material assets, seals, stamps. In the event that the results show a shortage of material assets, damage, etc., measures may be taken against the employee in accordance with the current legislation of the Republic of Kazakhstan.

6.4.6 The employment contract shall be considered terminated after the Chairman of the Board-Rector signs the relevant order, for executive positions and by the Head of Staff up to the level of managers.

6.4.7 Employees of the HR Department make a corresponding entry in the employee's labor book on the basis of the order on termination/termination of the labor contract.

6.4.8 Upon dismissal, the labor book shall be issued to the employee on the day of dismissal and a record of receipt of the labor book shall be made in the relevant register.

6.5. When approving an academic title, academic degree:

6.5.1 When receiving an academic title or degree, an application must be written and submitted to the HR Department and a notarized copy of the diploma must be attached.

7. MANAGEMENT'S BASIC RIGHTS AND OBLIGATIONS

7.1 Management shall have the right to:

7.1.1 Manage the Company and its personnel, make decisions within the limits of the granted authority;

7.1.2 Give instructions binding on the subordinate employee;

7.1.3 Evaluate the work of subordinate employees;

7.1.4 Control employees' compliance with laws and the Company's rules and procedures.

In addition, the Company's Management enjoys other rights stipulated by the labor Code of the Republic of Kazakhstan and stipulated by the labor contract in the part related to the Employer.

7.2 Management shall:

7.2.1 Properly organise the work of employees, assign each of them a certain workplace, providing them with necessary accessories and office equipment, create healthy and safe working conditions that comply with the rules of labor protection (safety, sanitary norms, fire safety rules);

7.2.2 Ensure strict observance of labor discipline; constantly carry out organizational work aimed at maintaining discipline, elimination of working time losses, rational use of labor resources;

7.2.3 Apply timely measures to those who violate labor discipline;

7.2.4 Prevent an employee who appears at work in an inebriated state (on a given working day) from performing his/her duties and impose disciplinary sanctions (up to and including termination of the labor contract);

7.2.5 Adhere to labor legislation.

In addition, the Company's Management performs other duties stipulated by the labor Code of the Republic of Kazakhstan.

8. BASIC RIGHTS AND OBLIGATIONS OF EMPLOYEES

8.1. Employees have the right to:

8.1.1. conclusion, amendment, addition and termination of the labor contract in accordance with the procedure and on the terms and conditions stipulated by these Rules;

8.1.2 demand from the employer to fulfil the terms and conditions of the labor contract, collective agreement, agreements of the employer's acts;

1) occupational health and safety;

2) obtaining complete and reliable information on the state of working conditions and labor protection;

3) timely and full payment of wages in accordance with the terms of the labor and collective bargaining agreement;

- 4) payment for idle time in accordance with the Labor Code of the Republic of Kazakhstan, collective agreement, agreements, acts of the employer;
- 5) rest, including paid annual labor leave;
- 6) association, including the right to form a trade union, as well as membership in it, to provide and protect their labor rights and interests, unless otherwise provided for by the laws of the Republic of Kazakhstan;
- 7) participation through their representatives in collective bargaining and drafting of the collective agreement, as well as familiarisation with the signed collective agreement;
- 8) compensation for damage caused to health in connection with the performance of labor (official) duties;
- 9) compulsory social insurance;
- 10) insurance against accidents in the performance of labor (official) duties;
- 11) guarantees and compensation payments;
- 12) defence of their rights and legitimate interests by all means not contrary to the law;
- 13) equal pay for equal work, as well as equal working and living conditions, without discrimination;
- 14) applying for consideration of an individual labor dispute in succession to the conciliation commission, court in the manner provided for by the Labor Code of the RK;
- 15) a workplace equipped in accordance with health and safety requirements;
- 16) provision of individual and collective protection means, special clothing in accordance with the requirements stipulated by the legislation of the Republic of Kazakhstan, as well as labor and collective agreements;
- 17) refusal to perform work in the event of a situation endangering his/her health or life, with notification of his/her immediate supervisor or employer's representative;
- 18) application to the authorized state labor authority and/or local labor inspection authority for inspection of working conditions and labor protection at the workplace, as well as for representative participation in the inspection and consideration of issues related to the improvement of working conditions, safety and labor protection;
- 19) appealing against actions (inaction) of the employer in the field of labor and directly related relations;
- 20) remuneration of labor in accordance with qualifications, complexity of labor, quantity and quality of work performed, as well as working conditions;
- 21) resolution of individual collective labor disputes, including the right to strike, in accordance with the procedure established by the Labor Code of the Republic of Kazakhstan, other laws of the Republic of Kazakhstan;
- 22) ensuring the protection of personal data held by the employer;
- 23) obtaining and unified system of labor contract records information about the labor contract on its activities;

