

P EKU 001-24 | EDITION ONE



Ministry of Science and Higher Education
of the Republic of Kazakhstan

POLICY

**NPLC «SARSEN AMANZHOLOV
EAST KAZAKHSTAN UNIVERSITY»**

IN THE FIELD OF SUSTAINABLE DEVELOPMENT



Ust-Kamenogorsk, 2024.

**NPLC «SARSEN AMANZHOLOV EAST KAZAKHSTAN
UNIVERSITY»**

APPROVED

**By the decision of the Board of Directors
NPLC «Sarsen Amanzholov East
Kazakhstan University»
Protocol № 2 from «07» March 2024**

POLICY

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IN THE FIELD OF SUSTAINABLE DEVELOPMENT**

P E KU 001-24

Edition one

**№ of copy _____
Introduction date _____**

**Ust-Kamenogorsk
2024.**

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1 Field of application

1.1 This Policy of the non-profit joint stock company “Sarsen Amanzholov East Kazakhstan University” in the field of sustainable development (hereinafter - the Policy) is developed in accordance with the legislation of the Republic of Kazakhstan, the Charter of “Sarsen Amanzholov East Kazakhstan University” (hereinafter - the Company), the Code of Corporate Governance of the Company in the field of higher and postgraduate education and other internal documents regulating the activities of the Company, as well as taking into account the requirements of the Global Compact, the principles of responsible investment of the United Nations. UN Principles for Responsible Investment. AA1000 series of Standards, International Standard ISO 26000:2010 “Guidelines for Social Responsibility”, Standards for Sustainable Development Reporting of the Global Reporting Initiative (GRI Standards).

1.2 The purpose of this Policy is to define the fundamental norms, principles, rules and approaches to be followed by the Company in building a sustainable development management system.

1.3 Objectives of this Policy:

1) to define the principles and directions of the Company's activities in the field of sustainable development, including in terms of creating an effective and transparent system of interaction with stakeholders;

2) to fix the roles, competences, responsibility of each body and all employees of the Society for realization of sustainable development principles;

3) define the relationship between sustainable development and key processes of the Company.

1.4 When solving tasks in the field of sustainable development, the Company relies on its mission, provisions of the Company's Development Strategy, as well as uses international norms of behavior and principles set forth by international standards in the field of sustainable development.

1.5 The Company considers the use of international standards in the field of sustainable development as a necessary condition for ensuring compliance of its activities with the best international practices and achievement of goals and objectives in the field of sustainable development.

The provisions of this Policy shall be observed by all employees of the Company in the part affecting interaction with stakeholders, when planning and implementing their activities, developing internal regulatory documents, disseminating information and other types of communication

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2 Terms and abbreviations

2.1 The following key terms and definitions are used in this document:

UN Global Compact the largest international initiative in the field of sustainable development, which aims to introduce ten basic principles in the field of human rights, labor relations, environmental protection and anti-corruption into the business community;

Stakeholder - individuals, legal entities or groups of individuals who influence the Company and its activities and/or are influenced by the Company (e.g. employees, counterparties);

Stakeholder map - a tool allowing to systematize and visualize information about the Company's environment in order to develop a strategy of work with each stakeholder;

Competitors - individuals or legal entities whose area of activity, interests and goals are identical to the Company's area of activity, interests and goals;

Counterparties - individuals or legal entities that have assumed certain contractual obligations (e.g. suppliers, partners);

Green Office concept - an integrated approach that includes both technical and motivational and educational activities aimed at increasing the level of environmental awareness of employees;

International Standard ISO 26000:2010 “Guidelines for Social Responsibility ” - a standard that defines the principles of social responsibility, the main topics and issues related to social responsibility and how to integrate socially responsible behavior into the organization's strategies, systems, practices and processes;

Management - Chairman, members of the Management Board, heads of structural subdivisions who are not members of the Management Board;

Management Body - Board of Directors;

UN Principles for Responsible Investment (UN PR1 Principles) - a set of principles based on the consideration of environmental and social factors, as well as factors of good corporate governance (ESG factors) at all stages of investment activities;

Precautionary Principle - the principle implies taking effective measures to prevent environmental degradation;

AA1000 series of standards - a set of tools and standards for managing and assuring the quality of non-financial reporting developed by the Account Ability Institute (Institute for Social and Ethical Reporting). The AA1000 series of standards includes:

- AA1000 Accountability Principles Standard (AA1000APS);
- AA1000 Verification Standard (AA1000AS);

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- AA1000 Stakeholder Engagement Standard
- (AA1000SES);

