

ANTI-CORRUPTION STANDARDS

JSC «ALT University named after M. Tynyshpayev»

1 General Provisions

1.1 These Anti-Corruption Standards (hereinafter referred to as the Standards) of JSC "ALT University named after M. Tynyshpayev" (hereinafter referred to as the University) have been developed in accordance with Article 10 of the Law of the Republic of Kazakhstan «On Combating Corruption» and constitute a system of recommendations aimed at preventing corruption and developing an anti-corruption culture at the University.

1.2 The purpose of the Standards is to foster an atmosphere of intolerance toward corruption at the University, identify the conditions and causes that contribute to corruption offenses, and eliminate their consequences.

1.3 The objectives of the Standards are:

- to foster sustainable anti-corruption behavior and accountability among the administration, faculty, and employees of the University in the performance of their functional duties;
- to promptly identify instances of corruption and prevent their negative consequences;
- developing and fostering an anti-corruption culture among employees, faculty, and students of the University;
- improving the effectiveness of the University.

2 Scope of application

2.1 These Standards apply to the University's activities in the exercise of functions and the realization of the rights and legitimate interests of students, faculty, and employees of the University.

2.2 Compliance with the provisions and requirements of the Standards is mandatory for structural divisions, officials, all employees, faculty, and students of the University.

2.3 The measures and methods for preventing, detecting, and combating corruption at the University provided for in the Standards are not exhaustive.

2.4 Failure to comply with the requirements of the Standards may serve as grounds for disciplinary action against an employee, faculty, or student, within the limits established by the legislation of the Republic of Kazakhstan, and in certain cases may entail civil and criminal prosecution.

2.5 Monitoring of compliance with the University's Faculty Standards by employees and students is carried out by the compliance officer and directors of the University's institutes and structural divisions.

3 Terms, Definitions, and Abbreviations

These Regulations provide terms, definitions, and abbreviations in accordance with ISO 9000:2015 "Quality Management Systems. Fundamentals and Vocabulary." In addition, the following terms and their definitions are established:

AMP – administrative and managerial personnel;

DP – documented procedure;

Duplicating – presenting the same work under different assessments and requirements, including attempting to submit it as one's own, either partially or in full, or any work that has previously been assessed in another course without the prior permission of the faculty, even if the student is the author;

Confidential information is any information, including proprietary information, that has actual or potential commercial value due to its secrecy to third parties, access to which is legally restricted, and the owner of the information takes measures to protect its confidentiality. Information considered confidential is defined by current legislation and the University's internal documents;

Conflict of interest is a situation in which the personal interest of a University employee or official influences or may influence the impartial performance of their official duties;

Compliance risks are the risks of non-compliance with the requirements of the legislation of the Republic of Kazakhstan or the University's internal documents;

Corporate culture is the values, principles, norms of behavior, and relationships specific to the University;

Corruption is the illegal use by persons holding a responsible public office, persons authorized to perform public functions, persons equivalent to persons authorized to perform public functions, or officials of their official (official) powers and related opportunities for the purpose of obtaining or extracting, personally or through intermediaries, material (non-material) benefits and advantages for themselves or third parties, as well as the bribery of such persons by providing benefits and advantages;

Personal gain is the opportunity to obtain income in the form of money, other property, including property rights, property-related services, or any benefits (advantages) for both the employee and his or her family members, immediate relatives, and/or other persons with whom the employee has a personal interest, as well as for legal entities (firms) with which the employee may be associated;

Plagiarism is the intentional or careless, full or partial illegal use, appropriation or disposal of the protected results of someone else's work, the results of academic, scientific, research, journalistic and analytical activities, which is accompanied by providing false information to other persons about oneself as the real author;

A **gift** is a gratuitous transfer of a thing or a property right (claim) to the donor or a third party, or release from a property obligation to the donor or third parties;

PTS – professorial and teaching staff;

Prevention of corruption is the activity of anti-corruption entities to study, identify, limit and eliminate the causes and conditions that contribute to the commission of corruption offenses, through the development and implementation of a system of preventive measures;

Anti-corruption activities - are the activities of anti-corruption entities within the limits of their powers to prevent corruption, including the formation of

an anti-corruption culture in society, the identification and elimination of the causes and conditions that contribute to the commission of corruption offenses, as well as the identification, suppression, disclosure and investigation of corruption offenses, and the elimination of their consequences;

