

LABOR CONTRACT No. _____

Almaty city 20 October 2025

This Labor Contract (hereinafter referred to as the "Contract") is concluded between the following persons:

1. The educational institution "AlmaU" (Almaty Management University), registered and operating in accordance with the legislation of the Republic of Kazakhstan (Certificate of State Re-registration No. N/A issued on October 07, 2016, issued by the Department of Justice of Almaty city), located at: Republic of Kazakhstan, Almaty city, Bostandyk district, Rozybakiev street, building 227, BIN 971240001583, represented by First Vice-Rector **Buldybayev Timur Kerimbekovich** acting on the basis of Power of Attorney No. 74 issued on July 28, 2025, hereinafter referred to as the **"Employer"** on the one hand, and
2. Citizen of the Republic of Kazakhstan,
Full Name
identity document No. _____ issued on _____ 2022,
IIN (Individual Identification Number) _____
address of permanent residence:
KAZAKHSTAN, Almaty city, Satpayev st., 133/6, apt. 275
information on registration at place of residence:
KAZAKHSTAN, Almaty city, Satpayev st., 133/6, apt. 275
hereinafter referred to as the **"Employee"**,

on the other hand, hereinafter collectively referred to as the "Parties", and individually as a "Party", guided by the legislation of the Republic of Kazakhstan, including the Labor Code (hereinafter - the Code), have concluded this Labor Contract (hereinafter - the Contract) as follows:

1. SUBJECT OF THE CONTRACT

- 1.1. The Employer hires the Employee for the position of **Manager** to perform labor duties defined in this Contract and the Job Description.
- 1.2. The Employee performs work not associated with harmful (especially harmful) and hazardous working conditions. The working conditions at the workplace comply with state standards, safety and labor protection requirements (based on the results of workplace certification).
- 1.3. In the event that the work is heavy and/or performed in harmful and/or hazardous conditions, or if the Employee resides in an environmental disaster zone or in a radiation risk area, the Employee shall be provided with guarantees and benefits stipulated by the legislation of the Republic of Kazakhstan.
- 1.4 Place of work performance:
Institute of Urban Studies
Republic of Kazakhstan, 050060, Almaty city, Rozybakiev st., 227.
Employee's work email: [email]
- 1.5. The date of commencement of work is **20 October 2025**.
- 1.6. This Contract is concluded for a definite period: **20.10.2025 - 20.10.2026**.

1.7. If the labor contract is concluded for a definite period and upon the expiration of its term of validity, neither party has notified in writing of the termination of labor relations within the last working day (shift), it is considered extended for the same period for which it was previously concluded, except for the cases provided for in paragraph 2 of Article 51 of the Labor Code of the Republic of Kazakhstan. A labor contract concluded for a definite period may be extended no more than twice. Upon continuation of labor relations, the labor contract is considered concluded for an indefinite period.

1.8. For the purpose of verifying the Employee's qualification compliance with the assigned work, the Employee is set a probationary period of 3 (three) months from the date of commencement of this Contract.

1.9. If the probationary period has expired and the Employer has not notified of the termination of this Contract, the Employee is considered to have passed the probation.

1.10. In case of a negative result of the Employee's work during the probationary period, the Employer has the right to terminate the Contract with him/her by notifying him/her in writing, indicating the reasons that served as the basis for recognizing this Employee as having failed the probation.

2. WORKING CONDITIONS

2.1. Working conditions - conditions of remuneration, labor standardization, performance of labor duties (job description), working hours and rest time, procedure for combining professions (positions), expanding service areas, performing duties of a temporarily absent employee, safety and labor protection, technical, industrial and domestic conditions, as well as other working conditions by agreement of the Parties are established for the Employee in accordance with the labor legislation of the Republic of Kazakhstan, the labor contract and the Employer's acts.

2.2. The Employee's work schedule is established in accordance with the approved Internal Labor Regulations, the collective agreement (if any) and other acts of the Employer (Shift Schedule), adopted in the manner established by the legislation of the Republic of Kazakhstan, with which the Employee has been duly familiarized.

2.3. In accordance with the Employer's Internal Labor Regulations, a five-day work week with two days off - Saturday and Sunday - is established for the Employee. During the daily work (work shift), the employee is provided with one break for rest and meals lasting 1 (one) hour. The conditions for granting a break for rest and meals, its duration are established by the internal labor regulations. An exception is made for employees whose working hours and rest time are regulated by the Shift Schedule.

