



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

Fair Employment and Anti-Discrimination Policy

Semey 2024

Fair Employment and Anti-Discrimination Policy

1. Purpose

Shakarim University is committed to fostering and sustaining a diverse, inclusive, and discrimination-free environment. This policy affirms the University's commitment to preventing discrimination on the basis of religion, sexual orientation, gender, age, and other protected characteristics, while ensuring fair and equitable employment practices for all members of the University community.

2. Scope

This policy applies to all individuals engaged in University activities, including:

- full-time and part-time employees;
- faculty and academic staff;
- students;
- contractors and subcontractors;
- volunteers and interns;
- visitors and guests.

It encompasses all areas of the University's operations, including:

- recruitment and selection processes;
- terms and conditions of employment;
- compensation and benefits;
- training and professional development;
- promotion and career advancement;
- termination of employment;
- academic and extracurricular activities.

3. Principles

In implementing this policy, Shakarim University is guided by the following principles:

- **Equality and Fairness:** ensuring equal and impartial treatment for all individuals.
- **Respect and Dignity:** nurturing a culture where every person feels valued and respected.
- **Inclusion:** creating an environment that embraces diverse backgrounds and perspectives.
- **Accountability:** addressing discriminatory behavior promptly and ensuring appropriate responsibility for actions.
- **Transparency:** maintaining clear, accessible, and consistent decision-making processes.
- **Continuous Improvement:** regularly reviewing and updating policies to align with legal standards and international best practices.

4. Policy Statement

Shakarim University strictly prohibits all forms of discrimination. Discrimination includes any unjust or prejudicial treatment based on:

- religion;
- sexual orientation;
- gender;
- age;
- race;
- ethnicity;
- national origin;
- disability;
- marital status;
- any other characteristic protected by law.

5. Commitment to Equal Opportunity

The University is committed to ensuring equal opportunity for all employees and job applicants. Decisions relating to employment, promotion, training, or other personnel matters are based solely on qualifications, merit, and institutional needs.

6. Reporting Procedure

Individuals who experience discrimination are encouraged to submit a report to the Ethics Council. The University ensures timely, fair, and impartial review of all complaints. Those who report incidents are fully protected from retaliation and are guaranteed confidentiality and comprehensive support throughout the process.

7. Investigation and Resolution

Upon receiving a complaint, the University undertakes a fair and impartial investigation. Where incidents of discrimination are confirmed, the University implements corrective measures, which may include disciplinary action up to and including termination.

8. Prohibition of Retaliation

Shakarim University strictly prohibits any retaliation against individuals who report discrimination, participate in an investigation, or oppose discriminatory practices. Retaliatory actions constitute a serious breach of this policy and will result in disciplinary consequences.

9. Training and Awareness

The University provides regular workshops and training for employees and supervisors on recognizing, preventing, and responding to discrimination. These initiatives reinforce the University's commitment to maintaining a safe, respectful, and inclusive workplace.

10. Monitoring and Review

This policy is reviewed annually to ensure ongoing effectiveness and compliance with applicable laws. The University continuously monitors employment practices to identify and address emerging issues related to discrimination.