



**Non-commercial Joint-Stock Company  
«Shakarim University of the City of Semey»**

## **Employment Matters Policy**

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**Semey 2024**

# **Employment Matters Policy**

## **Policy Statement**

In alignment with the mission of Shakarim University, this policy establishes the development, implementation, and adherence to employment practices that comply with all applicable laws. It governs administrative procedures related to disciplinary measures and termination, the employee grievance process, as well as faculty-related matters including retention, promotion, prevention of discrimination, and tenure or rank decisions. This policy reflects the University's commitment to fairness, equity, and legal compliance in all employment matters.

## **Purpose**

The purpose of this policy is to provide clear guidance for academic and administrative staff at Shakarim University regarding employment rules, regulations, and procedures. It serves as a reference for understanding the legal framework within which employment decisions are made, ensuring transparency and consistency throughout the University.

## **Scope**

This policy applies to all members of Shakarim University, including faculty, administrative staff, and support personnel. It covers all aspects of employment and provides a consistent approach to managing employment-related matters across the University.

## **Principles**

Shakarim University is committed to fostering a work, learning, cultural, and social environment grounded in dignity, respect, and inclusivity. To achieve these goals, the University adheres to the following principles:

- **Legal and Regulatory Compliance**

The University strictly complies with all labor laws and regulations, ensuring that employment practices are lawful, ethical, and consistent with national and international standards.

- **Fair Compensation**

Shakarim University provides fair and equitable compensation that reflects legal requirements, considers economic changes, and supports a decent standard of living for all employees.

- **Gender Pay Equity**

The University upholds equal pay for work of equal value, ensuring gender equity in line with recognized educational and labor standards.

- **Diversity and Inclusion**

The University prioritizes the recruitment and support of outstanding students, staff, and faculty from underrepresented groups, reinforcing its commitment to diversity and inclusivity at all levels of the institution.

- **Prevention of Exploitation**

Shakarim University is committed to preventing forced labor, modern slavery, human trafficking, and child labor. Strict measures are applied to prevent exploitation within University operations, and collaboration with external organizations ensures the promotion of ethical labor practices.

- **Flexible Working Arrangements**

The University supports flexible working options, including remote work under specific conditions, to promote work-life balance while maintaining operational efficiency.

- **Flexible Work Hours**

Employees may request adjustments to daily work schedules (e.g., 8:00–17:00 or 9:00–18:00), subject to departmental needs and approval. This flexibility accommodates personal needs while ensuring the smooth operation of the University.

- **Protection of Vulnerable Groups**

The University upholds the highest standards in safeguarding children and vulnerable adults, ensuring that all interactions and activities within the University environment are conducted with care and responsibility.

- **Intellectual Property and Legal Compliance**

Shakarim University fully complies with laws and regulations related to intellectual property, copyrights, and related rights, protecting the work of creators and researchers within the academic community.

- **Commitment to Continuous Improvement**

The University regularly reviews and updates employment policies to reflect changes in legislation, best practices, and staff needs, ensuring a robust, transparent, and fair framework for employment management.