24) use, in accordance with the procedure established by the Company's local regulatory acts and for purposes related to the performance of his/her labor function, library and information funds, equipment, office equipment, information resources provided to employees, including Internet resources, corporate e-mail (if available), telephone, as well as services of social, medical and other subdivisions of the Company;

25) has other rights stipulated by the Labor Code of the Republic of Kazakhstan, the legislation of the Republic of Kazakhstan, the labor contract and other agreements of the parties, as well as the job description;

Faculty members have the right to:

- conduct scientific research, participate in the Company's research activities;
- to publish reports, articles, monographs, training manuals;
- determine the content and form of implementation of academic disciplines in accordance with the educational standard and educational programme approved by the Company, develop educational programmes, academic disciplines;
- to choose methods and means of training that best meet the planned educational results, needs of students and ensures high quality of the educational process;
- propose topics and content of scientific projects for students, supervise research, project and practical activities of the Company's students;
- apply advanced scientific and technical information and experience in their work;
- propose drafts of new methods, training disciplines;
- organise and conduct scientific and methodological seminars;
- to undergo pedagogical and scientific internships in leading educational organisations.

In addition, employees enjoy other rights granted by the Labor Code of the Republic of Kazakhstan and stipulated by the employment contract in the part related to the employee.

8.2. Employees are required to:

- 1) perform labor duties in accordance with agreements, labor, collective bargaining agreement, acts of the employer;
- 2) to observe labor discipline;
- 3) comply with the requirements for occupational health and safety, fire safety, industrial safety and industrial sanitation at the workplace;
- 4) treat the employer's and employees' property with care;
- 5) to notify the employer of any situation that poses a threat to life and health of people, safety of the employer's and employees' property, as well as of the occurrence of labor obligations;
- 6) not to disclose information constituting state secrets, official, commercial or other secrets protected by law, which became known to him in connection with the performance of labor duties;
- 7) respect the privacy of others and confidentiality of personal information, official information, keep official and personal information safe and secure;
- 8) securely print, store as confidential any physical copies of materials containing

personal or proprietary information;

9) be careful when sharing personal information with anyone inside or outside the Company, limiting access and the amount of information to only those employees who are authorised and need it to do their jobs;

10) use and retain proprietary information only as long as necessary to fulfil the legitimate purpose for which it was collected;

11) compensate the employer for the damage caused within the limits established by these Rules and other laws of the Republic of Kazakhstan;

12) not disclose confidential or proprietary information of the Company, clients or business partners. Know and comply with the terms of the confidentiality agreement;

13) not respond to comments or information on social media that are inaccurate or unfairly represent the Company or the Company's customers.

14) protect the Company's resources from loss or damage;

15) not to use, borrow or lend the assets of the Company without authorisation;

16) use computer equipment, telephones, corporate email and Internet access for business purposes only;

17) not to disclose confidential information concerning the Company to third parties under any circumstances;

18) not to use SMS and/or WhatsApp messengers to transfer documents and other materials related to the Company and use the Company's corporate mail or Microsoft Teams for these purposes;

19) always keep your computer equipment secure and protect your user IDs and work computer passwords in a cleared location;

20) keep confidential information safe and secure;

21) take care of the Company's intellectual property and respect the intellectual property rights of other colleagues;

22) conscientiously perform the duties assigned to him/her by the labor contract, job description, observing the requirements established by the legislation of the Republic of Kazakhstan, the Charter, Internal Labor Regulations, anti-corruption standard of the Company, other local normative acts of the Company;

23) to improve the quality of work;

24) keep in good condition the equipment and other machinery allocated to them for the performance of work and ensure appropriate care for it;

25) keep your workplace clean;

26) systematically improve their professional level by means of training under additional professional educational programmes of professional development;

27) to undergo attestation in order to confirm compliance with his/her position in accordance with the procedure established by the legislation of the Republic of Kazakhstan and local normative acts of the Company;