Global Reporting Initiative Sustainability Reporting Standards (GRI Standards) - a set of standards including 3 universal standards applicable to all organizations and including principles and requirements for reporting, general disclosure elements and information on management approach and 33 thematic standards containing a series of standards on disclosure of economic, environmental and social topics;

Strategy-2050 Development Strategy of the Republic of Kazakhstan until 2050, the main goal of which is to create a welfare society on the basis of a strong state, developed economy and opportunities for universal labor, and to make Kazakhstan one of the thirty most developed countries in the world;

Sustainable development - development in which an organization manages the impact of its activities on the environment, economy, society and makes decisions taking into account the interests of stakeholders. Sustainable development should meet the needs of the current generation without depriving future generations of the opportunity to meet their needs;

ESG factors - a set of principles of ecological efficiency and environmental protection, social orientation and good corporate governance, based on standards recognized by the international community;

UN Sustainable Development Goals - 17 goals and 169 targets adopted as part of the 2030 Agenda for Sustainable Development aimed at eradicating poverty, conserving the planet's resources and ensuring well-being for all.

2.2 The following abbreviations are used throughout this document:

Company - non-profit joint stock company “Sarsen Amanzholov East Kazakhstan University”;

KGC - Corporate Governance Code;

KPIs - key performance indicators;

UN - United Nations;

ESG - Environmental, Social and Governance;

3. Goals and objectives of the Company in the field of sustainable development

3.1 Sustainable development of the Company is a set of principles and obligations that the Company is guided by in carrying out its activities in terms of:

- management of relations with stakeholders;
- assessment and management of impact on the national economy, social sphere and environment.

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3.1 The Company ensures consistency of its economic, environmental and social goals for sustainable development in the long term.

3.2 The economic component of the Company's sustainable development contains the following objectives:

- 1) break-even operation of the Company;
- 2) ensuring shareholder and investor interests;
- 3) increasing the efficiency of processes;
- 4) increasing labor productivity.

3.3 The environmental component of the Company's sustainable development contains the following objectives:

- minimizing the impact on biological and physical natural systems;
- optimal utilization of limited resources;
- application of environmentally friendly, energy- and material-saving technologies.

3.4 The social component of the Company's sustainable development contains the following objectives:

- ensuring transparent competitive procedures and equal opportunities in hiring;
- fair remuneration and observance of employees' rights;
- ensuring labor safety and preserving the health of employees;
- training and professional development of employees;
- implementation of internal and external social programs.

3.5 The Company's objectives in the field of sustainable development are:

- 1) integration of sustainable development principles into the Company's operations;
- 2) performance analysis and risk control in the context of the three components of sustainable development;
- 3) improving the quality of sustainable development management by organizing systematic work;
- 4) creation of mechanisms for effective interaction between the Company and stakeholders, including regular reporting on the results of sustainable development activities.

4 Principles of the Company's sustainable development

4.1 In its activities, the Company is guided by the following sustainable development principles enshrined in the Corporate Governance Code: openness, accountability, transparency, ethical behavior, respect for the interests of stakeholders, legality, respect for human rights, intolerance to corruption, and inadmissibility of conflicts of interest.

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4.2 The Company also declares its commitment in its activities to the principles of the UN Global Compact:

4.2.1 In the area of human rights protection:

- The Society ensures and respects the protection of internationally proclaimed human rights;

- The Society ensures non-involvement in human rights violations.

4.2.2 In the area of labor relations:

- The Society supports and recognizes the right to collective bargaining;

- The Society contributes to the eradication of discrimination in the field of labor and employment.

4.2.3 In the field of environmental protection:

- The Company supports a precautionary approach to environmental issues;

- The Company undertakes initiatives aimed at increasing responsibility for the environment;

- The Company promotes the development and dissemination of environmentally friendly technologies.

4.2.4 In the field of anti-corruption: The Company declares intolerance to all forms of corruption and other illegal actions, including extortion and bribery.

5 Stakeholder engagement

5.1. In order to implement a successful and efficient sustainable development policy, the Company pays due attention to stakeholder engagement.

5.2 In order to determine the list of stakeholders, the degree of their influence and spheres of influence on the Company's interests, the Company's Stakeholder Map was developed.

5.3 The Company defines three groups of stakeholders depending on the area of influence:

- area of authority and responsibility (Sole Shareholder, governing body, management and personnel);

- area of direct impact (state authorities, investors, financial institutions, suppliers, partners, clients, customers, consumers, auditors and consulting organizations);

- area of indirect impact (population, public organizations, media and competitors).

