### **APPROVED**

**ANTI-CORRUPTION STANDARD OF THE NON-PROFIT JOINT-STOCK COMPANY "M.AUEZOV SOUTH KAZAKHSTAN UNIVERSITY"**

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**1. General Provisions**

1.1. The Anti-Corruption Standard (hereinafter referred to as the Standard) of N-PJSC "M.Auezov SKU" (hereinafter referred to as the University) was developed in accordance with Article 10 of the Law of the Republic of Kazakhstan "On Combating Corruption".

1.2. This Standard defines a system of recommendations aimed at preventing corruption in N-PJSC "M.Auezov SKU ".

1.3. The Anti-Corruption Standard establishes a standard of anti-corruption behavior and actions of the management, employees, students of the University and interested persons, business partners and external organizations, defines restrictions and prohibitions aimed at preventing corruption offenses.

**2. Objectives and tasks**

2.1. The purpose of adopting and implementing the Anti-Corruption Standard:

- enhancing the anti-corruption culture and forming zero tolerance;

- preventing corruption offenses;

- ensuring openness and transparency;

- minimizing and effectively managing corruption risks;

- ensuring compliance with anti-corruption legislation.

2.2. By adopting and implementing this Standard, the University performs the following tasks:

- approving systems of recommendations aimed at preventing corruption in all areas of the University's activities;

- take into account when developing internal acts and law enforcement practice.

**3. Ensuring compliance with the Anti-Corruption Standard**

3.1. The Second Party referred to as the "Employee" when concluding an employment contract with the non-profit joint-stock company "M. Auezov SKU" by signing the Supplementary Agreement to the contract undertakes to:

- comply with the norms of the anti-corruption legislation of the Republic of Kazakhstan;

- comply with the norms and requirements of the internal documents of the university's anti-corruption management system;

- inform the authorized body, the first manager or the Anti-Corruption Compliance Service of the university about the facts or possible violations of the anti-corruption legislation.

3.2. "Student" and (or) "Customer" who has entered into an agreement for the provision of educational services by signing an additional Anti-Corruption Clause undertakes to:

- comply with the norms of the anti-corruption legislation of the Republic of Kazakhstan;

- comply with the norms and requirements of the internal documents of the university's anti-corruption management system;

- inform the authorized body, the first manager or the Anti-Corruption Compliance Service of the university about the facts or possible violations of the anti-corruption legislation.

3.3. External organizations establishing business relations or having contractual obligations by signing an additional Anti-Corruption Clause undertake to:

- comply with the norms of the anti-corruption legislation of the Republic of Kazakhstan;

- comply with the norms and requirements of the internal documents of the university's anti-corruption management system;

- inform the authorized body, the first manager or the Anti-Corruption Compliance Service of the university about the facts or possible violations of the anti-corruption legislation

**4. Standard of conduct and actions of the University management and employees**

4.1. In order to prevent corruption offenses and minimize risks, the management and employees are offered (recommended) the following standard of conduct and (or) actions:

- when exercising their official powers, do not accept material benefits, gifts, monetary rewards, services, benefits and other privileges related to the performance of their duties;

- do not allow a conflict of interest, if any arise, inform the relevant persons in accordance with internal documents and legislation;

- do not use their official position in the provision of educational services, research work, hiring, workload distribution and other administrative, managerial, organizational and distribution functions in order to derive benefits for themselves or third parties;

- value the business reputation of the University, refrain from participating in activities that contradict or harm the legitimate interests of the University;

- do not provide third parties with information about the personal data of University employees;

- ensure career advancement of employees, adhering to the principles of meritocracy and on a competitive basis, taking into account such factors as knowledge, qualifications, experience, productivity and efficiency;

- inform the senior manager of the structure, the Chairman of the Management Board-Rector, the Anti-Corruption Compliance Service and (or) the authorized state body about a corruption offense being prepared, committed or committed;

- effective risk management in planned and implemented activities related to the performance of official duties;

- not make unfounded promises related to the performance of official duties;

- not contact colleagues and managers with illegal requests that violate the established order of relationships that may affect their impartial decision-making;

- comply with the rules of business ethics and official conduct when performing their official duties;

- not to incite or encourage other persons to commit corruption offenses;

- to take an active part in the disclosure of corruption offenses;

- immediately inform the Chairman of the Board-Rector, members of the Board and (or) the Anti-Corruption Compliance Service if there are any doubts about the legality of the order received for execution.