28) undergo periodic medical examinations, as well as extraordinary medical examinations in accordance with the procedure stipulated by the legislation of the Republic of Kazakhstan and local normative acts of the Company;

29) immediately notify the Employer (HR Department) of the inability to perform the

work stipulated by the employment contract, job description for valid reasons, no later than the beginning of the working day in any fixed way (in writing, by e-mail, SMS message by phone, etc.);

30) immediately notify the Employer of the occurrence of a situation posing a threat to life and health of people, safety of the employer's property, including the employer's property, including third party property held by the employer, if the employer is responsible for the safety of this property, property of other employees;

31) to prevent cases of committing and/or participating in the commission of corruption offences, in their own interests or on behalf of the employer, as well as in the interests of third parties;

32) to inform his/her immediate supervisor or other responsible person about the possibility of a conflict of interest, or if an employee has a conflict of interest;

33) not to disclose personal data of other employees and students, which became known to him in the course of his work;

34) to repay any outstanding debts for unworked leave to the employer in case of dismissal before the end of the working period in respect of which the employee has already received annual paid leave, in accordance with the Labor Code of the Republic of Kazakhstan;

35) to perform other duties provided for by the labor legislation on education, local normative acts and organisational and administrative documents of the employer.

8.3 Faculty members shall:

- perform training (educational) and educational and methodical work in accordance with the approved individual plan of educational and methodical work, observe the hours of classroom training and consultations established by the class schedule and mandatory attendance and/or consultation days/ or hours established by the Company's local regulatory acts;

- to develop methodological materials for the discipline(s) being taught, including the development and timely submission of programmes of academic disciplines for agreement and approval in accordance with the procedure established by the local normative acts of the university;

- conduct research work in accordance with the procedure established by local normative acts of the university, take part in the preparation of reporting materials on research and development, be competent in the field of modern scientific and methodological developments in the areas of their educational and research activities.

- conscientiously perform educational, methodological, research, organisational and other types of work assigned to them in accordance with the requirements of the employment contract and job description;

- supervise the scientific work of students and doctoral students of the Company in accordance with the approved individual plan of educational and methodical work, implement the results of research in the educational process, discuss and publish the results of their scientific activities;

- meet the criteria for evaluating the publication activity of the Company's researchers

and comply with the publication requirements;

- perform organisational work, including participation in the work of the Company's collegial management bodies, other types of work of an organisational nature recognised as organisational work by the Company's structural subdivisions and carried out in the interests of the Company, as well as carry out publicistic and educational activities;

- to provide consultative and informational assistance to students, employees of the Company who address them on issues of their professional competence;

- to be objective and demanding when assessing the educational results of students, to identify and suppress the facts of violation of academic standards during the current, interim or final control;

- constantly improve their professional level and pedagogical qualifications, participate in professional development programmes in accordance with the employment contract and local regulatory acts of the Company;

- to participate in scientific, methodological and professional events held in the Society, as well as in events related to informing about the Society and the admission of students to the Society;

- not to allow violation of copyright, neighbouring, patent rights, including attribution of authorship (plagiarism);

- to take care of improving the Company's reputation;

- not to allow the use of educational methods associated with physical and/or mental violence against the personality of the student, as well as not to commit other immoral offences incompatible with the continuation of scientific and pedagogical work;

- not to violate the norms of academic and/or teaching ethics;

- perform other duties in accordance with the labor legislation of the Republic of Kazakhstan, the Charter of the Company and local normative acts of the Company, the employment contract.

8.4 The list of labor duties performed by an employee in his/her position, speciality, profession is determined by the job description, as well as the employment contract and local normative acts of the Company;

8.5 In case of termination of the employment contract, the employee shall return to the authorised persons of the Company the materials, equipment, electronic pass issued by the Company, seal, other property and documentation at his/her disposal during the period of employment and belonging to the Company.