Employee – a person who is in an employment relationship with the University and directly performs work under an employment contract;

QMS – quality management system;

Collusion is a mutual agreement between the subjects of the educational process to perform any academic work that is subject to verification and evaluation for another student;

Concealment is the suppression and concealment of information about the unfair presentation of fictitious information in an academic product; the substitution of data and results of research and experiments; the presentation of false information obtained during the course of research;

Cheating is the dishonest behavior of a student or employee that involves copying someone else's intellectual product;

ST – standard;

ESP – educational and support personnel;

Falsification is the forgery of academic records or other documents; data (observations during a scientific experiment, falsified records, survey results); signatures on academic work; intentional forgery or damage to academic work.

4 Responsibility and authority

4.1 These Standards are approved by the Chairman of the Board – the Rector of the University.

4.2 The compliance officer is responsible for the content, structure and design of the approved Standards.

5 Principles of Standards

5.1. The principle of information transparency (reliability of information, timeliness of publication)

The University ensures the availability of information about the educational institution, faculty, and staff in accordance with the requirements of current legislation, regulatory acts of the Republic of Kazakhstan, and the University's internal documents:

1) on the official website;

2) publications about the University's activities in the media;

In exercising the rights of stakeholders to information, and providing timely and accessible information, the University applies appropriate notification methods.:

1) disclosure of information through news agencies and mass media;

2) communication of information through publications on the official Internet resource of the University;

3) informing during press conferences, public speeches and personal meetings with interested parties;

4) other methods provided for by the legislation of the Republic of Kazakhstan.

5.2. *The principle of accessibility and understandability (of plans, decisions, programs, policies)*

The goals, objectives, plans and results of the University's activities are presented in a simple and accessible form.

To maximize the emphasis and clarification of practically important provisions (initiatives, documents), infographics, presentation materials, video and audio recordings, animations, mind maps, etc. are used when preparing explanations. Regardless of the form of the explanations, the target audience of their users is clearly defined.

To achieve the effect of implementing the “accessibility and understandability” mechanism, the following communication channels are used:

- 1) mass unaddressed communications: the official website of the University, television, press, outdoor advertising, social networks;
- 2) targeted communications aimed at influencing specific reference groups.

5.3. *The principle of civil society involvement*

The University has created favorable conditions for the development of civic engagement (student engagement) in society through various forms, including volunteering and charity.

The University's Department of Educational and Social Work has organized large-scale and systematic work to stimulate the development of numerous student initiatives that affect all areas of public life.

Student government is represented by various student organizations, the University volunteer club, the student government and other student interest clubs, as well as student councils in Student Homes, student centers for culture and sports, educational projects, working with partners, etc.

The University's public organization, the Ethics Council, is actively working. It was created to consider disciplinary cases against students, faculty, and employees for violations of educational regulations, internal rules, ethical requirements, and principles of integrity.

5.4. *The principle of accountability (development of public control mechanisms)*

To enhance transparency in the decision-making process regarding University management, the participation of faculty and student community representatives in the University's collegial bodies has been ensured: the Academic Council, the Ethics Council, the Anti-Corruption Commission, etc.

Every year, at an extended meeting of the University, the Chairman of the Board - the Rector of the University presents a report on the activities of the educational institution to the staff and the public.

**6 Accountability/Corporate Governance
(collegial decision-making, public and student participation in decision-making)**

6.1. In this Standard, corporate governance is considered as a means of improving the efficiency of the University's activities, in order to ensure transparency and accountability, strengthen its reputation and create a transparent system of managing all processes.

Corporate governance at the University is based on fairness, honesty, responsibility, transparency, professionalism and competence.

The corporate governance structure is based on respect for the rights and interests of all stakeholders in the University's activities and contributes to the successful operation of the University, including increasing its value, supporting financial stability, and instilling in students and employees a clear civic position on developing zero tolerance for dishonesty and corruption.

6.2. In order to develop a corporate culture at the University, ensure transparency and accountability, strengthen its reputation, and create a transparent system for managing all processes, internal regulations have been developed and approved: the "Anti-Corruption Standard," the "Code of Honor for Employees and Faculty," the "Code of Academic Integrity for Students," the "Anti-Corruption Policy," and other relevant University documents.

6.3. Collegial bodies have been created and are operating:

- to resolve issues in academic, scientific and personnel areas – the Academic Council of the University;

- for the hiring of faculty and administrative and managerial staff – a selection committee;

- Social Council for social issues of students and distribution of places in Student Houses and other collegial bodies in accordance with the University Charter.

