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**INTERNAL LABOR  
RULES AND REGULATIONS**

**R-01  
Revision 6**

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## **1 Purpose**

- 1.1 These “Internal Labor Rules and Regulations” (hereinafter referred to as the Rules) determine the labor schedule, the procedure for hiring and dismissal, main responsibilities, working hours and rest hours for employees at International University of Information Technologies JSC (hereinafter referred to as the University). As well as incentive measures for success in work and responsibility for violation of labor discipline, regulation of labor relations, including specialists and teachers with students.

## **2 General provisions**

- 2.1 These Rules have been developed in accordance with the Labor Code of the Republic of Kazakhstan and other internal documents of the University.
- 2.2 Internal labor rules and regulations are mandatory for all University employees, regardless of their positions and regalia.

## **3 Rules for hiring, transfer, termination and cancellation of an employment agreement**

- 3.1 Hiring is carried out on the basis of a concluded employment agreement. The content and procedure for drawing up an employment agreement are reflected in Chapter 4 of the Labor Code of the Republic of Kazakhstan. Hiring is formalized by concluding an employment agreement and issuing an order, which the employee gets acquainted with under signature.
- 3.2 Upon hiring, full financial liability agreements and a confidentiality agreement are concluded with all employees.
- 3.3 When hiring, the candidate is required to provide the previously requested documents required as part of the University’s personnel records. Hiring and registration for work without providing the requested documents will not be carried out.
- 3.4 According to Article 36 of the Labor Code of the Republic of Kazakhstan, an employee can be hired for a probationary period of up to 3 months in order to verify the employee’s suitability for the work assigned to him. The probationary period is agreed upon when concluding an employment agreement.
- 3.5 The beginning of the performance of the employee’s labor functions is considered to be the start date of work specified in the employment agreement.
- 3.6 After concluding an employment agreement with an employee, the responsible persons of the Director of Personnel and Documentation Management Department introduce him, against signature, to the job description, which stipulates the rights and responsibilities of the employee, these “Internal Labor Rules and Regulations”.
- 3.7 Safety Engineer with safety, fire, health and safety regulations at the University.
- 3.8 Immediate head with strategy, policy, goals, internal documents of the University.
- 3.9 Transfer to another job or change in the employee’s working conditions is carried out in accordance with the provisions of the Labor Code of the Republic of Kazakhstan.
- 3.10 Moving him to another workplace, to another structural division of the University or assigning other work within the limits of the position, specialty, profession, qualification stipulated by the employment agreement is not a transfer to another job and does not require the consent of the employee, except for cases when such relocation (work) contains other working conditions.
- 3.11 Transfer, relocation, change of working conditions is formalized by order of the Rector and the introduction of appropriate changes/additions to the employment agreement.

3.12 The grounds for termination of an employment agreement are:

- termination of an employment agreement on the basis of the mutual consent of the parties;
- expiration of an employment agreement;
- termination of an employment agreement at the initiative of the employee;
- termination of an employment agreement at the initiative of the employer;
- circumstances beyond the control of the parties;
- the employee's refusal to continue the employment relationship;
- violation of the terms of an employment agreement;
- other grounds provided for by the Labor Code.

3.13 An employment agreement with an employee at the initiative of the employer may be terminated in the following cases:

- 3.13.1 liquidation of the University;
- 3.13.2 reduction in the number or staff of employees;
- 3.13.3 unsuitability of the employee for the position held or the work performed due to insufficient qualifications, which are established on the basis of attestation and certification of teachers;
- 3.13.4 unsuitability of the employee for the position held or the work performed due to a health condition that prevents the continuation of this work;
- 3.13.5 negative work results during the probationary period;
- 3.13.6 the employee's absence from work without a valid reason for three or more consecutive hours in one working day;
- 3.13.7 the employee being at work in a state of alcoholic, narcotic, psychotropic, toxicomaniacal intoxication (their analogues), including in cases of consumption during the working day of substances that cause a state of alcoholic, narcotic, toxicomaniacal intoxication (their analogues);
- 3.13.8 violation by an employee of labor protection or fire safety rules, which resulted or could lead to serious consequences, including injuries and accidents;
- 3.13.9 theft (including small) of someone else's property by an employee at the place of work, its intentional destruction or damage, established by a sentence or court order that has entered into legal force;
- 3.13.10 committing guilty actions or inactions of an employee servicing monetary or commodity assets, if these actions or inactions give grounds for loss of confidence in him by the employer;
- 3.13.11 the commission by an employee performing educational functions of an immoral offense and ethical standards specified in clause 14 of these Rules, incompatible with the continuation of this work;
- 3.13.12 disclosure by an employee of information constituting a trade secret that became known to him in connection with the performance of his job duties;
- 3.13.13 repeated failure or improper performance by an employee of job duties without good reason, if he has received a disciplinary sanction;

- 3.13.14 submission by an employee to the Personnel and Documentation Management Department of the University of deliberately false documents or information when concluding an employment agreement, if genuine documents or information could be grounds for refusal to conclude an employment agreement;
- 3.13.15 violation of job duties by the head of a University division, or his deputy, resulting in material damage to the University;
- 3.13.16 the employee's absence from work for more than two months in a row due to temporary disability, with the exception of cases where the employee is on maternity leave, as well as if the disease is included in the list of diseases for which a longer period of disability is established, approved by the Government of the Republic of Kazakhstan. An employee who has lost his ability to work due to a work injury or occupational disease will retain his place of work (position) until his ability to work is restored or disability is established;
- 3.13.17 the employee has committed a corruption offense, which, in accordance with a judicial act, excludes the possibility of further work in the educational institution.
- 3.14 A personal file is maintained for each employee in accordance with the personnel records of the Republic of Kazakhstan. The employee's personal file is stored in the Personnel and Documentation Management Department. After an employee is dismissed, his file is stored in the University archives. Termination of an employment agreement is formalized by order of the Rector of the University.
- 3.15 On the day of dismissal of an employee, the Personnel and Documentation Management Department is obliged to issue him an employment record book with a note of dismissal included in it and make a final settlement with him within three days. Entries about the reasons for dismissal in the employment record book must be made in strict accordance with the wording of the current legislation of the Republic of Kazakhstan and with reference to the relevant article, clause of the Labor Code of the Republic of Kazakhstan.
- 3.16 The day of dismissal is considered the last actual day of work.
- 3.17 The employee has the right to terminate the employment agreement by submitting a written resignation letter to the Personnel and Documentation Management Department, with a visa from the immediate head, one month before the termination of the employment agreement.
- 3.18 By agreement between the employee and the administration, the employment agreement may be terminated within the period requested by the employee, in agreement with the immediate head.
- 3.19 An employment agreement may be terminated due to circumstances beyond the control of the parties:
  - 3.19.1 when an employee is called up (entered) for military service, from the day the employee presents the relevant document no later than within three days;
  - 3.19.2 upon entry into force of a court verdict by which the employee is sentenced to a punishment that precludes the possibility of continuing the employment relationship;
  - 3.19.3 in the event of the death of an employee, as well as in the event that the court declares the employee dead or declared missing;
  - 3.19.4 if the court recognizes the employee as incompetent or partially capable, as a result of which the employee is unable to continue his previous work;

- 3.19.5 in case of reinstatement of an employee who previously performed this work.
- 3.20 An employment agreement may be terminated if the employee refuses to fulfill the employment relationship in the following cases:
- 3.20.1 the employee's refusal to be transferred to another location together with the employer;
  - 3.20.2 the employee's refusal to continue working due to changes in working conditions;
  - 3.20.3 the employee's refusal to continue working during the reorganization of the employer
  - 3.20.4 the employee's refusal to transfer to another job for health reasons.
- 3.21 Termination of an employment agreement is permitted only if the employee refuses in writing to continue the employment relationship.

