

## 1. GENERAL PROVISIONS

2. These Internal Regulations of the NAO "Al-Farabi Kazakh National University" (hereinafter referred to as the Internal Regulations) are the main regulatory act that determines the work and study schedule at the Al-Farabi Kazakh National University (hereinafter referred to as the University).

3. The Internal Regulations define the internal work regulations at the University, the procedure for accepting and terminating an employment contract with an employee, the main responsibilities of the administration, employees and students, the working hours and their use, as well as incentives for success in work and responsibility for violating labor and academic discipline. The Internal Regulations are intended to promote the education of the team in strengthening labor and performance discipline, scientifically based organization of work and training, rational use of working and academic time, high quality of work, improvement of the quality of educational and scientific processes, which meets the requirements of the current laws of the Republic of Kazakhstan "On Education", "On Science" and the Labor Code of the Republic of Kazakhstan.

4. Copies of the Internal Regulations must be kept in each department.

5. Every citizen of the Republic of Kazakhstan, as well as foreign citizens working and studying at the University, are obliged to observe labor and study discipline. Labor discipline is strict adherence to the internal regulations, a conscious, creative attitude to one's work and study, ensuring its high quality, and productive use of working time. Labor discipline is the proper fulfillment by the employer and employees of obligations established by regulatory legal acts of the Republic of Kazakhstan, as well as agreements, labor and collective agreements, acts of the employer, and constituent documents. Labor and academic discipline at the University is ensured by compliance with the laws of the Republic of Kazakhstan, as well as the requirements of the Internal Regulations.

## 6. PROCEDURE FOR ACCEPTANCE AND TERMINATION OF EMPLOYMENT CONTRACTS WITH EMPLOYEES

7. Labor relations between employer and employee are regulated by labor and collective agreements.

8. The employment contract is concluded in writing, is made in at least two copies and is signed by the parties. One copy of the employment contract is given to the employee after signing by the parties.

9. To conclude an employment contract, the employer has the right to request the following documents:

1. identity card of a citizen of the Republic of Kazakhstan or a passport of a citizen of the Republic of Kazakhstan (birth certificate for persons under sixteen years of age).

Candaces present a candace certificate issued by local executive bodies;

2. residence permit of a foreigner in the Republic of Kazakhstan or a certificate of a stateless person (for foreigners and stateless persons permanently residing in the territory of the Republic of Kazakhstan), or a refugee certificate;

3. a document on education, qualifications, availability of special knowledge or professional training when concluding an employment contract for work that requires relevant knowledge, skills and abilities;

4. a document confirming employment (for persons with work experience);

5. a document on passing a preliminary medical examination (fluorography image, medical certificate form 0.75, health certificate).

10. An employment contract may be concluded:

1. for an indefinite period;
2. for a specified period of time, not less than one year;
3. for the duration of a certain job;
4. for the period of replacement of a temporarily absent employee;
5. for the duration of seasonal work.

11. The employment contract may establish a condition on a probationary period in order to verify the employee's qualifications for the assigned work. If the employment contract does not contain this condition, the employee is considered to be hired without a probationary period. A probationary period is not established for:

- persons applying for a job through a competition to fill the relevant position;
- persons who have graduated from higher education institutions and are entering work for the first time in their specialty;
- disabled people.

12. Hiring is formalized by order of the Chairman of the Board - Rector and/or an authorized person vested by the Chairman of the Board - Rector with the right to hire and terminate an employment contract with an employee.

11. The positions of teaching and research workers are filled on a competitive basis in accordance with labor legislation and the Rules for the competitive replacement of positions of teaching staff and research workers of the NAO Al-Farabi Kazakh National University, approved by the Board of Directors on April 16, 2021 (minutes No. 4).

12. Directors of institutes, deans of faculties, deputy deans of faculties, and heads of departments are elected through a competition.