In order to ensure openness and transparency of decisions taken by collegial bodies, the presence of representatives of the public and the use of video recording equipment have been ensured.

6.4. Members of collegial bodies are responsible for:

- 1) unfair performance of duties assigned to them, which to the greatest extent reflect the interests of the University;

- 2) use of University property for personal purposes;

- 3) non-observance of confidentiality of information about the University's activities, including within three years from the moment of termination of employment at the University;

- 4) biased judgments on corporate matters;

- 5) actions exceeding authority and the use of authority only for the purposes for which it was granted;

- 6) actions that may cause a conflict of interest with University employees and other interested parties;

- 7) improper performance of one's official duties and functions;

- 8) actions that do not comply with the legislation of the Republic of Kazakhstan, the Charter and internal documents of the University.

6.5. The activities of collegial bodies are regulated by regulations, with a clear delineation of the list of issues considered by this body.

6.6. Demonstration of compliance with the Standards:

- documents developed at the University regulating the transparency of activities and processes must demonstrate readiness to comply with the Standards;
- The University clearly and unequivocally emphasizes its commitment to compliance with the Standards in all regulatory and other organizational documents, its own media outlets, Internet resources, and daily activities.

7 Academic integrity (honesty)

7.1. Integrity is a continuing commitment by participants in the educational process and educational institutions to act in accordance with values and principles that exclude the risks and manifestations of corruption, and that create and strengthen a professional environment that allows them to adhere to such behavior.

7.2. The fundamental criteria for promoting academic integrity (honesty) at the University are:

1) academic integrity, which is a key value of the educational and research process;

2) compliance with the provisions of the Anti-Corruption Standards, the Code of Honor for Employees and Faculty, and the Code of Academic Honesty for Students;

3) Plagiarism checks for all types of student written work. The rules and procedures for plagiarism checks are defined by the "Anti-plagiarism" procedure, which eliminates corruption risks in the university-student interaction system, improves the efficiency and effectiveness of student inquiries, and significantly reduces the time it takes to receive services.

4) responsibility of the student for violating the principles and standards of academic integrity in accordance with the Code of Academic Integrity of Students;

5) imposing increased demands on students within the framework of a system of fair and objective assessment of learning outcomes;

6) ensuring high responsibility of the teacher as a mentor, instilling the principles and standards of academic honesty, mutual respect and fairness in accordance with the Code of Honor of employees and teaching staff;

7) recognition that the promotion and protection of academic integrity is the result of the mutual efforts of all students, faculty and staff at the University;

8) conscientious fulfillment of the assigned obligations by each student, faculty member and employee of the University to comply with the principles of academic integrity.

7.3. This Standard recognizes the following offenses as academic dishonesty: plagiarism, copying, duplication, falsification, concealment and collusion, as well as other corrupt practices.

8 Anti-corruption compliance (anti-corruption culture, corporate ethics)

8.1. The promotion of integrity is based on the following principles:

1) continuous work on the development, implementation, support, analysis and improvement of anti-corruption policy and management system;

2) Conducting a systematic assessment of corruption risks – once every eighteen months;

3) the existence of an internal service for compliance with anti-corruption standards with the corresponding responsibility and necessary powers vested in it – the Compliance Service and the Ethics Council;

4) planning, implementation, analysis and management of processes necessary to ensure compliance with the requirements of the anti-corruption management system;

5) implementation of financial and non-financial control mechanisms to manage corruption risks;

6) Implementation of procedures aimed at preventing the offering, giving or receiving of gifts, payment of expenses, donations, and the receipt of other benefits;

7) Implementation of procedures that encourage and enable personnel, acting in good faith or on the basis of reasonable belief, to report to the University's Compliance Officer (either directly or through an appropriate third party) any suspected or actual cases of bribery or other corruption-related violations, as well as weaknesses in the anti-corruption management system;

8) Implementation of procedures for investigating and taking measures in relation to any case of corruption, violation of the anti-corruption policy or requirements of the anti-corruption management system that is identified, reasonably suspected, or reported;

9) Evaluation of the effectiveness of anti-corruption activities – conducting anti-corruption monitoring 1–2 times a year;

10) Involvement of students in the University governance process in order to form a healthy social environment and intolerance towards corruption within the University.