#### **4 Protection of employee personal data**

- 4.1 Personal data of an employee is information about the employee required upon the establishment, continuation and termination of an employment relationship.
- 4.2 When transferring an employee's personal data, the University complies with the following requirements:
- 4.2.1 do not disclose the employee's personal data to a third party without the written consent of the employee;
  - 4.2.2 allow access to personal data of employees only to specially authorized persons. At the same time, these persons must have the right to receive only those personal data of the employee that are necessary to perform specific functions and to maintain confidentiality;
  - 4.2.3 transfer the employee's personal data within the University, in accordance with the employer's act, which the employee must be familiar with.
- 4.3 Persons to whom the employee's personal data are transferred are obliged to use them exclusively for the purposes for which they were communicated and do not have the right to transfer them to third parties, except in cases established by the laws of the Republic of Kazakhstan.
- 4.4 In order to ensure the protection of personal data held by University officials, employees have the right for:
- 4.4.1 free access to their personal data, including the right to receive copies of records containing the employee's personal data, except for cases provided for by the laws of the Republic of Kazakhstan;
  - 4.4.2 the exclusion or correction of incorrect or incomplete personal data, as well as data processed in violation of the requirements of this Code;
  - 4.4.3 the requirement that the employer notify persons who were previously informed of incorrect or incomplete personal data of the employee about corrections made to them by responsible employees of the University;
  - 4.4.4 appealing in court against the actions (inactions) of the employer's responsible University employees committed during the processing of his personal data.

#### **5 Main responsibilities of University employees**

University employees are obliged to:

- 5.1 comply with the legislation of the Republic of Kazakhstan, the University Charter, these Rules;

- 5.2 unquestioningly fulfill the terms of the Employment Agreement concluded with him, carry out orders and other acts (decrees, rules, regulations, instructions) in force at the University;
- 5.3 carry out their activities honestly and in good faith;
- 5.4 observe labor discipline: come to work on time, observe the established working hours, use working time effectively, promptly and accurately carry out management orders;
- 5.5 have high professional preparedness, know the assigned work well, perform official duties accurately and in a timely manner in accordance with job descriptions, show the necessary initiative and perseverance in work;
- 5.6 constantly improve their professional business qualifications,
- 5.7 observe relations of mutual respect, comradely cooperation and mutual assistance, rules of subordination;
- 5.8 not to disclose information that is an official or commercial secret, not to disclose the network passwords of the University domain;
- 5.9 protect and strengthen the property of the University, bear full financial responsibility for the safety of the property of the University entrusted to him, as well as property in common use, upon dismissal in the prescribed manner, hand over the entrusted property of the University in proper condition;
- 5.10 strictly comply with the rules and regulations of labor protection, safety, sanitary and fire safety;
- 5.11 take precautions to prevent the spread of viral infections throughout the University;
- 5.12 support the positive image of the University by personal example, avoid facts that damage the image of the University;
- 5.13 comply with corporate norms and rules adopted at the University, including wearing a personal badge at all times;
- 5.14 prevent the spread of personal and family conflicts to work and business relationships;
- 5.15 for employees who work full-time at the University, it is mandatory to inform the Administration about additional work.
- 5.16 maintain cleanliness, do not smoke, do not drink alcohol or drugs, and do not be intoxicated in offices and classrooms, including the adjacent area within the fence.

## **6 Main responsibilities of the employer**

The employer has the following responsibilities to employees:

- 6.1 properly organize the work of employees aimed at the effective development of the University;
- 6.2 provide the employee with an equipped workplace necessary to perform his duties, the right to use technical means, library and information collections;
- 6.3 provide healthy and safe working conditions;

- 6.4 take measures to strengthen order and discipline, reduce losses of working time;
- 6.5 strictly punish violators of discipline and reward employees who have distinguished themselves in the performance of official duties;
- 6.6 pay the employee for combining his duties with the duties of the absent employee on the basis of the relevant order;
- 6.7 strictly comply with labor legislation;
- 6.8 provide conditions for improving the professional qualifications of employees;
- 6.9 ensure compliance with the terms of the employee's contract;
- 6.10 issue wages on time;
- 6.11 constantly improve the organization of salary;
- 6.12 create the necessary conditions for combining work with training (for advanced training, etc.);
- 6.13 support and develop employees' initiative;
- 6.14 insure the employer's liability against harm to the employee's health while performing his or her job duties;
- 6.15 adhere to the principles of transparency and openness in relationships with employees;
- 6.16 do not allow restrictions on the rights of employees and discrimination based on gender, nationality, age and other grounds, or official position.