13. In accordance with labor legislation, University employees have the right to work part-time.

14. When hiring or transferring an employee with his consent to another job, the administration is obliged to:

- a) familiarize the employee with the assigned work, conditions and remuneration;
- b) familiarize the employee with the Charter, Internal Regulations, collective agreement, job description and other regulatory documents of the University;
- c) instruct the employee on safety precautions, industrial sanitation, occupational hygiene, fire safety and occupational safety and health, and when hiring for work with sources of increased danger, conduct training and certification.

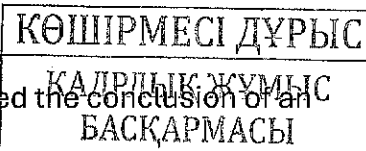
15. The grounds for termination of an employment contract are:

- 1. termination of an employment contract by agreement of the parties;
- 2. expiration of the employment contract;
- 3. termination of an employment contract at the initiative of the employer;
- 4. transfer of an employee to another employer;
- 5. termination of an employment contract at the initiative of the employee;
- 6. circumstances beyond the control of the parties;
- 7. refusal of the employee to continue the employment relationship;
- 8. the transfer of an employee to an elective job (position) or his appointment to a position that excludes the possibility of continuing the employment relationship, except in cases stipulated by the laws of the Republic of Kazakhstan;
- 9. violation of the terms of the employment contract.

16. University employees, including teaching and research staff, have the right to terminate their employment contract by notifying the administration in writing one month in advance, unless another notice period for certain categories of employees is established by labor legislation. When terminating an employment contract for valid reasons, the administration terminates the employment contract within the period requested by the employee.

Before the expiration of the notice period for termination of the employment contract, the employee has the right to withdraw his/her application at any time. In this case, the employment contract is not terminated unless another employee is invited to take his/her

place, who, in accordance with labor legislation, cannot be denied the conclusion of an employment contract.



Upon expiration of the notice period for termination, the employee has the right to stop working, and the employer is obliged to issue him a work record book and make a settlement with him.

By agreement between the employee and the administration, the employment contract may be terminated before the expiration of the notice period.

17. An employment contract concluded for a specific period is terminated upon expiration of its term. An employment contract concluded for the duration of a specific job is terminated upon completion of that job. An employment contract concluded for the duration of an absent employee is terminated upon the employee's return to work.

18. Termination of an employment contract with full-time teaching staff of the University due to a reduction in numbers is permitted at the end of the academic year or academic semester.

19. Termination of an employment contract is formalized by an order of the Chairman of the Board - Rector or an authorized person. Familiarization with the order on termination of an employment contract is carried out by employees of the HR department on the day of issuance of the order. In cases where it is impossible for an employee to familiarize himself with the order on termination of an employment contract, a copy of the order is sent to him by letter with notification within three days.

20. On the day of termination of the employment contract, it is necessary to issue the employee his work record book with an entry made in it about the termination of the employment contract and make a final settlement with him. In the event that on the day of termination of the employment contract it is impossible to issue the work record book to the employee due to his absence, the employer sends the employee a notice of the need to appear for the work record book or give consent for it to be sent by mail. Entries in the work record book on the reasons for termination of the employment contract must be made in strict accordance with the wording specified in the labor legislation, and with a reference to the relevant article, to the clause of the article of the Labor Code of the Republic of Kazakhstan. The day of dismissal is considered the last day of work.

21. Disclosure or transfer of personal data of an employee to a third party without the written consent of the employee is not permitted. Access to personal data of an employee is permitted only to specially authorized persons on the basis of their powers, formalized in the proper manner.

3. MAIN RESPONSIBILITIES OF EMPLOYEES AND STUDENTS

4. Employees are required to:

1. conscientiously perform work duties stipulated by the employment and collective agreements, the University Charter, the Internal Regulations and the employer's acts;
2. observe labor discipline;
3. comply with the requirements for occupational safety and health, fire safety and industrial sanitation in the workplace;
4. treat the property of the university and its employees with care;
5. not to disclose information constituting state secrets, official, commercial or other secrets protected by law that became known to him in connection with the performance of his work duties;
6. report any situation that has arisen that poses a threat to the life and health of people, the safety of the property of the employer and employees;
7. comply with the Code of Corporate Culture of the teacher and employee of the Al-Farabi Kazakh National University;
8. compensate the employer for damage caused within the limits established by labor legislation.