8.2. Anti-corruption compliance implemented at the university:

1) The position of a Compliance Officer has been introduced, responsible for anti-corruption compliance and tasked with coordinating efforts to develop an anti-corruption culture at the University. The main functions of the Compliance Officer include collecting information on non-compliance with the provisions of the anti-corruption legislation of the Republic of Kazakhstan, the Rules, Charter, Standards and other internal regulatory documents of the University; initiating the consideration of disputes related to such violations; and providing consultations to employees and officials on issues of anti-corruption legislation and internal regulatory documents of the University;

2) Academic commissions of three categories have been established to review violations of the Code of Academic Integrity of students, facts of corruption at the University, and violations of anti-corruption legislation;

3) An Ethics Council operates at the University, whose main activities include identifying, assessing and analyzing compliance risks, monitoring the quality of educational services, ensuring control over compliance with legislative and other regulatory legal acts, as well as principles of integrity, pedagogical ethics and anti-corruption culture;

4) For each new academic year, a “Comprehensive Plan of Key Measures for the Implementation of Regulatory Documents on Anti-Corruption and the

Formation of an Anti-Corruption Culture at the University” is developed and approved;

5) The HR policy implemented at the University is based on the principles of meritocracy and the exclusion of conditions conducive to favoritism in personnel policy. The procedures for evaluation, competitive selection and certification of personnel are stipulated in the Rules for Competitive Filling of Vacant Positions of Academic and Research Staff of the University;

6) Feedback mechanisms have been established: a QR code of the compliance service and information on how to contact the Compliance Officer “for complaints and appeals” are posted on the University website. A special section titled “Anti-Corruption Compliance Service” and a “Trust Hotline” operates on the official website;

7) As part of the “Clean Session” campaign, online surveys are conducted twice a year via an automated information system in order to determine student behavior models and motivations for engaging or not engaging in corruption-related transactions;

8) Student round tables, conferences, seminars and other events on anti-corruption issues are held;

9) Public accountability of the Chair of the Board – Rector of the University to the staff and the public has been introduced;

10) A mandatory academic discipline “Fundamentals of Law and Anti-Corruption Culture” has been introduced for students;

11) Various information and awareness-raising activities on anti-corruption topics are conducted with the participation of the absolute majority of students and faculty (forums, seminars, trainings, campaigns, flash mobs, book exhibitions and contests on anti-corruption themes, etc.);

12) Transparency and accessibility of the University’s financial and budgetary procedures are ensured through the publication on the official website of information on the development plan (strategic goals), priority areas of activity, and financial reports.

8.3. Prohibitions, Restrictions and Permissions in the Exercise of Rights and Legitimate Interests of the University, Faculty Members and Employees:

1) A faculty member or employee must serve as a model of integrity and intelligence, morality and ethics, and be a principled opponent of any manifestations of corruption, indiscipline and irresponsibility;

2) A faculty member or employee must define educational work with students, care for their education and culture, and the upbringing of true patriots of their homeland as one of the main areas of their activity;

3) A faculty member or employee is obliged to counteract any manifestations of corruption and take measures to prevent it;

4) Through personal example in the performance of professional duties, a faculty member or employee demonstrates to students the inadmissibility of corrupt behavior and promotes a system of moral values, obligations and requirements of integrity-based conduct grounded in universally recognized moral principles and norms of Kazakhstani society and the state;

5) A faculty member or employee must be honest and impartial in professional activities and in the assessment of colleagues and students, remain independent from their influence in the performance of official duties, suppress violations of official ethics by others, and refrain from such violations personally;

6) A faculty member or employee must not accept any material benefits, services or other privileges related to the performance of official duties;

7) A faculty member or employee must avoid conflicts of interest and, if they arise, take measures to resolve them in accordance with the law;

8) A faculty member or employee must not use their official position in the provision of educational or other services to obtain benefits for themselves or third parties;

9) A faculty member or employee must protect the business reputation of the University and refrain from activities that contradict or harm the rights and legitimate interests of the University, and prevent any attempts to discredit its honor and authority;

10) A faculty member or employee must not allow unjustified disclosure of personal data of University employees;

11) A faculty member or employee must strictly comply with the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan “On Education,” “On Science,” “On State Property,” as well as anti-corruption and other legislation of the Republic of Kazakhstan;

12) A faculty member or employee must not commit misconduct or other offenses for which disciplinary, administrative or criminal liability is предусмотрена by the laws of the Republic of Kazakhstan;

13) A faculty member or employee must not use official or other information not subject to official dissemination for the purpose of obtaining material or non-material benefits or advantages;

14) In performing official duties, a faculty member or employee must observe business etiquette and rules of official conduct, strictly comply with the Charter, Anti-Corruption Standards, Internal Regulations, Rules of Ethics, Code of Academic Integrity of Students, Code of Honor of Employees and Faculty, and other internal regulatory documents of the University.