2.4. The Employer establishes a Remote or Combined remote work mode for the Employee by issuing an act of the Employer with mandatory familiarization of the Employee no later than three working days before the start of work in the remote or combined remote work mode.

2.5. Remote work is a special form of carrying out the labor process outside the location of the employer using information and communication technologies in the process of work.

2.6. Combined remote work is the implementation of the labor process by alternating periods of performing labor duties both at the location of the employer, the receiving party and their objects, and through remote work.

2.7. The Employee is obliged during the period of remote work to perform his/her labor duties in accordance with the working hours established by the Internal Labor Regulations in compliance with the Code of Corporate Ethics.

- 2.8. During remote work, the Employee is obliged to ensure high productivity, observe labor discipline and be available for communication with the Employer within working hours.
- 2.9. The absence of the Employee without a valid reason for three or more consecutive hours during one working day (work shift) is regarded as the employee's absence from the workplace and is grounds for termination of employment relations by the Employer. The Employee's availability is determined via means of communication (mobile phone, work email). The absence of the employee for valid reasons (force majeure, illness) is not grounds for applying any disciplinary sanctions against him/her. In this case, if it becomes impossible to fulfill his/her labor obligations, the Employee is obliged to promptly inform his/her manager about this by any means of information and communication technologies and subsequently provide appropriate documents confirming the existence of such reasons.
- 2.10. During the period of performing labor duties in the form of remote work, the Employee undertakes to ensure safety and labor protection at the place of performance of his/her labor duties in accordance with the requirements of the legislation of the Republic of Kazakhstan. The Employer is not responsible for the consequences of the Employee's failure to ensure the obligation specified in this subparagraph during the period of the Employee's performance of labor duties in the form of remote work.
- 2.11. Part-time work may be established for the Employee by written agreement between the Employee and the Employer. Part-time work is considered to be time that is less than the normal duration:
- 1) part-time work day, i.e., reduction of the norm of daily work (work shift) duration;
 - 2) part-time work week, i.e., reduction of the number of working days in the work week;
 - 3) simultaneous reduction of the norm of daily work (work shift) duration and reduction of the number of working days in the work week.
- 2.12. Work on part-time conditions does not entail for the Employee any restrictions on the duration of paid annual labor leave, calculation of work experience and other rights in the sphere of labor.
- 2.13. Downtime - temporary suspension of work for reasons of economic, technological, organizational, other production or natural nature.
- 2.14. Downtime is formalized on the basis of an act of the Employer.
- 2.15. If necessary, the Employee may be involved in overtime work, work on holidays and days off in the manner and under the conditions provided for by the legislation of the Republic of Kazakhstan.
- 2.16. The Employer provides the Employee with paid annual labor leave of 28 (twenty-eight) calendar days with preservation of average wages and job position. The duration of paid annual labor leaves is calculated in calendar days excluding holidays falling on the days of labor leave. Employees working under a part-time employment contract are granted paid annual labor leaves simultaneously with the leave from their main job. If the duration of the paid annual labor leave under the part-time employment contract is less than the duration of the leave from the main job, the Employer, at the request of the part-time Employee, grants him/her leave without pay for the days constituting the difference in the duration of the leaves.
- 2.17. The sequence, period of leave and terms of granting paid annual labor leave are determined in accordance with the leave schedule approved by the Employer, taking into account the opinion of the employees and after coordination with the head of the Employee's department, or the person replacing him/her. The leave schedule, being an act of the employer, is approved by

him/her and is mandatory for the Employee to comply with.

2.18. By agreement between the employee and the employer, paid annual labor leave may be divided into parts. In this case, one of the parts of paid annual labor leave must be not less than fourteen calendar days, as provided for in clause 2.15 of this Contract.

2.19. The procedure for granting, postponing or recalling from paid annual labor leave is determined by this contract and the Rules for Granting Leaves to Employees of UO "AlmaU".

2.20. The Employer provides the Employee with leave for undergoing screening examinations in an amount not exceeding 3 (three) working days during the year. Also, leave for medical registration for pregnancy up to twelve weeks in an amount of at least 3 (three) working days.

2.21. In cases established by the legislation of the Republic of Kazakhstan, as well as for valid reasons, the Employee, upon his/her application, may be granted unpaid leave, the duration of which is determined by agreement between the Employee and the Employer. The procedure and conditions for granting other types of social leaves are determined by the Labor Code of the Republic of Kazakhstan.