9. BASIC RIGHTS AND OBLIGATIONS OF THE EMPLOYER

9.1. The employer has the right to:

1) to freedom of choice in employment;

2) amend, supplement, terminate and terminate labor contracts with employees in accordance with the procedure and on the grounds established by the Labor Code of the Republic of Kazakhstan;

3) issue acts of the employer within the limits of his authority;

- 4) to create and join an association (associations, unions) in order to represent and protect their rights and interests;
- 5) require employees to comply with labor and collective agreements, labor regulations and other acts of the employer;
- 6) encourage employees, impose disciplinary penalties, bring employees to material responsibility in cases and in accordance with the procedure stipulated by the Labor Code of the Republic of Kazakhstan;
- 7) for reimbursement of damage caused by an employee in the performance of labor duties;
- 8) apply to the court to protect their rights and legitimate interests in the field of labor;
- 9) establish a probationary period for the employee;
- 10) to provide employees with professional training, retraining and professional development in accordance with the Labor Code of the Republic of Kazakhstan;
- 11) for reimbursement of its expenses related to the employee's training in accordance with the Labor Code of the Republic of Kazakhstan;
- 12) the right to apply for consideration of an individual labor dispute in succession to the conciliation commission, court in accordance with the procedure stipulated by the Labor Code of the Republic of Kazakhstan;
- 13) to obtain information on the labor activity of applicants (with their prior consent) and employees from the unified system for recording labor contracts;
- 14) encourage employees for assistance in creating favourable working conditions at workplaces, rationalisation proposals for creating safe working conditions;
- 15) to suspend from work and bring to disciplinary responsibility employees who violate labor safety and labor protection requirements in accordance with the procedure established by the Labor Code of the Republic of Kazakhstan;
- 16) require from the employee to strictly comply with the requirements for safe labor practices at work;
- 17) provide the Employee with Access to Confidential Information on the condition that the Employee complies with the measures taken by the Employer to protect it;
- 18) maintain constant control over ensuring the level of protection of Confidential Information;
- 19) keep a record of persons who have been granted Access to Confidential Information;
- 20) to direct employees at their own expense to preventive medical examinations in cases stipulated by the legislation of the Republic of Kazakhstan or the employer's act.

9.2 The Employer shall:

- 1) comply with the requirements of the labor legislation of the Republic of Kazakhstan, agreements, collective, labor contracts, acts issued by it;
- 2) when hiring employees to conclude labor contracts with employees in accordance with the procedure and on the terms and conditions established by the Labor Code of the Republic of Kazakhstan;
- 3) to require documents necessary for the conclusion of a labor contract in accordance with Article 32 of the Labor Code of the Republic of Kazakhstan;
- 4) provide the employee with a job conditioned by the labor contract;
- 5) timely and in full pay to the employee wages and other payments stipulated by the regulatory legal acts of the RK, labor, collective agreement, acts of the employer;
- 6) to acquaint the employee with the labor regulations, other acts of the employer directly related to the employee's work (job function) and the collective agreement;
- 7) consider the proposals of employee representatives and provide employee representatives with complete and reliable information necessary for collective bargaining, conclusion of collective agreements, and monitoring of their implementation;
- 8) conduct collective bargaining in accordance with the procedure established by the Labor Code of the Republic of Kazakhstan, conclude a collective agreement;
- 9) provide employees with working conditions in accordance with the labor legislation of the Republic of Kazakhstan, labor, collective agreements;
- 10) provide employees with equipment, tools, technical documentation and other means necessary for the performance of labor duties at their own expense;
- 11) provide information to the authorised body on employment issues in accordance with the requirements of the RK legislation on employment;
- 12) comply with the instructions of state labor inspectors;
- 13) suspend work if continuation of work endangers life, health of the employee and other persons;
- 14) to carry out compulsory social insurance of employees;
- 15) to insure the employee against accidents in the performance of labor (official) duties;
- 16) provide the employee with annual paid labor leave;
- 17) ensure the preservation and submission to the state archive of documents confirming the labor activity of employees and information on withholding and deduction of money for their pension and compulsory social insurance;
- 18) to warn the employee about harmful and (or) dangerous working conditions and the possibility of occupational disease;
- 19) to take measures to prevent occupational risks at workplaces and in technological processes, to carry out preventive work taking into account production and scientific and technical progress;
- 20) keep records of working hours, including overtime work, in harmful and (or) dangerous working conditions, heavy work performed by each employee;
- 21) to compensate for harm caused to the life and health of an employee in the performance of his/her labor (service) duties in accordance with the Labor Code of the Republic of Kazakhstan and other laws of the Republic of Kazakhstan;

