

JSC "Academy of Logistics and Transport"	INTEGRATED MANAGEMENT SYSTEM Working instructions «The policy of equality, diversity and inclusivity» RI-ALT-36	Publication 03 Date 19.09.2022 g. Page 1 from 9
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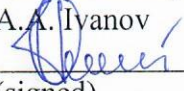
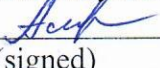
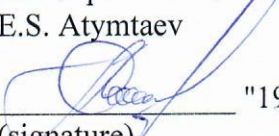


JSC "Academy of Logistics and Transport"
S. Amirgalieva
 2022 g.

WORKING INSTRUCTIONS

EQUALITY, DIVERSITY AND INCLUSIVITY POLICY

RI-ALT-36

<p>Developed by: Vice-Rector for Corporate and Social Development A.A. Ivanov  (signed) " 19 " 09 2022</p> <p>Chief Specialist-DMP expert G.D. Asylbekova  (signed) " 19 " 09 2022</p>	<p>Agreed: HR Department Director E.S. Atymtaev  (signature) "19 " 09 2022</p>	<p>Implemented: Order No. _____ Implementation date: "19" 09 2022</p>
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1. SCOPE OF APPLICATION

1.1. This working instruction is intended for use in the Joint Stock Company "Academy of Logistics and Transport" (hereinafter – JSC "ALiT") in the operation of an integrated management system in accordance with the requirements of ST RK ISO 9001-2016, ST RK ISO 50001-2019, ST RK ISO 14001-2016, ST RK ISO 45001-2019. Scope of application. This policy applies to management and all employees.

2. REGULATORY REFERENCES

- 2.1. References to the following regulatory documents are used in this working instruction:
2.2. Normative references according to international and national standards:

- | | |
|----------------------|--|
| MC ISO 9000:2015 | - Quality management systems. Basic provisions and vocabulary |
| СТ РК ISO 9001-2016 | - Quality management systems. Requirements |
| MC ISO 50001:2018 | - Energy management systems. Requirements and guidelines for use. |
| СТ РК ISO 50001-2019 | - Energy management systems. Requirements and guidelines for use. |
| СТ РК ISO 14001-2016 | - Environmental management systems. Requirements and guidelines for use. |
| СТ РК ISO 45001-2019 | - Occupational safety and health management systems. Requirements |

2.3. Republican legislative framework:

- | | |
|---|-------------------------------|
| Закон Республики Казахстан от 27.07.07г. №319-111 | - About education |
| Закон Республики Казахстан от 18.11.2015г. №410-V | - On combating corruption |
| Закон Республики Казахстан от 13.05.2003 г. №415-11 | - About joint-stock companies |

2.4. Regulatory references to internal regulatory documents:

KP-ALT-09	-	Social work
KP-ALT-08	-	Educational work
RI -ALT-17	-	Rules for organizing work with young people
DP-ALT -01	-	Management of documented information
DP-ALT -02	-	Internal audit
DP-ALT -03	-	Managing nonconformities and corrective actions
DP-ALT -04	-	Management's analysis of ISM
DP-ALT -05	-	Identification, assessment and risk management
DP-ALT -06	-	Information exchange, engagement and consultation
RI -ALT -19	-	Anti-corruption policy
RI -ALT -38	-	Regulations on the Disciplinary Council for the consideration of the responsibility of students
RI -ALT -40	-	Internal regulations
RI -ALT -42	-	Regulations on the provision of social support to full-time students of JSC "ALiT"

3. TERMS AND DEFINITIONS

3.1. In this working instruction, the terms and their definitions are used in accordance with the international and republican standards of ST RK ISO 9001-2016, ST RK ISO 50001-2019, ST RK ISO

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14001-2016, ST RK ISO 45001-2019, regulatory legal acts of the Republic of Kazakhstan and internal regulatory documents of JSC "ALiT".

Discrimination - is any distinction, exclusion, restriction or preference based on race, gender, age, religious beliefs, ethnicity, social status, sexual orientation, nationality, social origin, financial status, political or other beliefs, disability, place of birth or any other characteristics.

Diversity - is the empowerment of people based on respect and recognition of the value of differences between them by age, gender, ethnicity, religion, disability, sexual orientation, education, nationality, abilities, social origin and other characteristics.

Inclusivity - is the creation of conditions in which different socio-cultural groups of people and each individual are valued, accepted and respected for their unique skills, experience and development prospects, as well as in which they are given equal opportunities to participate in the success of the Group.

The management - is the senior managers of the Academy who have the authority to make or exert significant influence on the adoption of important financial and personnel decisions in the relevant company of the Group. Management is responsible for the overall compliance of the Group's companies with this Policy, as well as the relevant internal policies and procedures of the Academy governing the conduct of employees in accordance with the Policy.