2.22. The Employee may be sent on business trips both within the Republic of Kazakhstan and abroad to perform official assignments related to the performance of job duties.

2.23. Additional works assigned to the Employee may be carried out by:

- 1) combining positions - performing by the Employee, along with his/her main work stipulated by the employment contract (job description), additional work in another vacant position;
- 2) expanding service areas - performing by the Employee, along with his/her main work stipulated by the employment contract (job description), additional work during the established duration of the working day (shift);
- 3) performing (substituting) duties of a temporarily absent employee - performing by the Employee, along with his/her main work stipulated by the employment contract (job description), additional work both in another and in the same position.

2.24. An additional payment is made to the Employee who, along with his/her main work stipulated by the employment contract, performs additional work in another or the same position or duties of a temporarily absent employee without being released from his/her main work.

2.25. Additional payment to the Employee for performing (substituting) duties of a temporarily absent employee is not made if the substitution of a temporarily absent employee is part of the job duties of the substituting employee.

2.26. The Employee agrees that the Employer, in order to improve the security of UO "AlmaU" and regular monitoring of the Employee's working time, will carry out internal control by all available means (video surveillance of work premises, access control system).

3. REMUNERATION AND OTHER PAYMENT TERMS. DEDUCTIONS

3.1. Before deduction of taxes and other mandatory contributions provided for by the legislation of the Republic of Kazakhstan, the Employee's monthly salary is set at **330,000 (Three hundred thirty thousand) tenge**. The salary is paid in monetary form in tenge not less than once a month on the 10th (tenth) day of the month following the reporting month, by non-cash transfer of money to the Employee's payment (bank) card. If the payment day coincides with a day off or holiday, the corresponding payment is made on the eve of this day. The Parties agree that the Employer has the right to make payments more frequently and earlier than the terms specified in this clause.

3.2. The salary is paid to the Employee in proportion to the actual time worked.

- 3.3. The amounts of wages are not subject to disclosure by the Parties, except for cases established by the current legislation of the Republic of Kazakhstan.
- 3.4. Payment for overtime work, each hour of work at night, as well as on holidays and days off is made by the Employer in an amount not lower than that established by the Labor Code of the Republic of Kazakhstan. By agreement of the parties, for overtime work, provision of rest hours is allowed at the rate of not less than one hour of rest for one hour of overtime work.
- 3.5. Payment for downtime for reasons beyond the control of the employer and the employee is set at an amount not lower than the minimum wage established by the legislation of the Republic of Kazakhstan.
- 3.6. Payment for downtime due to the Employer's fault is made in an amount not less than fifty percent of the Employee's average wage. Downtime due to the Employee's fault is not subject to payment.
- 3.7. Payment for annual labor leave is made by the Employer no later than three working days before its start, and in case of granting labor leave outside the leave schedule - no later than three working days from the date of its granting.
- 3.8. To enhance the Employee's interest in improving the efficiency and quality of work performed, the Employer introduces a bonus system and other forms of labor incentives, namely:
- 3.8.1. Depending on the specific contribution to the development of UO "AlmaU" based on the results of the assessment of key performance indicators (KPI) for the year, the Employee may be awarded a bonus in the manner and amount established by the Employer.
- 3.8.2. Payments and other additional payments may be made to the Employee in accordance with the internal rules of UO "AlmaU", on the basis of an act of the Employer.
- 3.9. The Employer withholds individual income tax, mandatory pension contributions, contributions to the social health insurance fund and other necessary deductions from the accrued amount of the Employee's salary for payment to the budget in the manner established by law.
- 3.10. Deductions from the Employee's salary are made by a court decision, as well as, in cases of repayment of his/her debt to the Employer, on the basis of an act of the Employer with written notification of the Employee:
- 3.10.1. to repay unspent and not timely returned amounts of money issued in connection with a business trip, as well as in case of failure to provide documents confirming expenses related to the business trip;
- 3.10.2. in cases providing for reimbursement to the Employer of expenses related to the Employee's training, if there is a training agreement, proportionally to the unworked period of service in case of early termination of the Contract;
- 3.10.3. to reimburse an unearned advance issued to the Employee on account of wages;
- 3.10.4. in cases of postponement or recall of the employee from annual paid labor leave, with the exception of clause 3 of Article 95 of the Code;
- 3.10.5. in other cases with the written consent of the Employee.
- 3.11. Upon termination of this Contract, the Employer pays the Employee compensations in the amount and in the cases established by the legislation of the Republic of Kazakhstan, including the payment of monetary compensation for days of unused labor leave. The specified compensation is paid with the final settlement of wages within three working days from the date of termination of this Contract.
- 3.12. In case of delay in the payment of wages due to the Employer's fault, the Employer pays the Employee the debt and a penalty for the period of delay in payment. The amount of the

