

APPROVED

by the decision of the Executive Board
of the Non-Profit Joint-Stock Company
“S. Seifullin Kazakh Agro-Technical
Research University”
dated 14.12.2023 No. 11

POLICY
of the Non-Profit Joint-Stock Company
“S. Seifullin Kazakh Agro-Technical Research University”
on Ensuring Equal Pay and Eliminating the Gender Pay Gap

1. Scope of Application

1. The provisions of the Policy of the Non-Profit Joint-Stock Company “S. Seifullin Kazakh Agro-Technical Research University” (hereinafter — NJSC “S. Seifullin KATIU”) on ensuring equal pay and eliminating the gender pay gap are mandatory for all employees of NJSC “S. Seifullin KATIU”.

2. The Policy applies to all elements of the remuneration system:

- base salary (tariff rate);
- allowances and additional payments related to qualifications, academic degrees, and positions;
- bonuses, incentives, and other performance-based payments;
- other compensation and social benefit packages.

3. The Policy applies to all employees engaged in labor relations with NJSC “S. Seifullin KATIU”.

4. This Policy is implemented by all structural units of NJSC “S. Seifullin KATIU” and forms part of the internal regulatory documents (IRDs).

2. Normative References

4. This Policy refers to the following regulatory and legal documents:

- Constitution of the Republic of Kazakhstan;
- Civil Code of the Republic of Kazakhstan;
- Labor Code of the Republic of Kazakhstan;
- Law of the Republic of Kazakhstan “On State Guarantees of Equal Rights and Equal Opportunities for Men and Women”;
- Conventions of the International Labour Organization (ILO);
- ILO Convention “On Equal Remuneration for Men and Women Workers for Work of Equal Value”;
- Charter of NJSC “S. Seifullin Kazakh Agro-Technical Research University”.

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3. General Provisions

5. The main value of NJSC “S. Seifullin KATIU” is its human capital. Human capital represents a combination of intellectual (professional knowledge, creative skills, level of erudition), natural (physical and psychological health), and social (cultural

orientation, motivation, social interaction, and civic experience) capital, ensuring equal opportunities and privileges for all employees, regardless of gender.

2. One of the fundamental elements of this Policy is the preservation of gender equality and the provision of equal rights, responsibilities, opportunities, and accountability for men and women in all spheres of the University's activities. Achieving this requires promoting women's leadership at all levels of decision-making.

4. Definitions

6. Key terms used in this Policy:

- equal pay — the principle under which employees must receive equal remuneration (including all types of payments) for performing equal work or work of equal value, regardless of gender, age, nationality, or other non-job-related characteristics;

- work of equal value — work that, despite differences in job functions, is of comparable value to NJSC “S. Seifullin KATIU”, as determined using objective criteria;

- gender pay gap — the percentage difference between the average (or median) pay of male and female employees at NJSC “S. Seifullin KATIU”, expressed as a proportion of male pay;

- pay discrimination — any distinction, exclusion, or preference based on gender that results in the elimination or infringement of equal opportunities or treatment in determining remuneration.

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5. Principles and Obligations of the University in the Area of Pay

7. Fundamental Principle: “Equal Pay for Equal Work”

a) The University guarantees that remuneration is determined exclusively by objective, job-related factors:

- complexity of the work performed (job responsibilities);
- required qualifications and level of education;
- volume and quality of work (performance and results);
- relevant professional experience and tenure.

b) The use of factors unrelated to job performance is strictly prohibited, including:

- gender or gender identity;
- marital status or number of children;
- race, nationality, religion.

2. Obligations of NJSC “S. Seifullin KATIU”

c) The leadership of NJSC “S. Seifullin KATIU” bears personal responsibility for:

- implementing and maintaining a fair, transparent, and gender-neutral system for job evaluation and remuneration;

- allocating resources for annual gender pay gap audits.

d) The leadership of NJSC “S. Seifullin KATIU” commits to:

- ensuring that all hiring, promotion, and compensation processes comply with this Policy;

- maintaining payroll records disaggregated by gender for monitoring and reporting purposes.