8.4. Responsibilities of University Students:

1) Strive to become a worthy citizen of the Republic of Kazakhstan, a professional in the chosen specialty, and develop the best personal qualities;

2) Respect faculty members as individuals and personalities, while excluding any actions related to the influence of personal, property, financial or other interests that hinder the conscientious performance of a faculty member’s duties;

3) Conscientiously approach studies and all forms of knowledge assessment, considering dishonesty, negligence and lack of integrity in the learning process unacceptable;

4) Be an example of integrity, culture and morality, be intolerant of corruption and, above all, refrain from personal corrupt behavior;

5) Observe generally accepted norms of ethics, morality and integrity, and strictly comply with the Code of Academic Integrity of Students, the Charter, Internal Regulations of the University and other internal regulatory documents;

6) Refrain from committing misconduct and other offenses for which disciplinary, administrative or criminal liability is provided under the laws of the Republic of Kazakhstan.

8.5. Responsibilities of University Employees When Making Managerial and Other Decisions Within Their Competence:

1) Report to the Compliance Officer or immediate supervisor any known facts of corruption, conflicts of interest, personal interest in the performance of official duties, inducement to corrupt behavior or receipt of gifts;

2) Not be guided by personal or self-serving interests in the performance of official duties;

3) Refrain from making unlawful requests to colleagues or managers that violate established procedures and may influence impartial decision-making;

4) Not induce or encourage others to commit corruption-related offenses;

5) Not give gifts or provide non-official services to colleagues, managers or other officials in order to obtain property benefits, advantages or privileges through the use of official powers;

6) Not use official or other non-public information for the purpose of obtaining material or non-material benefits or advantages;

7) Demonstrate active participation in combating corruption and exposing corruption-related offenses;

8) Support and demand from colleagues a high level of legal and anti-corruption culture;

9) Immediately report in writing to an immediate supervisor any doubts regarding the legality of received instructions;

10) Contact higher management if the immediate supervisor is involved in a conflict of interest;

11) On an ongoing basis, take measures to eliminate causes and conditions that may lead to conflicts of interest, corruption-related offenses and their consequences;

12) Refrain from representing or lobbying the interests of third parties or performing actions on their behalf;

13) Not use official position to influence colleagues or students in resolving non-official matters;

14) Not coerce others into committing corruption-related offenses;

15) Prevent and suppress violations of anti-corruption legislation by subordinates and other officials;

16) Take comprehensive and timely measures to resolve conflicts of interest that arise among colleagues in the course of their official duties;

17) Take comprehensive measures to prevent corruption;

18) Eliminate causes and conditions that contribute to the commission of corruption-related offenses, including among subordinates;

19) Not involve subordinates or students in performing non-official or personal tasks.

9 Allocation of Places in Student Dormitories

9.1 A place in a student dormitory is provided to a student based on the decision of the Dormitory Allocation Competition Commission, formed in accordance with the order of the Chair of the Board – Rector.

9.2 To obtain a place in a student dormitory, a student must submit an online application via the Automated Information System “Platonus” with an attached scanned copy of an identity document (instructions for students for the “DORMITORY” module are available on the University website).

9.3 When moving into a student dormitory, students submit the following package of documents for consideration by the Competition Commission:

an electronic application form (online via the “DORMITORY” module) addressed to the Chair of the Board – Rector;

a document confirming “Qandas” status (if applicable);

an identity document (for identification purposes).

Individuals from socially vulnerable categories must additionally submit supporting documents confirming their status.

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1) people with developmental disabilities, people with disabilities, people with disabilities since childhood, children with disabilities, and people with one or both parents with disabilities:

- a certificate of disability in the form approved by the order of the Deputy Prime Minister - Minister of Labor and Social Protection of the Republic of Kazakhstan dated June 29, 2023 No. 260 "On approval of the Rules for conducting medical and social examinations" (registered in the Register of state registration of regulatory legal acts No. 32922);

2) orphans and children left without parental care:

- death certificate of the parent(s) (for orphans), or a certificate from the orphanage;

- the custody decision.