penalty is calculated based on the refinancing rate of the National Bank of the Republic of Kazakhstan on the day of fulfillment of obligations for the payment of wages and is charged for each overdue calendar day, starting from the next day when payments were to be made, and ending on the day of payment.

4. RIGHTS AND OBLIGATIONS OF THE EMPLOYEE

4.1 The Employee has the right to:

- 4.1.1. change, supplement, terminate and dissolve this Contract in the manner and on the conditions provided for by the Labor Code of the Republic of Kazakhstan;
- 4.1.2. demand from the Employer the fulfillment of the conditions of this Contract, the collective agreement (if any), agreements, acts of the employer;
- 4.1.3. safety and labor protection;
- 4.1.4. receive complete and reliable information about the state of working conditions and labor protection;
- 4.1.5. timely and full payment of wages in accordance with the conditions of this Contract, the collective agreement (if any);
- 4.1.6. payment for downtime in accordance with the Labor Code of the Republic of Kazakhstan;
- 4.1.7. rest, including annual paid labor leave;
- 4.1.8. association, including the right to create a trade union, as well as membership in it, to represent and protect their labor rights, unless otherwise provided by the laws of the Republic of Kazakhstan;
- 4.1.9. participation through their representatives in collective negotiations and development of a draft collective agreement, as well as familiarization with the signed collective agreement;
- 4.1.10. compensation for harm caused to health in connection with the performance of labor (official) duties;
- 4.1.11. compulsory social insurance;
- 4.1.12. insurance against accidents while performing labor duties;
- 4.1.13. guarantees and compensation payments;
- 4.1.14. protection of their rights and legitimate interests by all means not contrary to the law;
- 4.1.15. equal pay for equal work without any discrimination;
- 4.1.16. applying for resolution of an individual labor dispute sequentially to the conciliation commission, court in the manner provided for by the Labor Code of the Republic of Kazakhstan;
- 4.1.17. a workplace equipped in accordance with safety and labor protection requirements;
- 4.1.18. provision with means of individual and collective protection, special clothing in accordance with the requirements provided for by the legislation of the Republic of Kazakhstan, as well as this Contract, the collective agreement (if any);
- 4.1.19. refuse to perform work when a situation arises that threatens his/her health or life, notifying the immediate supervisor or representative of the employer (if any) about this;
- 4.1.20. apply to the authorized state body for labor and (or) the local labor inspection body to conduct an examination of safety and labor protection conditions at the workplace, as well as to representative participation in the inspection and consideration of issues related to improving working conditions, safety and protection;
- 4.1.21. appeal against actions (inaction) of the Employer in the field of labor and directly related relations;
- 4.1.22. remuneration in accordance with qualifications, complexity of work, quantity and quality

of work performed, as well as working conditions;

4.1.23. resolution of individual and collective labor disputes, including the right to strike in the manner established by the Labor Code of the Republic of Kazakhstan;

4.1.24. ensuring the protection of personal data stored by the Employer;

4.1.25. receive from the unified system of labor contract accounting information about the labor contract and their employment activity;

4.1.26. in case of disputes regarding the calculation of wages, contact the Employer at the email address: info@almau.edu.kz for clarification;

4.2. The Employee has other rights provided for by the Labor Code of the Republic of Kazakhstan.

4.3. The Employee is obliged to:

4.3.1. commence performance of duties under this Contract within the period specified in clause 1.5 of this Contract;

4.3.2. perform labor duties in accordance with this Contract, the collective agreement (if any), acts of the Employer;

4.3.3. observe labor discipline, the instruction on access and intra-facility regime;

4.3.4. comply with the requirements for safety and labor protection, fire safety, industrial safety and industrial sanitation at the workplace;

4.3.5. treat the property of the Employer and other employees with care;

4.3.6. inform the Employer about the occurrence of a situation that threatens the life and health of people, the safety of the property of the Employer and employees, as well as about the occurrence of downtime;

4.3.7. not disclose information constituting state secrets, official, commercial or other legally protected secrets that became known to him/her in connection with the performance of labor duties;