22) unhindered access to officials of the authorized state labor authority and local labor inspection authority, employee representatives, technical inspectors for labor protection to conduct inspections of the state of safety, working conditions and labor protection in organizations and compliance with the legislation of the Republic of Kazakhstan, as well as to investigate labor-related accidents, occupational diseases;

23) ensure the maintenance of registers or other documents determined by the employer, in which the surname, first name, patronymic (if indicated in the identity document) and date of birth of employees under eighteen years of age are indicated;

24) collect, process and protect employee's personal data in accordance with the legislation of the Republic of Kazakhstan on personal data and their protection;

25) implement internal controls on occupational health and safety;

26) to establish a conciliation commission in accordance with the procedure established by the TC RK;

27) provide the employee with leave to undergo screening examinations with retention of the place of work (position) and average salary in the order and to the extent determined by the legislation of the Republic of Kazakhstan and the field of health care;

28) to enter information on the conclusion and termination of an employment contract with an employee, amendments and (or) additions made to it, containing information provided for in subparagraphs 1), 2), 3), 4), 5) and 13) of paragraph 1 of Article 28 of the Labor Code of the Republic of Kazakhstan, into a unified system of record of employment contracts in the manner determined by the authorized state labor authority;

(29) Ensure that employees receive equal pay for equal work, as well as equal working and living conditions, without discrimination of any kind;

30) assess occupational risk and take measures to minimise and eliminate it through prevention, replacement of production equipment and technological processes with safer ones;

31) to conduct training, instructing, knowledge testing of employees on labor safety issues, as well as to provide documents on safe conduct of production process and works at its own expense;

32) organize training and knowledge testing on occupational safety and health issues for managers and persons responsible for ensuring occupational safety and health, periodically at least once every three years in organizations that provide advanced training of personnel, in accordance with the procedure determined by the authorized state labor authority, according to the list approved by the act of the employer;

33) to create the necessary sanitary and hygienic conditions for employees, to ensure the issuance and repair of special clothing and footwear of employees, supplying them with means of preventive treatment, detergents and disinfectants, medical kit, milk or equivalent food products, and (or) specialised products for dietary (therapeutic and preventive) nutrition, means of individual collective protection in accordance with the norms established by the authorised state labor authority;

34) not to allow workers under the age of eighteen to carry and move weights exceeding the limits set for them;

- 35) prevent women from lifting and manually moving heavy weights in excess of the limits set for them;
- 36) to register, record and analyse labor-related accidents and occupational diseases;
- 37) once a quarter to provide the authorized state labor authority and local labor inspection authority, representatives of employees upon their written request with the necessary information for monitoring the state of labor conditions, safety and security;
- 38) ensure investigation of accidents related to labor activity in accordance with the procedure established by the legislation of the Republic of Kazakhstan;
- 39) to comply with instructions and conclusions of state labor inspectors;
- 40) to carry out, with the participation of employee representatives, periodic, at least once every five years, certification of production facilities in terms of working conditions in accordance with the rules approved by the authorised state labor authority;
- 41) to submit within a month, in writing or through the information system on labor protection and safety, information on the results of certification of production facilities in terms of labor conditions;
- 42) take urgent measures to prevent the development of an emergency situation of exposure of other persons to traumatic factors;
- 43) to develop, approve and revise labor safety instructions in accordance with the procedure established by the authorised state labor authority;
- 44) to conduct, at its own expense, mandatory, periodic (during labor activity) medical examinations and pre-shift medical examination of employees in cases stipulated by the agreement, collective agreement, legislation of the Republic of Kazakhstan, as well as in case of transfer to another job with changes in working conditions or signs of occupational disease;
- 45) implement a labor protection management system and monitor its functioning;
- 46) The employer has the right to fulfil other obligations stipulated by the Labor Code of the Republic of Kazakhstan.

10. WORKING HOURS, WORKING HOURS AND REST TIME

10.1 The following working hours shall be established for the Company's employees:

- 1) a five-day, 40-hour working week of no more than 8 hours per day from 09.00 to 18.00 hours.
- 2) a rest and meal break of one hour, from 1 p.m. to 2 p.m.

10.2 For the Company's teaching staff, the work regime (working days during the working week, days off, start and end times, duration of the working day) shall be determined taking into account the employee's training schedule and the individual work plan of teachers for the academic year. At the same time, a week may not exceed 40 hours. Sunday is a day off. The duration of the break for rest and meals is 1 hour.