3) people from a large family:

- certificate of recipient of old-age pension payments/benefits;

4) people from single-parent families:

- death certificate of one of the parents.

9.4. To ensure transparency and objectivity of the accommodation process, lists of students accommodated in Student Houses are posted on the University's official website.

9.7. Information on the availability of vacancies in Student Houses is regularly updated on the University website.

10 Transparency of grant allocation

11.1. The University ensures transparency in the allocation of grants within the framework of current legislation in accordance with the principles of state policy in the field of education.:

- 1) equality of rights to receive quality education;
- 2) priority of education system development;
- 3) accessibility of education at all levels for the population, taking into account intellectual development, psychophysiological and individual characteristics of each person;
- 4) the secular, humanistic and developmental nature of education, the priority of civic and national values, human life and health, and the free development of the individual;
- 5) Respect for human rights and freedoms;
- 6) stimulating the education of the individual and the development of giftedness;
- 7) the continuity of the educational process, ensuring the continuity of its levels;
- 8) the unity of education, upbringing and development.

11.2. The procedure for awarding vacant educational grants released in the process of obtaining higher or postgraduate education is carried out in accordance with the Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58 "On approval of the Rules for awarding educational grants to pay for higher or postgraduate education with the award of Bachelor's or Master's degrees".

11.3. The University's website regularly updates data on the availability of grants released during the study process.

11.4. If corruption is established, the staff who reported corruption or reasonable assumptions in the allocation of grants will be protected from pressure and repressive measures from responsible employees or senior management of the University.

12 Hiring (competition, information about vacancies)

12.1. The University implements a personnel policy aimed at ensuring the processes of updating and maintaining the number and quality of staff in accordance with the needs of the University and the requirements of the current legislation of the Republic of Kazakhstan.

12.2. The labor relations of the employee and the University are regulated by the labor legislation of the Republic of Kazakhstan. The positions of scientific and pedagogical staff (teaching staff, researchers) are filled on a competitive basis in accordance with the Rules of competitive filling of positions of teaching staff and researchers of higher educational institutions, approved by the Order of the

Minister of Education and Science of the Republic of Kazakhstan dated April 23, 2015 No. 230.

12.3. The competition, assessment and certification of personnel is carried out according to the principle:

1. Selection of assessment indicators - a system of indicators that take into account the purpose of assessments, assessment criteria, and frequency of assessments;

2. Assessment of qualifications - suitability, determination of knowledge required to perform this type of activity;

3. Assessment of the performance of tasks - assessment of performance.

12.4. In order to prevent corruption and nepotism in the University's activities, if there is a vacant position, the University places an announcement of the competition on Internet resources, including recruitment portals, at least two weeks before the date of completion of the application.

12.5. The competition consists of the following stages:

1. Publication of the announcement of the competition;

2. Formation of the competition commission;

3. Acceptance of documents from citizens wishing to participate in the competition;

4. Consideration of applications from candidates for vacant positions;

5. Conducting interviews with candidates;

6. Summing up the results of the competition.

The contest participants and candidates, as far as they are concerned, can get acquainted with the competition documents, and also have the right to appeal the results of the competition in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

12.6. The following internal regulatory documents have been developed to ensure transparency of competitive procedures in employment:

1) Qualification characteristics of university staff positions in accordance with the legislation of the Republic of Kazakhstan;

2) The rules of competitive filling of vacant positions of teaching staff and researchers of the University, which regulate the procedure for searching, conducting a competition, evaluating and certifying staff;

3) The personnel policy of the University.

12.7. In order to eliminate corruption offenses in the selection of personnel, an internal anti-corruption policy has been introduced.:

1) employment of personnel in accordance with the anti-corruption policy in the Republic of Kazakhstan;

2) timely familiarization of the employee with the anti-corruption policy when hiring, if necessary, the employee receives appropriate training.;

3) disciplinary measures are provided for those employees who violate the anti-corruption policy.;

4) the safety of employees is ensured, which is expressed in the prevention of unjustified punishment, discrimination or the use of disciplinary measures (threats, isolation, demotion, obstruction of promotion, transfer, dismissal, intimidation and harassment).

Final provisions

Amendments and additions to this Standard are made by the decision of the Board of Directors of the University and may be reviewed at least once every three years or with changes in legislation and internal procedures.