4.3.8. compensate the Employer for damage caused within the limits established by the Labor Code of the Republic of Kazakhstan and other laws of the Republic of Kazakhstan;

4.3.9. conscientiously, timely perform labor duties in accordance with this Contract and acts of the Employer, including orders, instructions, regulations, instructions and oral instructions of the first head of the Employer, the immediate head of the structural unit to which the Employee is assigned, if they do not contradict the current legislation of the Republic of Kazakhstan;

4.3.10. familiarize themselves with the acts of the Employer received at the work email or other platform of the Employer within ten working days from the date of receipt, and ensure their compliance;

4.3.11. obtain from the authorized body of the Republic of Kazakhstan ([Egov.kz](https://egov.kz) platform) the appropriate type of electronic digital signature, identical to the job duties specified in this Contract and acts of the Employer;

4.3.12. submit to the Human Resources Department the relevant documents to comply with the legal interests of the employee in accordance with the current legislation of the Republic of Kazakhstan in case of the following circumstances:

4.3.12.1. pregnancy - a medical certificate of pregnancy;

4.3.12.2. disability - documents confirming disability from a medical institution, disability certificate and other documents provided by law;

4.3.12.3. be the initiator and provide the Employer with supporting documents in cases of grounds for recalculating incentive allowances arising during the academic year (diplomas for

obtaining academic degrees and titles, applications and documents);

4.3.13. within ten days notify the Employer of any changes in address, phone number, marital status, number of children, attitude to military duty, as well as data of a new identity document (passport) from the moment of receipt/change;

4.3.14. upon termination of employment relations with the Employer, regardless of the reasons for termination of this Contract, not less than 3 (three) working days before the date of termination, transfer to the immediate supervisor of the structural unit to which the Employee was assigned, or a person authorized by him/her, the documentation entrusted to him/her (on paper and electronic media), computer passwords and computer files, other information carriers regardless of their type (in paper, electronic form, etc.) equipment, tools that were at the disposal of the Employee in connection with the performance of his/her official (labor) duties under this Contract. The transfer is carried out according to an Act, which is drawn up in two copies and signed by the Employee and the person who accepted the documentation;

4.3.15. promptly notify the Employer of the impossibility to perform the work stipulated by the employment contract for a valid reason;

4.3.16. observe the code of corporate culture of UO "AlmaU";

4.3.17. in case of the Employee's failure to appear at work due to illness or another valid reason, inform the immediate supervisor no later than the day of failure to appear at work.

4.4. Perform other duties provided for by the Labor Code of the Republic of Kazakhstan.

4.5. During the term of this Contract, notify the employer in writing about the conclusion of contracts or agreements by the employee with third parties.

5. RIGHTS AND OBLIGATIONS OF THE EMPLOYER

5.1. The Employer has the right to:

5.1.1. change, supplement, terminate and dissolve this Contract in the manner and on the grounds established by the Labor Code of the Republic of Kazakhstan;

5.1.2. issue acts of the Employer within its competence;

5.1.3. create and join associations (associations, unions) for the purpose of representing and protecting their rights and interests;

5.1.4. require the Employee to fulfill the conditions of this Contract, the collective agreement (if any), the Internal Labor Regulations and other acts of the Employer;

5.1.5. encourage the Employee based on the results of a decision made by the Employer;

5.1.6. impose disciplinary sanctions, hold the Employee liable in cases and in the manner provided for by the Labor Code of the Republic of Kazakhstan;

5.1.7. compensation for damage caused by the Employee in the performance of labor duties;

5.1.8. apply to the court for the purpose of protecting their rights and legitimate interests in the sphere of labor;

5.1.9. set a probationary period for the Employee;

5.1.10. provide the Employee with vocational training, retraining and advanced training in accordance with the Labor Code of the Republic of Kazakhstan;

5.1.11. reimbursement of their costs associated with the Employee's training, in accordance with the Labor Code of the Republic of Kazakhstan;

5.1.12. apply for consideration of an individual labor dispute sequentially to the conciliation commission, court in the manner provided for by the Labor Code of the Republic of Kazakhstan;

5.1.13. require the Employee to provide documentary confirmation of expenses, according to the

Employer's acts subject to reimbursement;

5.1.14. sign a non-disclosure agreement with the Employee regarding information constituting a commercial secret;

5.1.15. in case of production necessity, involve the Employee in overtime work and work on days off;