4. MAIN RESPONSIBILITIES OF THE EMPLOYER

5. The employer is obliged to:

1. comply with the requirements of the labor legislation of the Republic of Kazakhstan, the Charter of the University, collective and labor agreements, and acts issued by it;
2. when hiring, conclude employment contracts with employees in the manner and under the conditions established by labor legislation;
3. implement internal control over occupational safety and health;
4. provide the employee with work stipulated by the employment contract;
5. pay the employee wages and other payments stipulated by the regulatory legal acts of the Republic of Kazakhstan, labor and collective agreements, and acts of the employer in a timely manner and in full;

6. familiarize the employee with the employer's documents and the collective agreement;
7. provide workers' representatives with complete and reliable information necessary for conducting collective negotiations, concluding collective agreements, and monitoring their implementation;
8. consider proposals from employee representatives, conduct collective negotiations and, in accordance with the procedure established by labor legislation, conclude a collective agreement;
9. provide employees with working conditions in accordance with the labor legislation of the Republic of Kazakhstan, labor and collective agreements;
10. provide employees with equipment, tools, technical documentation and other means necessary for the performance of work duties, at their own expense;
11. comply with the instructions of state labor inspectors;
12. suspend work if its continuation creates a threat to the life or health of the employee or other persons;
13. implement compulsory social insurance for workers.

## 5. WORKING TIME MODE AND ITS USE

6. The normal duration of working hours, in accordance with labor legislation, should not exceed 40 hours per week. With a five-day work week, the duration of daily work cannot exceed 8 hours with a weekly norm of 40 hours.

The total duration of daily work at the place of main work and part-time work must not exceed the standard duration of daily work established by paragraph 4 of Article 71 of the Labor Code by more than 4 hours.

7. By agreement of the parties, part-time work may be established for the employee in the employment contract.

Part-time work is established for a specified or indefinite period.

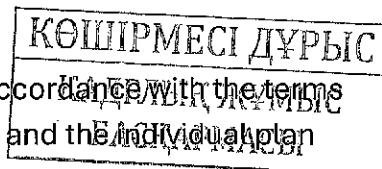
Part-time work does not entail any restrictions for the employee on the duration of paid annual leave established by labor legislation, labor and collective agreements, or contracts.

8. Overtime work must not exceed two hours per day for each employee.

The total duration of overtime work shall not exceed twelve hours per month and one hundred and twenty hours per year.

9. The university teaching staff is assigned a 6-hour workday with a 6-day workweek. Within the 6-hour workday, university teachers must conduct all types of

educational, methodological, research and educational work in accordance with the terms of the employment contract, the requirements of job descriptions and the individual plan of teaching workload.



10. Responsibility for compliance with the schedule of classes and for the implementation of individual plans for educational, methodological, research and educational work of teachers is assigned to the heads of departments and deans of faculties.

The heads of all structural divisions of the university are responsible for keeping records of working hours (timekeeping) and compliance with the Internal Regulations.

During working hours, the employee must be at the workplace. In case of leaving work for a valid reason, the employee must notify and obtain permission from his immediate supervisor.

In this case, the following procedure is established for employees: specialists and leading specialists of structural divisions must obtain permission from their immediate superiors (heads of departments and departments, etc.). Heads of departments and departments may be absent from work for a valid reason only with the permission of their immediate superior, having notified the reception office of the supervising vice-rector; heads of departments - with the permission of the dean directly; department directors - the supervising vice-rector, having notified the head of the personnel service; deans of faculties - the vice-rector (responsible for the faculty), having informed the head of the personnel service; vice-rectors of the university - directly from the Chairman of the Board - the rector and the rector's reception office.

In the event of an employee's absence from the workplace, the immediate supervisor is obliged to draw up a corresponding report and find out the reasons for the employee's absence. In the event of an employee's absence from the workplace without a valid reason, the employee's supervisor is obliged to take measures stipulated by labor legislation.