Within the working day, teachers shall be engaged in all types of educational, methodological, research, educational, clinical, social work according to their position, curriculum, research plan and individual plan.

10.3 Control over compliance by teaching staff with the schedule of training sessions, present and/or consulting days and/or hours, as well as fulfilment of the individual plan of educational and methodical work shall be carried out by the respective heads of the Company's structural subdivisions.

10.4 The Vice-Rector for Academic Affairs shall be in charge of control over the implementation and correctness of academic load accounting.

10.5 In continuous production facilities where the working time regime cannot be organised by a five- or six-day working week schedule, as well as in cases where the duration of the production process or the mode of production activity exceeds the norm of the duration of daily work, shift work is established under the summed up accounting of working time.

10.6 Shift work is established for watchmen, security guards and locksmiths.

10.7 In case of shift work, the duration of the working shift, transition from one working shift to another shall be established by shift schedules ensuring continuous work of the personnel in shifts of equal duration.

10.8 Shift schedules shall be approved by the respective heads of the Company's structural subdivisions and communicated to employees no later than one month prior to their implementation.

10.9 The duration of inter-shift rest shall not be less than 12 hours.

10.10. It is prohibited to engage an employee to work for two consecutive shifts.

10.11. Involvement in overtime work is allowed only with the consent of employees, except for cases stipulated by the current labor legislation of the Labor Code of the Republic of Kazakhstan.

10.12. For some categories of employees, part-time working day (shift) or part-time week, flexible working hours may be established by agreement with the Company.

10.13. Employees may be engaged in overtime work, work on weekends and public holidays in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

10.14. Any absence from the workplace, except in cases of force majeure, is allowed only after prior permission of the immediate supervisor, in coordination with the HR Department, and the absence of the employee at the workplace without permission is considered absenteeism and may lead to disciplinary action against the employee.

10.15. The head of a structural subdivision shall report the absence of an employee to the HR Department for recording in the time sheet

10.16. Force majeure events include: illness, including acute pain, exacerbation of chronic diseases preventing work, emergency surgery, road traffic accident, fire, etc.

10.17. Absence from work due to illness:

1) an employee has the right to take a certificate of temporary incapacity for work if he/she is unable to attend work due to health reasons. In case of illness, the employee must notify his/her immediate supervisor no later than within the next two hours of the absence from work, the immediate supervisor must notify the HR Department of his/her subordinate's absence.

2) on the day of going to work, the employee shall submit the temporary disability certificate to the HR Department for registration, completion and transfer to the accounting department, as well as fixation of the employee's absence due to illness in the time sheet.

10.18. Employees of the Company shall be granted annual basic paid leave of the duration established by the Labor Code of the Republic of Kazakhstan or local normative acts of the Company, labor agreement.

10.19. Employees may be granted other additional leaves in accordance with the applicable laws of the Republic of Kazakhstan and/or local normative acts of the Company, labor agreement.

10.20. Paid leave shall be presented to employees annually in accordance with the sequence of annual paid leaves established by the leave schedule.

10.21. For family circumstances and other valid reasons, an employee may be granted unpaid leave at his or her written request, the duration of which shall be determined between the employee and the employer.

11. INCENTIVES APPLIED TO THE EMPLOYEE

11.1 In order to encourage the Company's employees for conscientious performance of labor duties, successes and achievements in labor, long-term faultless work, innovation in labor and other achievements in work, the following types of awards of encouragement shall be established:

- 1) awarding the Company's Certificate of Honour;
- 2) Announcement of Acknowledgement by the Society;
- 3) payment of a bonus (incentive bonus);
- 4) other types of incentives in accordance with the Company's local regulations.

11.2 The procedure and terms of labor incentives shall be determined by local normative acts of the Company;

11.3 For special labor services to the Company and the state, the Company's employees may be presented for state, governmental and industry awards (orders, medals, certificates of honour, badge of honour, honorary titles, etc.).

12. PENALTIES APPLIED TO EMPLOYEES

12.1 For committing a disciplinary offence, which means non-performance or improper performance of labor duties imposed on an employee through his/her fault, an employee of the Company shall be liable as stipulated by the legislation of the Republic of Kazakhstan.