5.1.16. receive from the unified system of labor contract accounting information about the employment activity and/or other information of the Employee (with his/her prior consent);

5.2. The Employer has other rights provided for by the Labor Code of the Republic of Kazakhstan.

5.3. The Employer is obliged to:

5.3.1. comply with the requirements of the labor legislation of the Republic of Kazakhstan, agreements, the collective agreement (if any), this Contract, acts issued by him/her;

5.3.2. provide the Employee with the work stipulated by this Contract;

5.3.3. timely and in full pay the Employee wages and other payments provided for by regulatory legal acts of the Republic of Kazakhstan, this Contract, the collective agreement (if any), acts of the Employer;

5.3.4. familiarize the Employee with the internal labor regulations, other acts of the Employer directly related to the work (labor function) of the Employee and the collective agreement (if any);

5.3.5. conduct collective negotiations in the manner established by the Labor Code of the Republic of Kazakhstan, conclude a collective agreement (if necessary);

5.3.6. provide the Employee with working conditions in accordance with the labor legislation of the Republic of Kazakhstan, this Contract, the collective agreement (if any);

5.3.7. provide the Employee with equipment, tools, technical documentation and other means necessary for the performance of labor duties, at its own expense;

5.3.8. suspend work if its continuation creates a threat to the life and health of the Employee and other persons;

5.3.9. carry out compulsory social insurance of the Employee;

5.3.10. insure the Employee against accidents while performing labor duties;

5.3.11. provide the Employee with annual paid labor leave;

5.3.12. provide the Employee with leave for undergoing screening examinations with preservation of the job (position) and average wages;

5.3.13. warn the Employee about harmful and (or) hazardous working conditions and the possibility of occupational disease;

5.3.14. keep records of working time, including overtime work, in harmful or hazardous working conditions, at heavy work performed by the employee;

5.3.15. compensate for harm caused to the life and health of the Employee in the performance of his/her labor duties in accordance with the Labor Code of the Republic of Kazakhstan and other laws of the Republic of Kazakhstan;

5.3.16. carry out the collection, processing and protection of the Employee's personal data in accordance with the legislation of the Republic of Kazakhstan on personal data and their protection;

5.3.17. carry out internal control on safety and labor protection;

5.4. The Employer performs other duties provided for by the Labor Code of the Republic of Kazakhstan.

6. ACTS OF THE EMPLOYER

6.1. The Parties agree and confirm that when performing labor duties under this Contract, they will use the Employee's work email specified when applying for a job in any of the documents established by the legislation of the Republic of Kazakhstan, generated in the activities of state and non-state organizations, as well as the work email and internal system of the Employer, including without restrictions all information platforms and communication channels of the Employer.

6.2. The Employer is obliged to familiarize the Employee, and the Employee, in turn, is obliged to familiarize himself/herself with the acts of the Employer relating to the Employee's work activity.

6.3. The Employer has the right to draw up acts of the employer, internal documentation not only on paper, but also in the form of an electronic document using an electronic digital signature or other authentication methods. Familiarization with the acts of the employer is carried out in one of the following ways:

- 1) on paper. Upon familiarization, the Employee signs the employer's act in the "Familiarized" column, which indicates the Employee's familiarization with the employer's acts, or
- 2) sending by email for signature. The Employee's receipt of the Employer's acts by email or other communication channels and/or the Employee's receipt of links to the Employer's act posted on the Employer's information platform is equated to the Employee's familiarization with the act against signature, or
- 3) in the form of an electronic document. Upon familiarization, the Employee signs the employer's act in the "Familiarized" column using an electronic digital signature or another authentication method.

6.4. For failure to comply with the above clauses, the Parties shall be liable in accordance with the legislation of the Republic of Kazakhstan, including the Employer has the right to hold the Employee disciplinary liable for violation of labor discipline in the manner provided for by this Contract.

6.5. In case of the Employee's refusal to familiarize himself/herself with the employer's acts, the Employee must provide written explanations. In case of refusal to provide explanations, the Employer records the Employee's refusal to familiarize himself/herself by an act. The Employer familiarizes the Employee with this act.

7. PROCEDURE FOR AMENDING AND TERMINATING THIS CONTRACT

7.1. Amendments and additions to this Contract, including when transferring to another job, are made by the Parties in writing in the form of an additional agreement (signed by the Parties in at least two copies). The Parties agree that amendments and additions to this Contract may be made in the form of an electronic document certified by means of an electronic digital signature.