29. A six-day workweek of 40 hours is established for the teaching and support staff of the faculties. The working day lasts from 9:00 to 17:00, the break is from 13:00 to 14:00, on Saturday from 9:00 to 13:00. At the same time, one day off is established for employees (Sunday).

30. For administrative and managerial personnel, a five-day workweek is established with a working day lasting 8 hours; the working day lasts from 9:00 to 18:00, with a break from 13:00 to 14:00. At the same time, two days off are established for employees (Saturday and Sunday).

31. On the eve of holidays, the working hours of employees under the Collective Agreement are reduced by one hour, both for a five-day and a six-day work week.

## 6. INCENTIVES FOR SUCCESS IN WORK AND STUDY

32. For exemplary and conscientious performance of functional duties, long-term impeccable work, innovation in work and for other achievements in work, employees are encouraged:

- a) an expression of gratitude;
- b) bonus remuneration;
- c) awarding a certificate of honor;
- d) rewarding with a valuable gift;
- d) other types of incentives.

33. For special labor merits, university employees are presented to departmental bodies for incentives: awarding orders, medals, as well as certificates of honor, badges of honor, and assignment of honorary titles and the title of best employee in a given profession.

34. For good academic performance, active participation in research work and public life of the university, students are awarded the following incentives:

- a) announcement of gratitude;
- b) awarding a certificate of honor;
- c) assignment of a personal scholarship;
- d) rewarding with a valuable gift;
- d) other types of incentives.

35. Incentives are announced by order of the Chairman of the Board - Rector or another person authorized to do so, are communicated to the staff, and records of incentives are entered into the employees' work books and stored in personal files.

## 7. LIABILITY FOR VIOLATION OF LABOR AND EDUCATIONAL DISCIPLINE

36. Violations of labor discipline, i.e. failure to perform or improper performance of work duties assigned to the employee due to his fault, entail the application of disciplinary measures provided for by current labor legislation.



37. For violation of labor discipline, that is, for failure to perform or improper performance of work duties assigned to the employee due to the fault of the employee, the employer has the right to apply the following types of disciplinary sanctions:

- a) remark;
- b) reprimand;
- c) severe reprimand;
- d) termination of an employment contract at the initiative of the employer on the grounds provided for in subparagraphs 8), 9), 10), 11), 12), 14), 15), 16), 17) and 18) of paragraph 1 of Article 52 of this Code and Articles 3 and 12 of the Law of the Republic of Kazakhstan dated July 7, 1998 "On Combating Corruption".

38. If an employee has an outstanding and unpaid disciplinary sanction, the following restrictions apply to him:

During the period of disciplinary action, an employee may not be encouraged: in the form of gratitude, a letter of thanks, a certificate of honor, or the assignment of honorary titles such as "Best Employee of the Organization", "Best Employee by Profession". Such an employee also may not be awarded badges of distinction, nominated for state awards, awarded travel vouchers, valuable gifts, or other types of incentives.

During the period of disciplinary action, the employee cannot be promoted or transferred to other positions with higher wages.

39. Taking into account their opinions, the supervising vice-rector of the university, having studied the submitted materials, makes a decision on the application of disciplinary measures. When determining the type of disciplinary sanction, he must take into account the content, nature and severity of the committed disciplinary offense, the circumstances of its commission, the previous and subsequent behavior of the employee, his attitude to work, and, based on this, propose the type of disciplinary sanction to the employer.

40. For each violation of labor discipline, only one disciplinary sanction may be applied.

The order on the application of a disciplinary sanction shall be announced to the employee subject to the sanction, against signature, within three working days from the date of issuance of the order.

If the employee refuses to sign the specified order, a corresponding act is drawn up.

41. When applying disciplinary action, the severity of the offense committed, the circumstances under which it was committed, the previous work and behavior of the employee must be taken into account.

42. If within 6 months from the date of application of the disciplinary sanction, the employee is not subject to a new disciplinary sanction, he/she is considered to have no disciplinary sanction. The employer has the right to remove the disciplinary sanction from the employee early on his/her own initiative. At the same time, the sanction may be removed early at the employee's request in the form of an application or upon a written submission of his/her immediate or superior manager, trade union body for significant merits, achievements, positive results of work in educational, scientific and other areas of the university's activity, based on a positive decision of the working commission on ethics and situational management of the university.