## **7 Working hours, part-time work, workload, procedure for compensation of labor costs**

- 7.1 Working hours should not exceed 40 hours per week.
- 7.2 The following working hours are established for employees of administrative and management personnel:
  - 7.2.1 five-day work week from Monday to Friday, from 09:00 am to 06:00 pm;
  - 7.2.2 one-hour lunch break from 01:00 pm to 02:00 pm;
  - 7.2.3 days off on Sunday and Saturday.
- 7.3 The working hours of professors and teaching staff are determined on the basis of the academic schedule. Moreover, according to the schedule, Saturday can be a working day. During holidays, working hours are set from 09:00 am to 06:00 pm.
- 7.4 Combining positions is allowed, as well as replacing temporarily absent employees (without releasing them from their main duties) in the following cases:
  - 7.4.1 availability of a vacancy for a combined position;
  - 7.4.2 leave of an absent employee;
  - 7.4.3 stay on a business trip, advanced training courses for more than 10 calendar days;
  - 7.4.4 maternity leave;
  - 7.4.5 childcare and parental leave;
  - 7.4.6 temporary disability for more than 10 calendar days;
  - 7.4.7 educational leave.



- 7.5 The total duration of daily work at the place of main work and part-time work should not exceed the standard duration of daily work by more than 4 hours. The amount of additional payment for combining positions is established by the Rector depending on the amount of additional work, but not more than 50% of the salary of the replaced employee.
- 7.6 Involvement of employees in overtime work (at the end of working hours, on days off, holidays) is carried out on the basis of an order from the Rector of the employer, indicating the reasons for the need and the duration of such work.
- 7.7 Compensation for labor costs for overtime work is carried out by providing the employee with additional rest time, in proportion to the period of overtime work, which is provided by agreement with the employee as time off or payment in accordance with labor legislation.
- 7.8 The duration of working hours for professors and teaching staff is established by the University in accordance with and within the limits established by the legislation of the Republic of Kazakhstan on regulating the teaching load of faculty members and educational organizations.
- 7.9 The norm of the annual workload (rate) of the teacher for the current year is established for the current year in accordance with the provision "Planning of academic work and teaching load of faculty members" P-01.
- 7.10 The amount of salary for teachers for the current year is set in accordance with their annual teaching load, calculated depending on the approved staff of the faculty members, the annual volume of academic work of the University as a whole and the individual plan of the teacher.
- 7.11 In any case, the working hours of teachers should not exceed 12 hours a day and 40 hours a week.

## **8 Regulating cases of delays and unscheduled absences from work**

- 8.1 If an employee is delayed and does not have time to start work, regardless of the reason, he must notify his immediate head of his delay in advance, no later than 30 minutes. If the heads of divisions are delayed and do not have time to start work, then, regardless of the reason, they must notify the director of the Personnel and Documentation Management Department of the delay no later than 30 minutes.
- 8.2 If an employee cannot go to work, he must:
  - 8.2.1 notify his or her immediate head in advance (no later than one day);
  - 8.2.2 provide the reason for absence;
  - 8.2.3 provide a document confirming the reason for absence (certificate of incapacity for work in case of absence due to illness, a summons from the authorized body when calling the latter, explanatory of the reason for absence). The document must be provided to the manager on the first day of starting work.
- 8.3 Notification of absence from work is necessary to prevent disruption of training sessions, planned events, delays in work schedule, etc., and to ensure timely replacement of an absent employee. In cases where cancellation of an event is permissible without damaging the work process and relationships with third parties, the head of the absent employee is obliged to adjust the time of such an event.