7.2. A notice of amendment of the terms of this Contract is submitted by one of the parties to the Contract and considered by the other party within five working days from the date of its submission. The Party that received the notice of amendment of the terms of this contract, including when transferring to another job, is obliged to inform the other Party of the decision made within the specified period.

7.3. The Employee's consent is not required for his/her transfer to another workplace or to another structural unit in the same locality, or for assigning work on another mechanism or unit within the position, specialty, profession, qualification and with preservation of the amount and

conditions of remuneration stipulated by the employment contract.

7.4. In case of production necessity, including temporary replacement of an absent employee, the Employer has the right to transfer the employee without his/her consent for a period of up to three months during the calendar year to another job not stipulated by the employment contract and not contraindicated for him/her for health reasons in the same organization, in the same locality or to a structural unit of the employer located in another locality, with payment for the work performed, but not lower than the average wage for the previous job.

7.5. Transfer is allowed to prevent or eliminate natural disasters, industrial accidents or eliminate their consequences, to prevent accidents, loss or damage to property.

7.6. The grounds for termination of this Contract are:

- 1) termination of this Contract by agreement of the Parties;
- 2) upon expiration of the term of this Contract;
- 3) termination of this Contract at the initiative of the Employer;
- 4) in connection with the transfer of the Employee to another Employer;
- 5) termination of this Contract at the initiative of the Employee;
- 6) circumstances beyond the will of the Parties;
- 7) the Employee's refusal to continue employment relations;
- 8) the Employee's transfer to an elected job (position) or his/her appointment to a position that precludes the possibility of continuing employment relations, except for cases provided for by the laws of the Republic of Kazakhstan;
- 9) violation of the conditions for concluding this Contract.

7.7. The procedure for termination of this Contract by agreement of the Parties: A Party to this Contract that has expressed a desire to terminate the contract by agreement of the parties sends a notification to the other party to the employment contract. The Party that received the notification is obliged to inform the other party in writing within three working days of the decision made. The date of termination of the employment contract by agreement of the Parties is determined by agreement between the Employee and the Employer.

7.7.1. The Parties hereby agree that the Employer has the right to terminate this Contract without complying with the requirements established by clause 7.7 of this Contract, by sending the Employee a notice of termination of the Contract upon the Employee reaching the retirement age established by the Law of the Republic of Kazakhstan "On Pension Provision in the Republic of Kazakhstan", with the compensation payment established by clause 8.4 of this Contract.

7.8. The procedure for termination of the employment contract upon expiration of the term:

- A fixed-term employment contract is terminated upon expiration of its term.
- The date of expiration of an employment contract concluded for the duration of a certain work is the day of completion of the work.
- The date of expiration of an employment contract concluded for the period of replacement of a temporarily absent employee is the day the employee for whom the job (position) was retained returns to work, or the date of termination of the employment contract with the employee for whom the job (position) was retained.

7.9. This Contract may be terminated at the initiative of the Employer on the grounds and in the manner provided for by the Labor Code of the Republic of Kazakhstan.

7.10. This Contract with the Employee is terminated in connection with his/her transfer to another legal entity in accordance with the Labor Code of the Republic of Kazakhstan.

- The grounds for termination of this Contract are the Employee's written application and written

confirmation of consent to employment by another legal entity. The date of termination of this Contract is determined by agreement of the Parties.

7.11. The procedure for termination of this Contract at the initiative of the Employee:

- The Employee has the right to terminate this Contract on his/her own initiative by notifying the Employer in writing at least one month in advance, except for the case provided for in the paragraph below. This Contract at the initiative of the Employee may be terminated before the expiration of the specified notice period, with the written consent of the Employer.
- The Employee has the right to notify the Employer in writing of the Employer's failure to comply with the terms of this Contract. If, after seven working days from the date of written notification, the Employer's failure to comply with the terms of this Contract continues, the Employee has the right to terminate this Contract by notifying the employer in writing no later than three working days in advance.
- After the expiration of the notice period specified in this clause, the Employee has the right to stop working, except for cases of incomplete acceptance and transfer of the Employer's property (documentation) due to the fault of the financially responsible person. The day of termination of this Contract with a financially responsible Employee is the day of completion of the acceptance and transfer of the Employer's property (documentation).