43. An employer's act on the imposition of a disciplinary sanction on an employee cannot be issued during the period:

1. absence of an employee from work due to temporary disability;
2. release from work to perform state or public duties;
3. being on vacation, business trip or inter-shift rest;
4. proceedings on a criminal case, a case on an administrative offence, as well as before the entry into force of a judicial act or an act of an official authorized to consider cases on administrative offences, affecting the decision on the issue of disciplinary liability of an employee;
5. the employee is undergoing training, retraining, advanced training courses and internships;
6. appeal by an employee in court against the employer's decisions on the commission of a disciplinary offence;
7. conducting an investigation into an accident related to work activities in relation to persons who have violated occupational safety and health requirements.

44. An employment contract with an employee may be terminated at the initiative of the employer in the following cases:

1. liquidation of the employer - a legal entity or termination of the activities of the employer - an individual;
2. reduction in the number or staff of employees;
3. a reduction in the volume of production, work performed and services rendered, which resulted in a deterioration in the economic situation of the employer;
4. the employee's inadequacy for the position held or the work performed due to insufficient qualifications, confirmed by the results of certification;

4-1) non-compliance of the employee with the requirements for professional activity established by the laws of the Republic of Kazakhstan;

5. repeated failure to pass the knowledge test on occupational safety and health or industrial safety issues by an employee, manager or person responsible for ensuring occupational safety and health;

5-1) deprivation of the certificate of assignment of the qualification "appraiser";

6. the employee's unsuitability for the position held or the work performed due to a health condition that prevents the continuation of this work and excludes the possibility of its continuation;

7. negative performance during the probationary period;

8. absence of an employee from work without a valid reason for three or more consecutive hours during one working day (work shift);

9. an employee is at work in a state of alcoholic, narcotic, psychotropic, or toxic intoxication (or their analogues), including in cases of using substances during the working day that cause a state of alcoholic, narcotic, or toxic intoxication (or their analogues);

10. refusal to undergo a medical examination to establish the fact of use of substances that cause a state of alcoholic, narcotic or toxic intoxication;

11. violation by an employee of occupational health and safety or fire safety or transport safety regulations, which resulted or could result in serious consequences for the life and health of employees, including industrial injuries and accidents;

12. theft (including petty theft) of someone else's property, or its intentional destruction or damage, committed by an employee at the place of work, as established by a court verdict or ruling that has entered into legal force;

13. the commission of culpable actions or inaction by an employee handling monetary or commodity values, as well as using his official position in his own interests or in the interests of a third party contrary to the interests of the employer in exchange for receiving material or other benefits for himself or other persons, if these actions or inactions provide grounds for the loss of trust in him on the part of the employer;

14. the commission by an employee performing educational functions of an immoral act that is incompatible with the continuation of this work;

15. disclosure by an employee of information constituting state secrets and other secrets protected by law that became known to him in connection with the performance of his work duties;

16. repeated failure to perform or repeated improper performance of work duties without good reason by an employee who has a disciplinary sanction;

17. the submission by an employee to the employer of knowingly false documents or information when concluding an employment contract or transferring to another job, if genuine documents or information could have served as grounds for refusing to conclude an employment contract or transfer to another job;

18. violation of labor duties by the head of the executive body of the employer, his deputy or the head of a branch, representative office and (or) other separate structural subdivision of the employer, determined by the act of the employer, which resulted in material damage to the employer;

19. termination of an employee's access to state secrets in cases established by the laws of the Republic of Kazakhstan;

20. the employee's absence from work for more than two months in a row due to temporary disability, except for cases where the employee is on maternity leave, and also if the disease is included in the list of diseases for which a longer period of disability is established, approved by the authorized state body in the field of health. For an employee who has lost the ability to work due to an industrial injury or occupational disease, the job (position) is retained until the ability to work is restored or disability is established;

