

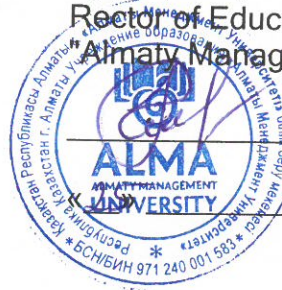


ALMA
ALMATY MANAGEMENT
UNIVERSITY

Approved by

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"Almaty Management University"

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**Anti-discrimination and harassment policy
at EI Almaty Management University**

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Anti-Discrimination and Harassment Policy **at EI Almaty Management University**

The strategic values of EI "Almaty Management University" (hereinafter referred to as AlmaU) state: "Diversity and Inclusion - We value socio-cultural diversity and strive to create an atmosphere of mutual respect, where every employee and student contributes and achieves success." This Policy on Combating Discrimination and Harassment (hereinafter referred to as the Policy) is based on paragraph 2, Article 14, paragraph 2 of Article 17 of the Constitution of the Republic of Kazakhstan: "No one may be subjected to any discrimination on the basis of origin, social, official and property status, gender, race, nationality, language, attitude to religion, beliefs, place of residence or any other circumstances"; "No one shall be subjected to torture, violence or other cruel or degrading treatment or punishment." and reaffirms AlmaU's commitment to preventing any form of discrimination, harassment or bias towards/between AlmaU employees, students, contractors and visitors.

Any form of discrimination and harassment has no justification and any such violation must be prevented. Discrimination and harassment are unacceptable and prohibited behavior for all students and employees of AlmaU.

Principles and values

AlmaU is committed to creating an inclusive, fair and equal work environment. This includes protecting the rights of both employees and students, as well as all other participants in the AlmaU educational process, from any form of discrimination based on gender, race, ethnicity, age, religion, disability or other characteristics that may lead to inequality and unfair treatment.

Almaty Management University relies on international standards and commitments adopted by the Republic of Kazakhstan. These include **ILO Convention No. 156 on Equal Opportunities and Treatment for Working Men and Women with Family Responsibilities (1981)**, **the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW, 1979)**, which provide for measures to ensure equal opportunities for men and women in the professional and family spheres, and oblige the state to create conditions for combining parental responsibilities with work.

AlmaU follows these constitutional and conceptual principles, respects the rights of each member of its community and ensures their implementation in the educational process and the working environment. The principles of this policy are: equality, fairness and respect, protection from discrimination and repression. These principles strengthen our corporate culture and promote the harmonious development of the team.

AlmaU strictly condemns any form of exploitation and human trafficking. This includes forced labor, sexual exploitation, and exploitation of the vulnerable position of workers or students for personal gain.

The purpose of this Policy is to disseminate a zero-tolerance policy regarding discrimination and harassment among students, employees and other participants in the educational process of AlmaU; to create conditions for safe and confidential protection from discrimination and harassment; to ensure equal opportunities for all employees regarding career growth, professional development and access to resources; training and awareness raising for staff and management on current issues of discrimination, inclusion and equality.

Definitions:

Discrimination is any unfair treatment of an employee based on his or her personal characteristics, such as: gender, age, race or ethnicity, religion, disability, sexual orientation, gender identity, social status, marital status, personality characteristics.

Discrimination may manifest itself as direct inequality of treatment.

Indirect forms of inequality, where there is a hidden restriction or limited access to opportunities for certain groups.

Harassment also consists of any unwanted verbal or physical advances, explicit sexually derogatory statements, or comments made by someone in the workplace/school setting that are offensive or unwanted to the recipient, that cause the recipient discomfort or humiliation, or that negatively impact job performance.

Sexual harassment include unwanted sexual behavior such as physical contact and sexually charged proposals, comments, showing pornography and sexual demands, whether by word or action, and are illegal under the laws of the Republic of Kazakhstan .

Scope of application

This Policy applies to all employees, students, contractors and visitors of AlmaU and they are expected to maintain high moral and ethical standards of personal and professional conduct. It covers all aspects of the University's activities, including recruitment, admissions, seminars and extracurricular activities.

Responsibilities of all participants

AlmaU strictly prohibits harassment and/or related persecution in all areas of its educational programs, as well as administrative and business services. AlmaU strives to provide a safe environment for employees and students , free from discrimination on any basis, including but not limited to: sex, gender, race , skin color, national origin, property, family, social and official status, age, place of residence, attitude to religion, beliefs, membership or non-membership in public associations or any social groups . All participants in the educational process and partner activities are responsible for maintaining a safe and respectful atmosphere at AlmaU.

AlmaU condemns discrimination in all its forms and agrees to implement, without delay and by all appropriate means, a policy of eliminating discrimination in the workplace/educational environment.

AlmaU has created and supported an ecosystem of inclusion and full equality; immediate measures are taken to prevent discrimination, information and training are provided in the form of trainings on ethics, culture of respect and awareness within the framework of labor relations or educational programs and events.

If employees /students require clarification on the application of the standards and rules operating at AlmaU, then he can contact: to the immediate supervisor; to the HR Department employee or the HR Managing Director; to the Commission on Corporate Ethics.

Employees, in accordance with the Code of Corporate Ethics, the "Internal Labor Regulations", the "Agreement on the Conciliation Commission for the Consideration of Individual Labor Disputes", the Regulation on Employee Appeals, the " Regulations consideration of students' appeals " have the right to file an appeal/ complaint and protect their rights and legitimate interests in all ways that do not contradict the law.

Responsibility for violation

Any violation of this Policy is unacceptable at AlmaU. Employees/students have the right to contact authorized state bodies in accordance with the current legislative acts of the Republic of Kazakhstan in cases of violation of their rights and legitimate interests.

Conclusion

Respect and dignity are fundamental values, and all members of the AlmaU community are expected to treat each other with respect. AlmaU strives to create an inclusive and safe environment where everyone feels protected and respected. We encourage all members of our community to actively participate in maintaining a culture of respect and fair treatment for shared success and harmonious interactions.