- 8.4 If a message about lateness or absence is not received from the employee, the head of the division is obliged to take all measures in the first 5-10 minutes of the delay to contact him by phone and provide the necessary replacement.
- 8.5 If an employee is absent by prior agreement with the head of the department, the latter assumes personal responsibility for the timely and proper performance of the functional duties assigned to the absent employee.

## **9 Rest time, leaves, holidays**

### 9.1 Types of rest time are:

#### 9.1.1 during the working day:

- administrative employees - a lunch break from 01:00 pm to 02:00 pm,
- teachers - time for breaks between classes;

#### 9.1.2 days off:

- administrative employees - Saturday, Sunday
- teachers – according to the schedule;

#### 9.1.3 holidays;

#### 9.1.4 leaves.

### 9.2 Employees are provided with social and labor leaves.

### 9.3 Employees are provided with the following types of social leave:

#### 9.3.1 leave without pay;

#### 9.3.2 paid and unpaid educational leave;

#### 9.3.3 maternity leave;

#### 9.3.4 childcare and parental leave;

#### 9.3.5 leave to complete scientific work.

### 9.4 Social leave is understood as the release of an employee from work for a certain period in order to create favorable conditions for motherhood, childcare, on-the-job education, completion of scientific work and for other social purposes.

### 9.5 Paid annual leave for employees is provided for the following duration:

- administrative employees - 30 calendar days;
- faculty members – 56 calendar days;

### 9.6 The duration of paid annual labor leave is calculated in calendar days, excluding holidays falling on the days of labor leave.

### 9.7 Paid annual leave for an employee for the first and subsequent years of work is provided by agreement of the parties at any time of the working year.

### 9.8 By agreement between the employee and the management of the University, the employer's paid annual leave may be divided into parts. In this case, one of the parts of the paid annual leave must be at least two calendar weeks of the duration of the leave provided for in the employee's employment agreement.

- 9.9 The order of granting paid annual leave to employees is determined by the leave schedule approved by the Rector of the University and the employer, taking into account the opinion of the employees.
- 9.10 Paid annual leave may be postponed or extended in whole or in part with the consent of the employee in the following cases:
- 9.10.1 temporary disability of the employee;
  - 9.10.2 the employee performs state duties during the annual paid leave, if the law provides for this by exemption from work.
- 9.11 Based on the employee's application, he may be granted unpaid leave of no more than 5 consecutive calendar days upon:
- 9.11.1 registration of the employee's marriage;
  - 9.11.2 the birth of the employee's child;
  - 9.11.3 the death of close relatives;
- 9.12 By agreement of the parties, the employee may be granted leave without pay based on a written application from the Employee submitted at least five (5) working days before the start date of leave without pay proposed by the employee. The duration of unpaid leave is determined by agreement between the employee and the University management

## **10 Days off**

- 10.1 In addition to Saturday and Sunday, National and State holidays are recognized as days off.
- 10.2 The national holiday in the Republic of Kazakhstan is Independence Day on December 16, celebrated on December 16-17.
- 10.3 Public holidays in the Republic of Kazakhstan are the holidays celebrated on the following days:
- New Year - January 1-2;
  - International Women's Day - March 8;
  - Nauryz Meiramy - March 21 - 23;
  - Kazakhstan People's Unity Day- May 1;
  - Victory Day - May 9;
  - Capital Day - July 6;
  - Constitution Day of the Republic of Kazakhstan - August 30.
  - First President's Day - December 1;
- 10.4 Holidays in the Republic of Kazakhstan are days off.
- 10.5 If a day off and a holiday coincide, the day off is the next working day after the holiday.
- 10.6 In cases of changes in the dates of holidays, employees are notified about this by order of the Rector.

10.7 In addition, the first day of Kurban Ait, celebrated according to the Muslim calendar, and January 7, Orthodox Christmas, are recognized as days off. If it coincides with a day off (Saturday, Sunday), the rest period is not transferred.