12.2 The employer may impose the following disciplinary penalties for committing a disciplinary offence:

- remark;
- reprimand;
- a stern reprimand;
- termination of the employment contract.

12.3 Disciplinary penalties not stipulated by the Labor Code of the Republic of Kazakhstan and other laws of the Republic of Kazakhstan shall not be applied.

12.4 Before imposing a disciplinary sanction, a written explanation shall be requested from the employee. Failure of the employee to provide an explanation shall not be an obstacle to the imposition of a disciplinary sanction and shall not be considered as an independent disciplinary offence.

12.5 Disciplinary penalties shall be applied immediately upon discovery of the misconduct, but not later than one month from the date of its commission and not later than six months from the date of discovery, excluding the time of the employee's illness or leave of absence.

12.6 Only one disciplinary sanction may be imposed for each violation of labor discipline. When imposing a disciplinary sanction, the severity of the offence committed, the circumstances under which it was committed, the previous work and behaviour of the employee shall be taken into account.

12.7 Disciplinary sanction is imposed by an order signed by the employer. The order to impose a disciplinary sanction with an indication of the reasons for its application shall be announced (communicated) to the penalised employee against receipt within three days.

12.8 Termination of the labor contract may be applied for systematic failure of the employee to perform the duties imposed on him/her by the labor contract without a valid reason. If the employee has previously been subject to disciplinary measures, for absenteeism (including absence from work for more than 3 hours during the working day) without a valid excuse, for appearing at work for more than 3 hours during the working day) without a valid excuse, for appearing at work in a sober state of narcotic or toxic intoxication, as well as for committing theft (including petty theft) of state or public property at the place of work, as well as for committing theft (including petty theft) of state or public property, as established in the Labor Code of the Republic of Kazakhstan.

12.9 Disciplinary sanction may be lifted by the employer on its own initiative, at the request of the immediate supervisor or the labor collective, if the person subjected to disciplinary sanction has not committed a new misdemeanour and has shown himself as a conscientious employee

12.10. During the period of validity of the disciplinary sanction, no incentive measures specified in Section 7 of these Rules shall be applied to the employee, and in the case established by local normative acts of the Company, no incentive and stimulating payments shall be established (paid).

12.11. Disciplinary liability is stipulated for violation of the provisions of the Code of Ethics and Conduct of the Company.

13. PAYMENT OF WORK

13.1 The employee's salary is set by the labor contract in accordance with the employer's labor remuneration systems.

13.2 The system of remuneration is determined by the terms of labor and collective agreements and (or) acts of the employer.

13.3 To increase the interest of employees in increasing the efficiency of production and the quality of work performed, the employer may introduce bonus systems and other forms of labor incentives, as defined by the terms of the collective agreement and (or) acts of the employer.

13.4 The labor remuneration system shall ensure that the share of basic salary shall not be less than 75 per cent and the salary of employees excluding one-time incentive payments.

13.5 Labor remuneration conditions defined by agreements, labor, collective bargaining agreements and acts of the employer.

13.6 Payment for work on public holidays and weekends shall be made at an increased rate in accordance with the terms of labor or collective agreements and (or) act of the employer, but not less than one and a half times the daily (hourly) rate of the employee.

13.7 Each hour of night work shall be paid at an increased rate in accordance with the terms of labor or collective agreements and (or) an act of the employer, but not less than one and a half times the employee's daily (hourly) rate.

13.8 Wages are set and paid in cash in the national currency of the Republic of Kazakhstan at least once a month, no later than the first ten-day period of the following month. The date of payment of wages is stipulated by labor and collective agreements. If the day of payment of wages coincides with weekends or public holidays, payment is made on the day before them.

13.9 When paying wages, the employer is obliged to notify each employee in writing or electronically on a monthly basis of the components of the wages due for the relevant period, the amounts and grounds for deductions made, including information on mandatory pension contributions withheld and transferred, as well as the total amount of money to be paid.

13.10. In case of non-payment of wages by the employer in full and within the terms established by labor, collective agreements, the employer is liable in accordance with the laws of the Republic of Kazakhstan. The employer pays the employee the debt and penalty for the period of delayed payment. The amount of penalty is calculated on the basis of 1.25 times the official refinancing rate of the National Bank of the Republic of Kazakhstan on the day of fulfilment of obligations to pay wages and is accrued for each delayed calendar day starting from the next day when payment is due and ending on the day of payment.