5.4 When assessing the significance of stakeholders, the Company ranks stakeholders according to two factors: the degree of support/opposition of a stakeholder. assessment of the strength of its influence on the Company..

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5.5 Based on the obtained assessment of stakeholder importance, the Company's structural subdivisions determine the areas of stakeholder engagement depending on the specifics of their activities.

5.6 The main forms of stakeholder engagement include: joint programs and projects, memorandums of cooperation, joint working groups, activity reporting, meetings, meetings, publications, interviews, etc. The main areas of stakeholder engagement are: strategic planning, supply of goods, provision of goods, publications, interviews, etc.

5.7 Main areas of stakeholder engagement: strategic planning, delivery of goods, provision of services, operational activities, media relations.

5.7.1 The process of organizing the Company's interaction with stakeholders is based on the principle of involvement, which implies taking into account the interests of stakeholders at all stages of the Company's activity management process and involving stakeholders in discussion of significant topics and important issues, potential risks and boundaries of responsibility.

5.7.2 In turn, engagement is achieved by observing the following three principles:

1) Materiality. The Company clearly identifies its stakeholders and recognizes which stakeholder interests are material.

2) Completeness. In the course of its activities, the Company pays attention to the concerns of its stakeholders, namely understanding their views, needs and expected performance, as well as their opinions on significant issues.

3) Responsiveness. The Company consistently responds to all significant stakeholder issues.

5.8 In order to organize stakeholder relationship management, the Company focuses its activities on the following basic principles:

1) Respects and considers the interests of all stakeholders;

2) Strives to actively inform target audiences about its activities;

3) Ensures objectivity, reliability, independence and a high level of information transparency in the implementation of government programs, certain internal procedures (procurement, competitive selection among external candidates for employment, provision of financial and non-financial services), as well as the use of financial resources;

4) Ensures open and productive cooperation with all stakeholders;

5) Fulfills commitments made to stakeholders;

6) Receives feedback from stakeholders on a regular basis.

5.9 When formalizing approaches to stakeholder impact management, the Company proceeds from the need to comply with the requirements defined below:

5.9.1 When interacting with the Sole Shareholder and state authorities:

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– The Company shall provide reliable information on the results of financial and economic activities in accordance with the requirements of the legislation of the Republic of Kazakhstan. Charter and internal documents of the Company;

– The Company ensures realization of the Sole Shareholder's rights within the framework of corporate governance principles aimed at effective adoption of key decisions;

– the Company provides additional information on plans, achievements, problems of activity, as well as researches of other organizations on activity of the Company except for confidential information received from other organizations within the framework of contracts and/or agreements on information disclosure and/or confidentiality.

5.10 When interacting with investors and counterparties:

– the Company sufficiently discloses up-to-date information about its financial condition;

– the Company's financial and management reports are prepared and submitted in a timely manner in accordance with legal and regulatory requirements, with financial statements being audited by independent auditors;

– the Company fulfills its contractual obligations to business partners in good faith;

– the Company ensures information transparency, openness, equality, fairness, absence of discrimination and unreasonable restrictions on competition in strict compliance with the legislation of the Republic of Kazakhstan;

– The Company complies with the principles in the field of corporate governance and improvement of the corporate governance system in accordance with the leading world practice.

5.11 When interacting with clients and consumers:

– The Company's services shall be accessible to consumers;

– The Company ensures security of consumer data and commercial information in order to protect their leakage and misuse;

– The Company provides services of the same quality and the same level of service without discrimination to all groups of consumers;

– The Company contributes to the improvement of service quality and customer service, which is expressed in the improvement of customer service standards;

5.12 When interacting with employees:

– The Company ensures an open, transparent, aimed at forming qualified and motivated personnel, personnel policy;

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- The Company ensures equal opportunities for all employees to realize their potential in the process of labor activity, impartial and fair assessment of their performance;

- selection and career development of employees in the Company is carried out solely on the basis of professional abilities, knowledge and skills;

- effective communication and interaction of employees is ensured by organizing internal corporate sources of regular employee information and communication channels, regular study of employees' opinions and suggestions, organization of working groups' activities.

5.13 When interacting with the public:

- The Company effectively and promptly interacts with the public;

- The Company actively participates in the implementation of socially significant projects; responses to inquiries sent to the Company are provided in a timely and complete manner;

- The Company organizes regular meetings with the public (round tables, briefings, publicly available information) to discuss the implementation of programs and exchange opinions;

- sponsorship and charity activities of the Society are aimed at providing assistance to unprotected strata of the population and low-income citizens, revival of national values, support of culture, science and education.