## **11 Rewards for success at work**

11.1 For conscientious performance of functional duties, long-term impeccable work, active participation in research work and public life of the University and for other achievements in work, the following incentive measures may be applied to employees:

- types of incentives not prohibited by the legislation of the Republic of Kazakhstan.

11.2 Incentives are announced by order of the Rector, brought to the attention of the workforce and entered into the employees' employment record book.

- Expression of gratitude for special labor merits;
- Issuing a bonus;
- Rewarding with a valuable gift;
- Promotion at work.

11.3 Other documents for individual University employees may be submitted in the prescribed manner to the relevant authorities for awarding them with orders, medals, Certificates of Honor, as well as for conferring honorary titles on them.

11.4 It is allowed to apply several incentives to an employee at the same time.

11.5 The University administration may provide additional benefits to employees who successfully and conscientiously perform their duties.

11.6 To encourage and recognize the results and contribution of employees to the development of the University, remuneration may be paid, intended to additionally stimulate the efficiency of their work in the form of a bonus in accordance with the internal document approved by the Board of Directors "Regulations on the system of remuneration and bonuses for employees of IITU JSC"

11.7 Bonuses are awarded to employees based on work results, based on an assessment of the fulfillment of the goals and objectives set for the department and the employee himself for the reporting period. The main indicators for bonuses for administrative employees are:

- 11.7.1 Availability of savings in the wage fund for the quarter preceding the payment;
- 11.7.2 Fulfillment of the goals and objectives set for the employee;
- 11.7.3 Quality, timeliness and effectiveness of work performed.

11.8 Bonuses based on work results for the reporting period are not awarded to persons on a probationary period. To calculate bonuses, the time spent on regular labor leave (working days), the period spent on a business trip (including advanced training courses) and short-term leave without pay (no more than 5 working days) are included in the actual time worked.

11.9 The basis for paying bonuses based on work results for the reporting period to University employees is the Order of the Rector.

11.10 The amount of the employee's bonus based on the results of work for the reporting period is determined based on positive indicators in proportion to the actual time worked in

the reporting period. The amount of the employee's bonus cannot exceed 1/3 of the official salary for each month of the reporting period.

11.11 Bonuses based on work results for the reporting period are not paid to employees:

11.11.1 If work results for the reporting period are low;

11.11.2 During the period of disciplinary action in the reporting period;

11.11.3 Upon termination of an individual employment agreement due to the employee's fault.

11.12 For achieving high professional results, an employee may be paid a one-time bonus by decision of the University management. The nomination for the bonus comes from the supervising head of the structural division.

## **12 Disciplinary actions**

12.1 If an employee violates labor discipline and commits a disciplinary offense, the following types of disciplinary actions may be applied to them:

12.1.1 Warning;

12.1.2 Reprimand;

12.1.3 Severe reprimand;

12.1.4 Termination of the employment agreement.

12.2 Disciplinary action in the form of termination of an employment agreement is applied in cases established by the Labor Code of the Republic of Kazakhstan.

12.3 The application of a disciplinary action does not relieve the employee who committed the offense from material and administrative liability provided for by the current legislation of the Republic of Kazakhstan, and can also be combined in the prescribed manner with full or partial deprivation of bonuses, remuneration based on the results of annual or quarterly work and with limitation of benefits.

12.4 Disciplinary action is imposed by issuing an Order of the Rector.

12.5 The employee is required to give a written explanation of the reason for the offence. An employee's refusal to provide a written explanation cannot serve as an obstacle to applying a disciplinary sanction. If the employee refuses to give the specified explanation, a corresponding act is drawn up.

12.6 When determining the type of disciplinary action, the content, nature and severity of the disciplinary offense committed, the circumstances of its commission, the employee's previous and subsequent behavior, and his attitude to work are taken into account.

12.7 For each disciplinary offense, only one disciplinary action can be applied to an employee.

12.8 A disciplinary action is imposed on an employee immediately upon discovery of a disciplinary offense, but no later than one month from the date of its discovery.

12.9 A disciplinary action cannot be applied later than six months from the date of the disciplinary offense.

12.10 The validity period of a disciplinary action cannot exceed six months from the date of its application. If during this period the employee is not subject to a new disciplinary action, he is considered to have no disciplinary action.

