

Working conditions

As a driver of entrepreneurial and management education in Kazakhstan and Central Asia, AlmaU always strives to improve corporate governance practices. AlmaU offers opportunities for employees for professional development, lifelong learning, research activity. AlmaU nurtures entrepreneurial mindset and spirit among staff and faculty via trainings, coaching, consulting and supervision as well as motivation to be proactive, start a new project or initiative. AlmaU promotes values of corporate culture basing on mutual respect, trust, tolerance, and gender equality.

Management excellence of AlmaU implies the organization of an adaptive, convenient environment where the best ideas and innovations are implemented, where each person is a team player who develops and supports the entrepreneurial culture, who knows how to work in dynamic environment. AlmaU believes that the success of the University depends on the team, personal qualities, professionalism, and efficiency of each member. AlmaU provides a wide range of networking opportunities for its community, helps develop business plans, fundraising, professionalize startups/projects.

International internships, exchange programs, and advanced training courses are a mandatory component for the career development of faculty and staff. The University cherishes the mental health, spiritual development and creative culture of its employees. Adherence to the principles of a healthy lifestyle ensures high physical intelligence of the AlmaU team.

The labor agreements concluded between Educational Institution «Almaty Management University» (employer) and the employee are guided by the legislation of the Republic of Kazakhstan, including the [Labor Code](#).

AlmaU labor agreements (both employment contract or civil contracts) comply with the national legislation norms. AlmaU showcases its commitment against forced labour, modern slavery, human trafficking, and child labour.

Working hours

AlmaU labor agreement in the paragraph 2.2. and 2.3. state that the employee's mode of operation is established in accordance with the approved Labor Regulations, collective agreement (if any) and other employer's Acts (Schedule of Shifts), adopted in the manner prescribed by the legislation of the Republic of Kazakhstan, with which the employee was properly acquainted. In accordance with the Employer's Rules of Labor Regulations, an Employee is assigned five working days a week and two days off – Saturday and Sunday. During daily work (work shift) the Employee is given an hour off for rest and meals. The time of rest and meals during is determined by the Employer's Rules of Labor Regulations. The order of working hours and rest time a different order is established for Employees, which is regulated by the shift schedule.

Thus, the AlmaU working schedule is as follows:

Staff - 5 days per week (40 working hours in a week) from 9 am to 6 pm

Faculty - 6 days per week following the academic schedule and calendar (around 40 working hours - including active and research)

Lunch Break from 1 pm to 2 pm

Work and rest schedule

AlmaU labor agreement in the paragraph 2.1. states that working conditions are conditions of payment, rationing of work, fulfillment of job duties (job description), working hours and rest time, the procedure for combining occupations (positions), expanding service areas, performing duties of a temporarily absent employee, safety and labor protection, technical, work and life conditions, and other conditions of work agreed upon by the parties shall be established for the employee in accordance with the norms of the Labor legislation of the Republic of Kazakhstan, the employment contract and the employer's acts.

Collective bargaining

AlmaU labor agreements comply with the national legislation norms. According to the [Labor code of the Republic of Kazakhstan](#) dated November 23, 2015 No. 414-V (with amendments and additions as of 04.09.2022) in its Chapter 3. SUBJECTS OF LABOR RELATIONS. GROUNDS FOR EMPLOYMENT RELATIONS, Article 22. Basic rights and obligations of the employee say that **“the employee is entitled to: 8) enter in association, including the right to form a trade union, as well as membership in it, to represent and protect their labor rights and interests,** unless otherwise provided by the laws of the Republic of Kazakhstan”. This concerns any employee of the University regardless his or her sex, citizenship, race etc.

Employment security

Wages

[Regulation on remuneration, financial aid and grants](#) in paragraph 6.1 states that the amount of **salary of a university employee is determined by the employment contract and cannot be lower than the minimum living wage** established for the corresponding financial year by the law of the Republic of Kazakhstan on the Republican budget

Pay scale equity

AlmaU is committed to the practice of compensating employees the same way for the same work, regardless of race, gender, disability or other status. This is measured and monitored by the HR Department and annually reported to the Board of Trustees in order to eliminate the possibility of gender pay gaps. Moreover, according to the internal monitoring female employees prevail in the staff and on average the wages are higher than ones of male employees. Based on the principle of meritocracy and non-discrimination on gender, there is no division in payment regulations according to gender. The Labor code regulates the payments regardless of the gender. The university states this principle in the [Regulation on remuneration, financial aid and grants](#) from 16.02.2021 in paragraph 2.5 **“This regulation excludes any kind of discrimination based on origin, social, official and property status, gender, race, nationality, language, attitude to religion, belief, place of residence, age or physical disabilities, as well as membership in public associations.”**. The AlmaU Code of corporate ethics says in the paragraph 5.1 Ethics of employee relationships **“5.1.5 When hiring new employees, the university gives preference to candidates with higher qualifications and work experience, without allowing any discrimination on any grounds. Recruitment and promotion of personnel is carried out solely based on professional abilities, knowledge and skills”**.

Work and Family

Working safety conditions

AlmaU labor agreement in the paragraph 1.2. states that **the employee performs work not related to harmful (specifically harmful) and hazardous working conditions**. Labor safety conditions at the workplace meet the requirements of state standards, rules on safety and labor protection (based on the results of certification of workplaces). The paragraph 1.3. clarifies that in case if the work relates to heavy and (or) performed in harmful and (or) hazardous conditions, or the employee lives in an environmental disaster zone or on the territory of radiation risk, then the employee is provided with guarantees and benefits provided by the legislation of the Republic of Kazakhstan

Anti-slavery and anti-trafficking statement

The AlmaU Code of corporate ethics says (paragraph 5.1.14.) that “any situation leading to violation of the rights of employees should be considered in accordance with the norms of the legislation of Kazakhstan and internal documents of the University”. The University follows the principles of mutual respectful attitude to others and decency. Any employee regardless of their position should treat other colleagues with understanding and deep respect. The [Labor code of the Republic of Kazakhstan](#) dated November 23, 2015 No. 414-V (with amendments and additions as of 04.09.2022) in its general part, SECTION 1. GENERAL PROVISIONS, Chapter 1. THE MAIN PROVISIONS, Article 7 states that **“Forced**

labor is prohibited. Forced labor means any work or service required of a person under threat of any punishment, for which that person has not voluntarily offered his services.”

Equivalent rights of employees regardless of the nature and type of labor relations

When the university **outsources some of its activities to third parties**, all the regulations of the Labor code of the Republic of Kazakhstan are followed. For any outsourcing works AlmaU signs a **civil law contract**. The AlmaU Code of corporate ethics says in the paragraph 5.2 Ethics of relationships with business partners “5.2.2 The University's external relations are based on the principles of mutual respect, openness, integrity, responsibility and transparency. 5.2.3 The University complies with the terms of contracts and agreements with business partners and fulfills its obligations towards them.”