6. Areas of the Company's activities in the field of sustainable development

6.1 The Company expects its counterparties to:

- application of an environmental risk (environment) management system to identify, assess actual and potential impacts on the environment and society, identify and implement appropriate management measures, and monitor the level of environmental risks;

- application of a system of human resources management and ensuring (preserving) the health of employees, which should be based on respect for the rights of employees, including freedom of association and the right to collective bargaining; this system should ensure fair treatment of employees, creation of safe and healthy working conditions for them, prevention and avoidance of adverse impacts on the health and safety of population groups and consumers;

- application of a system of good corporate governance based on the principles of fairness, honesty, responsibility, transparency, professionalism and competence; good corporate governance implies respect for the rights and interests of all persons interested in the activities of the organization and contributes to its

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successful activities, including the growth of its market value, maintenance of financial stability and profitability.

6.2 In its activities, the Company strives to reduce excessive consumption of resources and minimize the existing negative environmental impact by introducing energy-efficient technologies, reducing water consumption, reducing paper consumption for office needs by introducing an electronic document management system and the practice of double-sided printing.

6.3 The Company considers the possibility of introducing the “green office” concept, an important component of which is an information campaign aimed at increasing the level of environmental awareness of employees.

7 Responsible labor practice

7.1 Employees are the main value and the main resource; the results of the Company's activity directly depend on the level of their professionalism and safety.

7.2 The Company builds labor relations with its employees based on the principle of legality and observance of generally recognized labor rights of employees.

7.3 In carrying out its activities, the Company shall be guided by the principle of equal opportunities and shall not discriminate against its employees in hiring, remuneration, access to training, promotion, dismissal on such grounds as sex, race, language, religious, political and other beliefs, citizenship, national or social origin, limited opportunities.

7.4 The structural unit of the Company responsible for personnel recruitment uses an extensive set of search and recruitment channels to attract the most qualified candidates.

7.5 In order to further develop and promote professional personnel within the Company, an integrated unified personnel reserve of the best employees has been created.

7.6 Training and professional development of the Company's employees is based on the following principles:

- compliance of the topic and content of training events with the needs defined in accordance with the employee's job responsibilities, goals and objectives set for the employee;
- focus of training events on the solution of specific tasks ensuring the increase of the Company's performance efficiency, study of the best corporate practices and standards;
- systematic. applied. planned nature of training and professional development;

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– coverage of the maximum possible number of the Company's employees with training and professional development programs.

7.7 The Company shall take measures to ensure proper organization of labor of employees at workplaces and strive to create safe working conditions that meet the requirements of the legislation of the Republic of Kazakhstan in this area.

7.8 The Company shall document and investigate all incidents and problems related to occupational health and safety in order to minimize or eliminate them.

7.9 The Company provides necessary training of employees in the field of labor safety and labor protection, including training and professional development of employees in this field.

8 Responsible business practice

8.1 The Company identifies corruption risks, implements and supports anti-corruption policies and practices.

8.2 Managers at all levels of the Company set an example of anti-corruption behavior to their subordinate employees, as well as demonstrate commitment, encouragement and supervision over the implementation of anti-corruption policies.

8.2.1 The Company raises awareness of its officers, employees, counterparties on corruption and anti-corruption issues;

8.2.2 The Company regularly trains its employees to eradicate corruption;

8.2.3 The Company has feedback mechanisms through which the Company's officials, employees and counterparties, as well as individuals and legal entities can provide information on possible corruption offenses committed by any official, employee of the Company; official, employee, representative of the Company's counterparty.

8.2.4 Officials and employees of the Company shall be responsible for making transparent, timely and adequate decisions free from conflict of interest.

9 Allocation of responsibility

9.1 Sustainable development management in the Company is carried out within the framework of the general management system of the Company's activities and is an integral part thereof.

9.2 The Board of Directors of the Company provides strategic guidance and control over the implementation of sustainable development. The Company's Management Board shall approve the relevant sustainable development action plan.

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9.3 The Strategic Planning Committee of the Company is responsible for coordination of sustainable development activities.

9.4 The head of the structural subdivision of the Company supervising the direction of activities in the field of sustainable development shall be responsible for ensuring management of this Policy.

9.5 Structural subdivisions of the Company shall implement sustainable development activities ensuring achievement of sustainable development KPIs set forth in the Company's Development Strategy.

9.6 Personal responsibility for the implementation of measures and achievement of sustainable development KPIs within their competence shall be borne by the heads of the relevant structural subdivisions of the Company.