12.11 A disciplinary action imposed on an employee can be lifted early at the request of the employee or the representation of the head of the structural division.

### **13 Guarantees and compensation payments**

- 13.1 During the business trip, the employee retains his place of work (position) and salary. The procedure for going on a business trip and reimbursement of expenses for it are regulated by a separate internal regulatory document “Rules on business trips of employees of IITU JSC”.
- 13.2 The University pays social benefits to employees for temporary disability, pregnancy and childbirth, and vacations for women (men) who have adopted newborn children. The basis for payment of social benefits for temporary incapacity for work are certificates of incapacity for work issued in the manner established by the legislation of the Republic of Kazakhstan. Social benefits for temporary disability are paid to employees from the first day of incapacity until the day of restoration of working capacity or until disability is established based on their average salary, calculated in accordance with the legislation of the Republic of Kazakhstan.
- 13.3 The University pays financial aid to employees in the following cases:
- 13.3.1 The registration of an employee’s marriage in the amount of one official salary;
  - 13.3.2 The birth of an employee’s child in the amount of one official salary. If both parents are employees of the University, financial aid is provided to only one parent;
  - 13.3.3 Employee’s anniversary (50, 60, 70, 80 years) in the amount of the official salary;
  - 13.3.4 Deaths of close relatives in the amount of one official salary. According to subclause 13 of clause 1 of Article 1 of the Code of the Republic of Kazakhstan “On marriage (matrimony) and family” dated December 26, 2011 No. 518-IV”, close relatives are parents (parent), children, adoptive parents, adopted children, full and half brothers and sisters, grandfather, grandmother, grandchildren.
- 13.4 The University can provide financial aid to employees in the following cases:
- 13.4.1 Treatment that requires additional financial costs (inpatient or outpatient long-term treatment, except for sanatorium);
  - 13.4.2 Causing property damage to an employee due to natural disasters (fire, flood, earthquake, etc.), theft of personal property;
- 13.5 The decision to pay financial aid to an employee is made by the Rector of the University within the limits of the amounts provided for in the budget for the current year.
- 13.6 If an employee has an unresolved or outstanding disciplinary action, the University administration has the right not to pay financial aid or reduce its amount, except in cases of death of close relatives.

### **14 Rules for the relationship between employees and management**

- 14.1 The University management adheres to a democratic management style, in which any employee can openly express his point of view, inform management about non-conformities in his work and the work of his department, and propose constructive options for improvement in his work and the work of his department.
- 14.2 The University management is open to communication with any employee in person, as well as through means of communication. However, the employee must contact management only on issues that he could not resolve on his own and comply with the following conditions:

- 14.2.1 Subordination: an issue of concern to an employee must first be brought up for discussion and decision by his immediate head. Only after making sure that the issue is not being resolved by the immediate head, bring it up for discussion with the head;
- 14.2.2 Preparedness: before contacting management, an employee must competently and concisely formulate a comprehensive message, as well as possible solutions (if any);
- 14.2.3 Evidence: any information must have an evidentiary basis;
- 14.2.4 Thoughtfulness: before contacting management, an employee must think through the specific purpose of his visit;
- 14.2.5 Electronic means: an employee can contact the manager via email or chat. If the head does not respond, the employee arranges a personal meeting;
- 14.2.6 Preliminary approval: the employee must first, no later than one day in advance, coordinate his visit to management with his immediate head or with the office manager, or sign up for a visit in accordance with the established schedule for receiving visitors;
- 14.2.7 Regulations: when talking with the head, the employee must comply with the regulations: the time of the visit must be agreed upon in advance; the message should be concise and, at the same time, meaningful;
- 14.2.8 Punctuality: an employee should not be late for a meeting with management;
- 14.2.9 Ethics: an employee should not involve management in intrigue and gossip, personal disagreements and hostility.