7.1.Prohibition on the Use of Salary History

During recruitment, prior salary information of candidates may not be used as a basis for determining the starting salary. The starting salary must be based strictly on the staffing schedule, job requirements, qualifications, and experience.

6.Procedures for Determining Pay

8.Objective Job Evaluation

e) To ensure the principle of “work of equal value”, NJSC “S. Seifullin KATIU” uses an objective job evaluation system based on approved Qualification and Professional Standards and job descriptions, which define:

- required education and qualifications, academic degree, academic title, relevant certifications;
- responsibilities and accountability, including the impact of the position on strategic objectives, budget management, and academic processes;
- required effort and competencies (analytical, physical, and communication skills).

f) Job evaluation is conducted independently of the individual occupying the position and without consideration of the employee’s gender.

8.1.Standardization of Additional Payments

Allowances related to academic degrees, academic titles, or research leadership must be standardized and applied consistently to all employees who meet the qualification requirements, regardless of gender.

8.2.Incentive Payments and Bonuses

a) Bonuses and performance-based incentives must be:

- objective;
- transparent;
- non-discriminatory.
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7. Commitment to Addressing and Eliminating the Gender Pay Gap

9.NJSC “S. Seifullin KATIU” must identify key factors contributing to any gender pay gap (e.g., lower representation of women in leadership or higher-paid roles, differences in bonus allocation).

9.1.If discrepancies indicating gender-based pay discrimination are detected, the University must take corrective actions to align the pay of female employees with that of male colleagues in comparable roles.

9.2.To address structural causes of the pay gap, NJSC “S. Seifullin KATIU” commits to:

- targeted development — implementing mentorship and career development programs for women to increase their representation in leadership and high-paid positions;
- workplace flexibility — offering flexible working arrangements that support work-life balance;

- gender-neutral language — ensuring gender-neutral wording in job postings and evaluation criteria.

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8. Transparency and Communication

10. Transparency of the remuneration system: NJSC “S. Seifullin KATIU” ensures that all employees are informed about the structure and principles of the remuneration system, including factors influencing bonuses, in accordance with the University's HR Policy.

10.1. Confidentiality: Individual salary amounts are confidential and may not be publicly disclosed except as required by the laws of the Republic of Kazakhstan.

10.2. Complaint procedure: Any employee has the right to submit an official inquiry or complaint if there is reasonable suspicion of pay discrimination.

10.3. Protection of complainants: NJSC “S. Seifullin KATIU” guarantees protection from retaliation (dismissal, harassment) for any employee who raises concerns in good faith, even if the concerns are not substantiated.

9. Final Provisions

11. This Policy of NJSC “S. Seifullin KATIU” is subject to revision if amendments are made to internal regulatory documents and enters into force upon approval by the Executive Board.

10. Amendments and additions to this Policy may be made as necessary.

12. Responsibilities and Authorities

12.1. Responsibility for the development and content of this Policy lies with the Administrative Department (AD); responsibility for formatting, approval, and implementation lies with the Quality Committee (QC).

12.2. The head of the QC is responsible for safeguarding IRDs stored within the unit, preventing unauthorized copying, and ensuring non-disclosure of internal information.

12.3. The draft Policy must be approved by:

- the Member of the Executive Board — Vice-Rector for Operations,
- Director of the Legal Service (LS),
- Director of the Administrative Department (AD),
- Head of the Quality Committee (QC).

12.4. The final version of the Policy is approved by the decision of the Executive Board of NJSC “S. Seifullin KATIU”.

11. Abbreviations

- NJSC “S. Seifullin KATIU” — Non-Profit Joint-Stock Company “S. Seifullin Kazakh Agro-Technical Research University”;

- **Policy** — HR Policy of NJSC “S. Seifullin KATIU”;
- **AD** — Administrative Department;
- **LS** — Legal Service;
- **QC** — Quality Committee;
- **IRD** — Internal Regulatory Documents.