



**APPROVED by
the decision of the Board of Directors
of Abylkas Saginov Karaganda
Technical University NJSC
dated December 27, 2023.
(Minutes No.9)**

**PROVISION
on labour payment and bonus awarding conditions of the
Chairman of the Management Board - Rector, members of the Management Board and a
chief accountant of Abylkas Saginov Karaganda Technical University
Non-Profit Joint-Stock Company**

Karaganda - 2023

1. General provisions

1. This Provision of labour payment and bonus awarding conditions of the Chairman of the Management Board - Rector, members of the Management Board and a chief accountant of Abylkas Saginov Karaganda Technical University Non-Profit Joint-Stock Company (hereinafter referred to as Provision) has been developed on the basis of the law of the Republic of Kazakhstan, dated May 13, 2003 No.415-II "On Joint-Stock Companies", Order of the Deputy Prime Minister - Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated July 29, 2023 No. 326 "On approval of the Model Provision of the labour payment and bonus awarding conditions of managerial employees of the national companies, the joint-stock companies, the controlling blocks of shares of which belong to the state", the Charter of Abylkas Saginov Karaganda Technical University Non-Profit Joint-Stock Company, the Collective Agreement between the Abylkas Saginov Karaganda Technical University NJSC and the trade union organization of teachers and staff of the University" for 2023-2026 in order to ensure common approaches in terms of payment and motivation of the work of the managerial employees and the chief accountant of Karaganda Technical University (hereinafter referred to as Company).

2. Basic notions, used in this Provision:

1) labour payment is a system of the relations, related to providing mandatory payment of the remuneration to an employee for his work in accordance with the Labor Code of the Republic of Kazakhstan, other normative legal acts of the Republic of Kazakhstan, as well as agreements, a labor contract, a collective contract, acts of the employer and this Provision;

2) position salary is fixed amount of the employee's labour payment per month for fulfillment of the labor norms (labor duties), taking into account qualification of the employee, complexity, quantity, quality and conditions of the performed work;

3) an annual bonus is remuneration for annual results of the work, paid to the managerial employees of the company once a year, depending on the results of work, in order to financially encourage achieved success and increase the efficiency of work. The annual bonus is not permanent;

4) moneyed assistance is payment of the non-labor nature, which is not related to the results of employee's activities, intended for social support of the employee in the manner, determined by the collective contract.

5) health care allowance is a payment to an employee made once a calendar year, when providing paid annual leave.

3. The managerial employees of the company include:

1) Chairman of the Management Board - Rector;

2) members of the Management Board.

4. The labour payment and awarding a bonus to the managerial employees and the chief accountant of the company are carried out at the expense of funds, provided for the labour payment in the Company Development Plan for a current financial year.

5. Amount of the monthly position salary, the right of the managerial employee and the chief accountant of the company in receiving the annual bonus are determined in the labor contract, concluded in the manner prescribed by the legislation of the Republic of Kazakhstan.

2. Conditions of remuneration, bonuses, social support, guarantees and social benefits for senior employees

6. The amount of the monthly position salary of the company's managerial employees is determined by the decision of the Board of Directors of the company.

7. To increase the interest of the company's managerial employees in improving production efficiency and quality of the work, the annual bonus is paid.

8. Amount of the annual bonus of the company's managerial employees is determined by the Board of Directors on the basis of an individual approach to assessment of the activity of each managerial employee, it depends on qualitative and quantitative indicators of the Development Plan execution and its maximum amount must not exceed five position salaries.

9. The Chairman of the Management Board - Rector and the members of the Management

Board are annually assessed by the Board of Directors. The main criterion of assessment of their activity is achievement of the determined KPIs, which are approved by the Company's Board of Directors, as per the Company Development Plan. KPI of the Chairman of the Management Board - Rector and the members of the Management Board is developed in the form of a KPI table by means of comparing their planned values in accordance with indicators of the Company Development Plan and an achieved result. Making proposals of KPI of the members of the Management Board for consideration by the Board of Directors is carried out by the Management Board.

10. The annual bonuses are paid to the managerial employees, according to the results of the financial year after the results of financial and economic activities of the company have been approved in accordance with the established procedure, on the basis of audited financial statements.

11. Average salary of the managerial employee is calculated in the manner prescribed by the legislation of the Republic of Kazakhstan, without taking into account the annual bonus.

12. Providing the moneyed assistance to the Chairman of the Management Board - Rector and the members of the Management Board is carried out at the expense of the funds, provided for by the Company Development Plan.

13. When providing annual paid work leave to the Chairman of the Management Board - Rector and members of the Management Board of the Company, a recovery allowance in the amount of one month's official salary is paid.

14. During the probation period established in accordance with the labor legislation of the Republic of Kazakhstan, members of the Management Board are not paid health benefits when providing annual paid leave.

15. Social payment in case of loss of income due to pregnancy and childbirth, adoption of a newborn child (children) is paid in accordance with the legislation of the Republic of Kazakhstan.

16. When the Chairman of the Management Board - Rector and members of the Management Board reach 55 (fifty-five years old) – women, 60 (sixty), 70 (seventy), 80 (eighty) years of age - women and men are paid a one-time remuneration in the amount of 50 MCI.

17. The moneyed assistance is paid to the Chairman of the Management Board - Rector and the members of the Management Board at the expense of the funds of the company in the prescribed manner, in the following cases:

- due to the death of the managerial employee - in the amount of not more than 100 monthly calculation indexes with a one-time payment to one of the family's members or a person, who has taken care of funeral arrangements, if there are not such members;

- due to the death of a husband (wife)/children, parents of the managerial employee - in the amount of not more than 50 monthly calculation indexes with the one-time payment;

- due to treatment / an operation of the managerial employee - in the amount of not more than 50 monthly calculation indexes.

- in connection with the birth of a child - in the amount of two monthly official salaries.

18. Providing the moneyed assistance to the Chairman of the Management Board - Rector and the members of the Management Board is carried out on the basis of an application with all attached confirming documents (extract from the medical history sheet, a medical conclusion of the treating doctor, documents, confirming expenses, etc.).

3. Conditions of remuneration, bonuses, social support, guarantees and social payments of the chief accountant

19. The amount of the monthly position salary of the Company's chief accountant is determined by the decision of the Board of Directors of the company.

20. To increase the interest of the Company's chief accountant in improving the production efficiency and the quality of the work, the annual bonus is paid.

21. The amount of the annual bonus of the Company's chief accountant is determined by the Board of Directors on the basis of assessment of the chief accountant's activity, it depends on the qualitative and quantitative indicators of the Development Plan execution and its maximum

amount must not exceed five position salaries.

22. The average salary of the chief accountant is calculated in the manner prescribed by the legislation of the Republic of Kazakhstan, without taking into account the annual bonus.

23. When providing an annual paid work leave, the chief accountant is paid a recovery allowance in the amount of one month's official salary.

24. Other social benefits and entitlements to the Chief Accountant are paid in accordance with the Collective Agreement of the Company.

5. Other conditions

21. When the managerial employee of the company participates in the realization of research works within the framework of grant financing and/or program-oriented financing, and/or contractual financing, and/or when he additionally performs duties of the academic teaching staff in the company, the labour payment of these types of works is carried out separately in accordance with the current normative legal acts.

22. Approval of the Provision and introduction of amendments and additions to it are carried out by the decision of the Board of Directors.

23. It is necessary to be guided by the legislation of the Republic of Kazakhstan for that part, which is not regulated by this Provision.