13.11. Upon termination of the employment contract, payment of the amounts due to the employee from the employer shall be made no later than three working days after termination.

14. GENERALLY ACCEPTED STANDARDS OF EMPLOYEE BEHAVIOUR

14.1 Address a supervisor, a senior person, a person you do not know by "You" and by first name and patronymic.

14.2 Treat each other with respect, do not engage in activities unrelated to the performance of official duties during working hours.

- 14.3 Do not show bad mood to colleagues, do not swear, do not show intemperance and aggression.
- 14.4 Help colleagues, share knowledge and experience.
- 14.5 Do not discuss personal or professional qualities of colleagues in their absence.
- 14.6 Be polite and correct, be considerate of other people's opinions.
- 14.7 Do not criticise employees in the presence of other employees, do not infringe on the honour and dignity of subordinate employees.
- 14.8 Be able to admit to his/her subordinates his/her mistakes and not to persecute them for constructive criticism against him/her.
- 14.9 During the performance of their official duties, employees are recommended to adhere to the norms of business style in the choice of clothing, footwear and hairstyle, maintaining a respectable and professional image of the Company.
- 14.10. Employees shall adhere to the rules of culture of negotiation, including telephone conversations.
- 14.11. Also, when talking on the telephone, it is important to remember that colleagues may be in the same room and that their work should be treated with care and not distracted by loud talking.
- 14.12. When participating in a meeting, phones should be switched off or set to silent mode.
- 14.13. It is forbidden to stay in the premises in outer clothing.
- 14.14. Leave clothes and personal belongings outside the changing rooms and places designated for their storage.
- 14.15. It is forbidden to smoke in places not designated for this purpose.
- 14.16. It is forbidden to pass through or stay in the buildings in a state of alcoholic, narcotic or toxic intoxication.

15. ORDER IN THE COMPANY'S BUILDINGS

15.1 The Company shall be obliged to ensure security of the Company's buildings, keep the buildings in technically sound condition. The Company shall be obliged to ensure the security of the Company's buildings, which allow normal functioning of all structural subdivisions of the Company, safety of equipment and other property used in educational, scientific and economic activities of the Company.

15.2 The Head of Security Service shall be responsible for anti-terrorist protection of the Company's buildings, fire and sanitary condition, safety of property.

15.3 The Director of the Infrastructural Development Department is responsible for equipping and maintaining conditions (availability of necessary equipment, maintenance of furniture in proper condition, maintenance of normal lighting, etc.) in the Company's buildings.

16. CHANGES.

1) Development of amendments and additions to the Rules, as well as their new edition is carried out by HR Department on the basis of the RK legislation and local normative documents of the Company.

2) Amendments and additions to the Rules shall be made on the basis of the order of the Chairman of the Board - Rector and shall be registered in the "Change Registration Sheet".

17. APPROVAL, STORAGE, DISTRIBUTION

17.1. Approval of this document shall be obtained from the Chief of Staff and the following managers:

- 1) Legal Department;
- 2) Planning and Economic Department;

Responsibility for the custody of the original is assigned to the Records Management and Archives Department.

APPROVAL SHEET

№	Position	NAME	Date	Caption
1	Elaborated: Director of HR Department	Micropulo Y.V.		
2	Agreed: Head of Legal Department	Makhanov M.M.		
3	Agreed: Acting Head Planning and Economic Department	Murat S.J.		
4	Agreed: Chief of Staff	Shintaev N.T.		

FAMILIARISATION SHEET

№	FULL NAME.	Position	Date	Caption	Note

SHEET FOR REGISTRATION OF AMENDMENTS AND ADDITIONS

No. of changes	Section, paragraph subject to change	Type of change (replacement, cancellation, addition)	Reason for change	Modification made		
				Date	NAME	Caption
1	Section 6	Substitution	Change in the Company's GNI	16.02.2024	Director of HR Department Mikropulo Y.V.	
2	Section 8, paragraph 8.2, subparagraphs 7-22	Addendum	Introduction of a Code of Ethics and Conduct	28.02.2024	Director of the HR Department Mikropulo Y.V.	
3	Section 9, paragraph 9.1. subparagraphs 17-19	Addendum	Introduction of a Code of Ethics and Conduct	28.02.2024	Director of the HR Department Mikropulo Y.V.	