21. the commission by an employee of a corruption offence that excludes, in accordance with a judicial act that has entered into legal force, the possibility of further work, except for cases expressly provided for by the laws of the Republic of Kazakhstan;

22. the employee's continued participation in the strike after being informed of a court decision recognizing the strike as illegal or suspending the strike;

23. early termination of the powers of the head of the executive body, members of the collegial executive body of a legal entity or the powers of an individual member of the executive body of a legal entity, as well as in accordance with the Law of the Republic of Kazakhstan "On Joint-Stock Companies" of employees of the internal audit service and the corporate secretary by decision of the founder, owner of the property of a legal entity or a person (body) authorized by the founder, owner or authorized body of a legal entity;

24. reaching the retirement age established by paragraph 1 of Article 11 of the Law of the Republic of Kazakhstan "On Pension Provision in the Republic of Kazakhstan", with the right to an annual extension of the employment contract by mutual agreement of the parties.

25. absence of an employee from work for more than one month for reasons unknown to the employer.

An employment contract with an employee at the initiative of the employer is subject to termination in the following cases:

26. the presence of citizenship of a foreign state by the head, his deputy, or a member of the collegial governing body of a subject of the quasi-public sector - a citizen of the Republic of Kazakhstan;

27. the commission of a corruption crime by an employee of the  
sector.

An employment contract for part-time work may be terminated at the initiative of the employer in the event of the conclusion of an employment contract with an employee for whom this work will be the main one.

For certain categories of employees, the Labor Code provides additional grounds for termination of employment contracts at the initiative of the employer.

An employee who has lost his ability to work due to an industrial injury or occupational disease shall retain his job (position) until his ability to work is restored or disability is established.

## 8. SCHEDULE OF THE EDUCATIONAL PROCESS

45. Classes at the university are held according to the schedule in accordance with the curricula and programs approved by the Academic Council of the university.

The academic schedule is drawn up according to the academic calendar one month in advance and is posted no later than 10 days before the start of classes. The classroom load of full-time students should not exceed 54 hours per week.

46. The duration of an academic hour is equal to 50 minutes of lectures, practical (seminar) classes or 1.5 contact hours (75 minutes) of studio classes, or 2 contact hours (100 minutes) of laboratory classes, as well as 1 contact hour (50 minutes) of all types of educational practices, 2 contact hours (100 minutes) of all types of pedagogical practices, 5 contact hours (250 minutes) of all types of industrial practices.

47. In each academic group, a curator-adviser from among the most experienced teachers is appointed by order of the dean. The activities of curators-advisers are carried out in accordance with the Regulation on the curator-adviser.

48. In each disciplinary group, a record of attendance of students' classes is kept, which is posted on the Internet and filled out by teachers independently on a weekly basis.

## 9. MAINTENANCE OF ORDER IN SCHOOL BUILDINGS AND DORMITORIES

49. Entry of employees and students into the University's buildings, and dormitories is permitted with passes or service IDs.

The following is prohibited on the University premises:

- a) wear outerwear and headwear;
- b) talk loudly, make noise and walk along the corridors during classes;
- c) smoking in places not designated for this purpose;
- d) drink alcoholic beverages;
- d) use toxic or narcotic substances;
- e) play gambling games.

Entry of other persons into the premises of the University is carried out in accordance with the procedure established at the University.

Entry of University employees into educational premises and laboratories during non-working hours is permitted only by order of the head of the relevant structural unit.

50. The University Administration is obliged to ensure the security and safety of the educational institution, equipment, inventory and other property, as well as maintaining the necessary order in educational and utility rooms. For this purpose, persons authorized in the established manner are appointed as financially responsible persons who, upon completion of work, ensure inspection of service rooms to check fire safety, disconnection of electric lighting and devices, closing of windows and exits, as well as timely vacating of the premises by employees, students and other persons.

51. The keys to the University premises must be kept by the duty officers on duty and by the building commandant and issued according to the list approved by the Vice-Rector of the University, the Dean of the Faculty or the head of another structural unit.

52. Persons residing in Student Houses must comply with the rules for residing in Student Houses.