4. RESPONSIBILITY AND AUTHORITY

4.1. All employees of JSC "ALiT" are responsible for the adequate application of the requirements of this working instruction in their activities.

4.2. Responsibility for the implementation of the working instruction "Policy of equality, diversity and inclusivity" is assigned to the heads of departments according to this working instruction.

4.3. The management representative has the authority to demand the elimination of inconsistencies with the criteria of this working instruction, both on an operational basis and based on the results of certification, inspection and internal audits of the integrated quality management system of JSC "ALiT".

5. BASIC PROVISIONS

5.1. Owner of the working instruction.

The Vice-Rector for Corporate and Social Development (hereinafter - KiSR) is responsible for the organization, functioning and compliance with the requirements of this working instruction "Policy of Equality, Diversity and Inclusivity" as well as for ensuring the effectiveness and efficiency of the working instruction.

Equality, Diversity and Inclusivity or EDI is a policy that ensures fair treatment and opportunities for all employees. This policy is aimed at eliminating prejudice and discrimination caused by specific aspects of the individual.

The policy of diversity and inclusion is a social strategy for providing equal opportunities to all groups of society, regardless of gender and ethnicity, age, physical, cultural and other characteristics. It is also a document that helps an organization manage diversity and ensures the inclusion of social groups in its activities.

Objective: to use differences as a competitive advantage to achieve results in all spheres of public life, as well as to effectively organize and manage human resources within the organization.

Modern business has seen in practice that diversity and inclusion increase the economic efficiency of an organization. Inclusive teams have diverse points of view, a creative approach to solving problems, a better understanding of the needs of target groups, low staff turnover and, as a result, a better reputation of the organization itself.

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It is important to refer to the policy as a guide to action, and not as a simple document. To begin with, it is necessary to conduct an audit of the inclusiveness of the organization and its activities regarding the main aspects of diversity, then develop an action plan to implement the necessary changes. It is important to identify the key values of the organization that reflect diversity and inclusion, as well as to think over methods of their translation.

From the moment when the policy of diversity and inclusion begins to work, a new culture is gradually formed in the organization, based on equality and acceptance of the characteristics of another person. It promotes human rights, gender equality, justice and social inclusion.

By implying diversity, equality and involvement in the workplace, we make it clear that we sincerely care about all our employees. Although diversity, equality and inclusivity are interrelated, each of them has its own concept. When you mean your strategy, it's important to understand their differences. We recognize that diversity manifests itself in any social identity, be it gender, age, cultural or ethnic affiliation, nationality, physical abilities, political and religious beliefs, sexual orientation or other attributes. Inclusivity is the process of involving, accepting and valuing all employees, regardless of their differences and social identity. The Diversity and Inclusion Policy is intended to describe the commitment, including our aspirations, our approach and the areas on which the Academy's activities are focused. The document is the basis for effective inclusion and diversity management within the framework and provides, as we believe, the best support for our business and all our employees.

This policy emphasizes our commitment to ensure the socio-cultural diversity of employees and demonstrates intolerance to any kind of discrimination. Diversity and inclusivity are critical to our long-term success, helping to attract, engage and retain talent and providing our employees with comfort and support to achieve the best results. Inclusive and diverse staff makes it possible to adapt more effectively to the changing expectations of society and comprehensively respond to market changes.

6. KEY DIRECTIONS AND APPROACH

We are guided by the following principles:

- we provide equal opportunities regardless of gender, age, degree of disability and other characteristics and do not tolerate discrimination in hiring, promotion, distribution of responsibility, vocational training, evaluation of work results and remuneration. We base our decisions on the candidate's education, knowledge, experience and skills;
- we promote the values of diversity at all organizational levels, including management structures;
- we support candidates from local communities, paying special attention to respect for the rights of indigenous peoples;
- we use the strengths of people of different ages, genders and other characteristics and appreciate their contribution to achieving the strategic goals of the Academy. This is possible thanks to the diversity of points of view, skills and experience of our employees;
- we guarantee that all our employees can fully realize their potential and that they have equal opportunities to participate in work processes, training and development. This contributes to the competitiveness, productivity and efficiency of our activities and management;
- we guarantee all employees an equally comfortable and respectful working environment in which their origin and lifestyle will not affect their perception as professionals.

Our approach: Ensuring diversity and inclusiveness is the main practice of non-discrimination in the Academy. We are categorically against any form of discrimination and strive to ensure that all employees and candidates are treated with respect. We are working to create equal opportunities for everyone at every stage of promotion. We guarantee that when promoting employees

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within the organization, candidates are given equal opportunities, especially in those areas that are least characterized by socio-cultural diversity. We are guided by a similar principle when hiring employees, trying to expand the diversity of attracted talents. All this allows us to benefit from different points of view, experience and knowledge of people of different genders, ages, degrees of disability, religion or beliefs and origin when implementing innovative solutions needed by our business.