- eliminate the causes and conditions contributing to corruption offenses;

- refuse appointment to a position if it is related to direct subordination or control of persons in close family and family relationships (parents, spouses, brothers, sisters, children);

- not to violate the rules of academic honesty;

- strictly comply with the norms of internal acts and requirements of the employer specified in the employment contract.

4.2. The management team and employees of the university must comply with the prohibitions and restrictions specified in the Anti-Corruption Standard.

**5. Standard of conduct and actions of university students**

5.1. In order to prevent corruption offenses and minimize risks, university students are offered (recommended) the following standard of conduct and (or) actions:

- value the business reputation of the University, refrain from participating in activities that contradict or harm the legitimate interests of the University;

- inform the superior head of the structure, the Chairman of the Board-Rector, the Anti-Corruption Compliance Service and (or) the authorized state body about the corruption offense being prepared, committed or committed;

- do not make unfounded promises that do not correspond to the status of the student;

- do not contact managers and teachers with illegal requests that violate the established order of relationships that may affect their impartial decision-making;

- not to provide/offer illegal funds, gifts, material benefits, services and privileges for the benefit of oneself or third parties;

- to comply with the rules of business ethics and conduct in the educational process;

- not to incite or encourage other persons to commit corruption offenses;

- to take an active part in the disclosure of corruption offenses;

- to take an active part in eliminating the causes and conditions that contribute to corruption offenses;

- to improve anti-corruption education and culture;

- not to violate the rules of academic honesty;

- to comply with the norm of internal acts and requirements of the university specified in the agreement on the provision of educational services.

5.2. University students must comply with the prohibitions and restrictions specified in the Anti-Corruption Standard.

**6. Standard of conduct and actions of university officials and employees related to financial and economic activities**

6.1. The following standard of conduct and (or) actions is recommended for university employees when carrying out activities related to financial and economic issues and the procurement of goods, services, and works:

- ensuring openness and transparency of the public procurement process;

- ensuring transparency of the planning of budgetary and extra-budgetary funds of the university;

- efficient use of budgetary and extra-budgetary funds of the university;

- ensuring fair competition among potential suppliers in accordance with the legislation on public procurement.

- preventing corruption risks when leasing movable and immovable property of the university;

- providing potential suppliers with equal opportunities to participate in the public procurement procedure, except for cases stipulated by law;

- ensuring openness in the process of distributing places in dormitories, being guided by a collective decision;

- not to allow close relatives, family members (husband and wife) to participate in public procurement;

- effective risk management in planned and implemented activities related to the performance of official duties;

- not to make unlawful promises related to the performance of official duties;

- to comply with the rules of business ethics and official behavior in the performance of their official duties;

- not to motivate or encourage other persons to commit corruption offenses;

- to be active in disclosing corruption offenses;

- immediately inform the Chairman of the Board-Rector, members of the Board or the Anti-Corruption Compliance Service in case of doubts about the legality of the order/instruction received for execution;

- eliminate the causes and conditions contributing to the occurrence of corruption offenses;

- refuse an appointment to a position if it is related to direct subordination or control of persons in close family and familial relationships (parents, spouses, brothers, sisters, children);

- strictly comply with the norms of internal acts and requirements of the employer specified in the employment contract.

6.2. Officials and employees associated with financial and economic activities must comply with the prohibitions and restrictions specified in the Anti-Corruption Standard.

**7. Standard of conduct for external organizations and business partners to establish relationships with the university**

7.1. The party establishing or having business relations and (or) contractual obligations when concluding an agreement with the non-profit joint-stock company "M.Auezov SKU" by signing the Additional anti-corruption clause to the agreement agrees that it will fully comply with:

- the requirements of the Law of the Republic of Kazakhstan "On Combating Corruption" and other relevant legislation;

- the requirements of internal regulatory documents of the University's anti-corruption management system;

- preventing conflicts of interest, informing in the event of a conflict of interest;

- eliminating the causes and conditions contributing to the occurrence of corruption offenses.

7.2. External organizations and business partners must comply with the prohibitions and restrictions specified in the Anti-Corruption Standard.

**8. Prevention of corruption offenses and liability**

8.1. The Anti-Corruption Compliance Service coordinates the prevention of corruption offenses and manages corruption risks.

8.2. Members of the University Board, heads of branches and representative offices and heads of organizational structures are responsible for preventing corruption, managing risks and organizing preventive measures at the level of the structure subordinate to them.

8.3. Violation by the management, employees, students and business partners of the University of the provisions of the Law of the Republic of Kazakhstan "On Combating Corruption" and (or) the requirements of this Anti-Corruption Standard entails appropriate liability.