## **15 Ethical rules for the relationship of specialists and teachers with students**

### 15.1 Employees must:

- 15.1.1 Address the student in a formal-you mode;
- 15.1.2 Control their gestures and facial expressions; gestures should be appropriate and not aggressive;
- 15.1.3 Do not use profanity or filler words.

### 15.2 Employees do not have the right to:

- 15.2.1 Humiliate the personal dignity of students, namely: use clearly obscene language, rudely shout at them, give them nicknames, demonstratively distort their first and last names, make sarcastic remarks about the appearance and clothing of students, publicly discuss their personal life or their personal shortcomings without their consent;
- 15.2.2 Discuss with students the professional and personal shortcomings of their colleagues;
- 15.2.3 Conduct commercial advertising during lessons;
- 15.2.4 Charge students a monetary fee for the exam (unless this is provided for by the University rules);
- 15.2.5 Expel a student from a lesson if he has not violated discipline (this point is due to the precedent of being kicked out of a lecture only because he did not write a note,

but only listened, although taking notes on a lecture is not an obligation);

- 15.2.6 Conduct explicit political propaganda during lessons (calling to join a party, calling to vote for or against a candidate), since the student is in an unequal position and cannot object to the teacher in these cases, without the risk of successfully passing the exam;
- 15.2.7 Show excessive attention to the student, due to personal sympathy or antipathy towards him (exploitation or violence in various forms: racial, religious, intellectual, sexual).

## **16 Ethical rules of conduct for University employees**

16.1 University employees must know and comply with the following rules:

- 16.1.1 Insulting colleagues and University employees is not permitted in any form or for any reason;
- 16.1.2 Address managers and elders by name and patronymic and in a formal-you mode. (within the team, addresses by name are allowed);
- 16.1.3 When meeting, be sure to greet everyone, regardless of the person's age or status. If there is a queue at the entrance doors, men should let women through;
- 16.1.4 During meetings and classes, set mobile devices to silent mode;
- 16.1.5 Do not demonstrate their material superiority;
- 16.1.6 At various events: meetings, ceremonial sessions, business meetings, concerts, holidays, it is necessary to treat speakers with respect, maintain silence and order. If necessary, leaving the hall is allowed during pauses between performances;
- 16.1.7 Check their email at least once a day.
- 16.1.8 Eat in designated places, but not in classrooms or on the go. It is unacceptable to leave trash behind.

## **17 Appearance**

17.1 The appearance of employees must correspond to the business atmosphere of the University and generally accepted norms and rules in the business world.

17.2 Basic rules that shape the appearance:

- 17.2.1 Business style in clothing means a strict, smart appearance, neatness;
- 17.2.2 Moderation in the selection of color schemes for clothing, shoes, and accessories;
- 17.2.3 Stylishness (harmonious combination of all components of clothing, shoes and accessories);
- 17.2.4 Appropriate clothing for the season, the nature of the lesson and the work situation;
- 17.2.5 Shoes should not be worn out or dirty.

17.3 Clothing for both men and women should be in a strict, business style, preferably in a classic style.



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- 17.4 When wearing any clothing, items or accessories that emphasize an employee's affiliation with any religion or belief, it is recommended to adhere to a business style.
  - 17.5 Sports and beach style clothing and shoes are unacceptable, including denim, shorts, summer sundresses with open backs and shoulders, T-shirts, polo shirts, and sports sweaters during the educational process.
  - 17.6 Color solutions in clothing should correspond to the classic business style, unnecessary, excessive variegation (the presence of more than three bright color shades, large inscriptions, large defiant designs on elements of clothing) is excluded.
  - 17.7 It is unacceptable to appear at work in unironed, unkempt clothes.
  - 17.8 The hairstyle should be neat: long hair should be pulled back into a ponytail or bun, or neatly styled; short hair should be neatly trimmed and styled.
  - 17.9 When choosing jewelry, it is necessary to exercise restraint and moderation.
  - 17.10 For women, the "mini" length of the skirt is excluded. It is unacceptable to wear clothing that has a deep neckline or is transparent or see-through. A large amount of lace in clothes is not recommended.