9.7 Structural subdivisions of the Company shall provide information on the results of implementation of measures in the field of sustainable development, as well as information for inclusion in the annual report of the Company at the request of the department supervising the direction of activities in the field of sustainable development of the Company, if necessary, make proposals for improvement of the Company's activities in this field.

9.8 The structural subdivision supervising the Company's sustainable development activities shall perform the following functions:

- carries out planning of activities in the field of sustainable development, analysis of the internal and external situation, determination of goals, as well as target indicators in the field of sustainable development, measures for improvement and enhancement of activities in the three components of sustainable development, responsible persons, necessary resources and deadlines;
- coordinates the activities of the Company's structural subdivisions aimed at achieving the goals and objectives of this Policy;
- prepares a report on the implementation of the action plan and KPIs in the field of sustainable development;
- prepares the Company's annual report including a section on sustainable development;
- conducts training seminars for the Company's employees in order to improve the qualification of the Company's officials and employees in the field of sustainable development with the involvement of external trainers or independently.

10 Integration of sustainable development principles into key processes

10.1 The Company integrates sustainable development principles into the Development Strategy and key processes of the Company, including planning, reporting, risk management, investments, operating activities and others, as well as

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into decision-making processes at all levels, starting from authorized bodies (the Sole Shareholder, the Board of Directors, the Management Board) and ending with ordinary employees.

11 Disclosure of information in the field of sustainable development

11.1 This Policy of the Company shall be open to the general public and shall be posted on the corporate website.

11.2 The Company shall regularly disclose the results of the implementation of this Policy to stakeholders in the relevant section of the corporate website and in the Company's annual report.

11.3 The Company's approaches to preparation of the annual report are based on international standards of information disclosure - GR1 Standards.

12 Final clauses

12.1 This Policy shall be approved by resolution of the Board of Directors and shall come into force from the date of its approval.

12.2 The original of the Policy shall be kept at the Corporate Secretary of the Company.

12.3 The Company will improve this Policy taking into account changes in the legislation of the Republic of Kazakhstan and appearance of new standards in the field of sustainable development in international and national practice, guided by the interests of the Sole Shareholder. The Company and other interested parties.

13 Changes

13.1 Amendments and additions to the Policy shall be made by resolution of the Board of Directors. The change notification sheet shall be drawn up in accordance with the established form and submitted to all structural subdivisions where this Policy is located. Amendments and additions to the original and accounted working copies are made in accordance with the requirements of BBA EKU 001-20. Issuance of the notification of changes in the deposited Policy is made only by the unit-developer. Changes to the Policy shall be made by the HSS with obligatory marking in the sheet of registration of changes and additions.

13.2 The HSS is responsible for making amendments and additions to the original and recorded working copies.

13.3 The grounds for making amendments and additions to the Policy may be:

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– newly introduced amendments and additions to regulatory and legal acts having the force of law;

- reorganization of structural subdivisions;
- decision of the Board of Directors.

13.4 In the event of replacement, all copies of the Policy that are no longer in force at the University must be removed and replaced with new copies.

13.5 The Corporate Secretary, SIC&A Department shall be responsible for the replacement and withdrawal of the outdated Policy.

13.6 The outdated Policy shall be marked with the inscription “Canceled” with indication of the grounds for cancellation, date, signature of the person who made the inscription “Canceled” and placed in the archive. Archived documents shall not be used for work.

14 Agreement, storage and mailing

14.1 Coordination of the Policy in accordance with the requirements of regulatory legal acts of the Republic of Kazakhstan is carried out by the Corporate Secretary.

14.2 The Code is developed by the Corporate Secretary.

The Code is coordinated with:

- by the Chairman of the Board - Rector;
- members of the Board;
- head of personnel and legal support department;
- Head of the Department of Documentary Support and Control;
- head of the department of strategy, international cooperation and accreditation;
- legal adviser.

14.3 The Policy shall be approved by a resolution of the Board of Directors and shall remain in force until its revocation.

14.4 The original copy of the Policy shall be kept by the Corporate Secretary and the Corporate Secretary shall be responsible for its safekeeping.

DEVELOPED BY:

Corporate secretary

Zhukokova N.K.

AGREED BY:

Chairman of the Board - Rector

Tolegen M.A.

Head of the Documentation Support and Control

Chudobaeva A.K.

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Head of Personnel and Legal Support

Raisova K.R.

Acting Head of Strategy, International Cooperation and Accreditation Department

Nigmanova D.K.

Legal adviser

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