We strive to create a favorable atmosphere in which every employee would feel accepted, respected and heard. Our employees know that they can reach their full potential with us, and feel safe when they talk about problems.

The Academy strives to fully involve women in every aspect of activity and management. Every year we set goals to improve the representation of women in the staff throughout the group and in leadership positions. In addition, we are working to eliminate the causes of the gender pay gap within the Academy and are implementing corrective measures to improve gender pay equality.

6.1 What is diversity in the workplace?

Diversity is about respect, recognition and recognition of each other's differences. The diverse environment is dotted with a wide range of life knowledge and worldviews, which contributes to the development of a culture of creativity and innovation. Diversity in the workplace means you have a multicultural workforce. Diversity represents all of our many differences, such as race, age, gender, gender, education, class, and disability. We must take into account all these factors of diversity.

It is also important to understand how diversity has evolved over the years. If diversity was once associated with the racial, sexual and gender demographics of your workplace, then the meaning has changed in the modern workplace. Now the definition includes knowledge, culture and experience. Employers must respect every vote.

6.2 What is workplace engagement?

Inclusion means providing every employee with resources and opportunities to thrive. If diversity refers to the creation of a workforce belonging to different backgrounds and experiences, then an inclusive policy is to give them a voice. That's why diversity and inclusivity go hand in hand. Inclusion is when all your people feel like members of your company. This means that they can express their opinions and do not feel excluded because of their identity.

6.3 What is workplace fairness?

The letter E in EDI stands for "equity". Equity is a policy that you implement to support diversity and engagement in your company. It also means that you consider each one unique and properly consider their requirements. By identifying structural imbalances in the workplace, you will find real and practical solutions. Companies focused on fairness are constantly striving to make the situation balanced and fair for everyone.

6.4 How to promote diversity, equality and engagement in the workplace.

Unconscious bias refers to feelings of bias that may be hidden behind them. This does not necessarily coincide with our conscious beliefs or stated beliefs, which means that it is necessary to eliminate unconscious biases. Managers can pay attention to this by helping employees understand how unconscious bias can affect employees, as well as what actions can be taken to stop it. One way to raise awareness and deal with unconscious bias is to encourage your people to evaluate, question, and analyze their assumptions and biases. They may be asked to write down their biases. This way they can know when these unconscious biases become more conscious.

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7. IMPLEMENTATION AND COMPLIANCE

This policy is an integral part of the principles and approaches provided for in other policies and procedures of the group regulating social aspects.

The responsibility for the implementation and compliance with the principles of this policy lies entirely with the leadership of the Academy. Each structural unit is obliged to implement policies and procedures governing behavior within the framework of the principles of diversity and inclusivity, in accordance with this Policy, provided that they do not contradict legislation and/or regulatory requirements.

Violation of this Policy will result in the application of serious disciplinary measures, including, among other things, dismissal, in accordance with the norms of applicable law, as well as internal policies and procedures of the Academy. Equivalent measures are also applied to managers, officers, directors and business partners, as well as third parties engaged by the Academy or providing services on behalf of the Group.

8. ANALYSIS AND UPDATING WHEN

9.1. Updating of this working instruction should be carried out as changes and additions are made to the legislative normative legal acts of the Republic of Kazakhstan and internal regulatory documents of the Academy.

9. IDENTIFICATION, ASSESSMENT AND RISK MANAGEMENT

9.1 Identification, assessment and risk management of this RI should be carried out in accordance with DP-ALT-05.

10. APPROVAL AND IMPLEMENTATION

10.1 Coordination of this RI is carried out with the PRK, the responsible specialist for ISM.

11. STORAGE, PROTECTION, RECOVERY AND SEIZURE OF DOCUMENTS

11.1 The responsibility for the transfer of the approved original (original) and the electronic version in Word format of this RI for storage in the DAPC is borne by the head of the developer division.

11.2 Storage, protection, restoration and seizure of documents of this RI must be carried out in accordance with DP-ALT-01.

12. MAKING CHANGES TO DOCUMENTS

12.1 Amendments to this RI must be made in accordance with DP-ALT-01.

13. ACCESS TO DOCUMENTS. CONFIDENTIALITY

13.1 Working copies of this RI are stored electronically in all departments where activities are carried out, on which the effectiveness of the functioning of the documented information of the IMS depends.

13.2 Access to documents and confidentiality of this RI must be carried out in accordance with DP-ALT-01.