7.12. The grounds for termination of this Contract due to circumstances beyond the control of the Parties are established by the Labor Code of the Republic of Kazakhstan. The date of termination of this Contract due to circumstances beyond the control of the Parties is established by the Labor Code of the Republic of Kazakhstan.

7.13. This contract with the Employee is subject to termination if the Employee refuses to continue employment relations in the following cases:

- The Employee's refusal to transfer to another locality together with the Employer;
- The Employee's refusal to continue work due to a change in working conditions;
- The Employee's refusal to temporarily transfer to another job for health reasons when receiving an industrial injury, occupational disease or other damage to health not related to production in connection with the performance of labor duties.
- Termination of this Contract is allowed when the Employee refuses in writing to continue employment relations or if there is an act certifying the Employee's refusal to provide a written refusal to continue employment relations.

7.14. The procedure for termination of this Contract in connection with the Employee's transfer to an elected job (position) or his/her appointment to a position:

- This Contract with the Employee is terminated in connection with his/her transfer to an elected job (position) or his/her appointment to a position that precludes the possibility of continuing employment relations, except for cases provided for by the laws of the Republic of Kazakhstan.
- The basis for termination of this Contract is the Employee's application and a copy of the document confirming the election or appointment to the position.
- The date of termination of this Contract is the day preceding the day of taking office.

7.15. The procedure for termination of this Contract in case of violation of the conditions for its conclusion:

- This Contract is subject to termination in case of violation of the conditions for its conclusion, if this violation excludes the possibility of continuing employment relations.
- The date of termination of this Contract in case of violation of the conditions for its conclusion is the day of detection of the violation.

7.16. The Employer is obliged to pay the Employee compensation for all unused labor leaves upon termination of this Contract, regardless of its grounds.

7.17. The Employer is obliged to issue a work record book and other documents related to work to the Employee on the day of termination of this Contract, and in case of termination of this Contract on the initiative of the Employer - no later than three working days from the date of receipt of the Employee's written request.

8. FINAL PROVISIONS

8.1. The Parties are obliged to comply with the terms of this Contract and resolve all disputes and disagreements through negotiations. In case of failure to reach an agreement, the Parties have the right to apply to the court in the manner established by the legislation of the Republic of Kazakhstan.

8.2. In the event of circumstances of insuperable force (force majeure), including natural disasters, war, military actions of any nature, blockade, prohibition of actions provided for by this Contract by state authorities or other circumstances beyond the control of the Parties, the Parties are released from liability for non-fulfillment or improper fulfillment of obligations under this Contract for the entire period of validity of such circumstances and their consequences.

8.3. The Parties agree that the Employer has the right to unilaterally amend this Contract in terms of changing the Employee's salary, position, and place of work, provided that the Employee is notified in writing at least one month in advance.

8.4. The Parties agree that upon termination of this Contract by the Employer on the grounds provided for in subparagraph 1) of paragraph 1 of Article 52 of the Labor Code of the Republic of Kazakhstan (liquidation of the Employer - a legal entity, termination of the activity of the Employer - an individual), as well as in connection with the Employee reaching the retirement age established by the Law of the Republic of Kazakhstan "On Pension Provision in the Republic of Kazakhstan", the Employer pays the Employee a compensation payment in the amount of the average monthly wage for each full year of work, but not less than three times the average monthly wage.

8.5. The Parties agree that the Employer has the right to unilaterally amend this Contract in terms of changing the Employee's salary, position, and place of work, provided that the Employee is notified in writing at least one month in advance.

8.6. The Parties agree that the Employer has the right to unilaterally amend this Contract in terms of changing the Employee's salary, position, and place of work, provided that the Employee is notified in writing at least one month in advance.

8.7. This Contract is concluded in two copies, one for each of the Parties, and both have equal legal force.

8.8. The Parties have read and agree with all the terms of this Contract.

9. DETAILS AND SIGNATURES OF THE PARTIES

Employer:

Educational Institution "AlmaU"

BIN 971240001583

Legal address: Rozybakiev st., 227, Almaty, 050060

Bank details: JSC "ForteBank", Almaty

BIC: IRTYKZKA

IIK: KZ129260000000000000

Kbe 17

BIN 971240001583

Phone: +7 (727) 2-61-13-13

Email: info@almau.edu.kz

Employee:

Full Name: _____

IIN: _____

Address: _____

Phone: _____

Email: _____

Employer: Employee:

(Buldybayev Timur Kerimbekovich)

(Employee's Signature)