

**NJSC «ABAI KAZAKH NATIONAL PEDAGOGICAL UNIVERSITY»**



**APPROVED**  
by the decision of the Board of  
Directors NJSC "Abai Kazakh National  
Pedagogical University"  
dated September 14, 2021  
Decision No.3  
Chairman of the Board of Directors  
G.I. Issimbaeva



**PROGRAM**  
induction for newly elected members of the Board of Directors of the  
NJSC «Abai Kazakh National Pedagogical University»

Almaty, 2021

## **1. General Provisions**

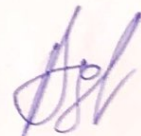
1. This Program for the induction of newly elected members of the Board of Directors of the non-profit joint-stock company "Abai Kazakh National Pedagogical University" (hereinafter - the Program) has been developed in accordance with the legislation of the Republic of Kazakhstan, the Code of Corporate Governance of the non-profit joint-stock company in the field of higher and postgraduate education, the Charter NJSC "Abai KazNPU" (hereinafter - the University) and other internal documents of the university.

2. Newly elected members of the Board of Directors must receive sufficient information about the activities of the University in order to effectively perform their duties. In this regard, the University implements the procedure for familiarizing newly elected members of the Board of Directors with information on its activities, the rights and obligations of members of the Board of Directors, and the procedures for the work of the Board of Directors (hereinafter - the Procedure of induction).

## **2. The procedure for the induction of newly elected members of the Board of Directors**

3. Prior to the meeting of the Board of Directors, in which the newly elected members of the Board of Directors participate for the first time, the Corporate Secretary shall send to each such member of the Board of Directors the following information:

- 1) in terms of the activities of the Board of Directors:
  - Regulations on the Board of Directors of the University;
  - the list and composition of the Committees of the Board of Directors;
  - protocols of meetings of the Board of Directors for the last year and all materials;
  - regulations on the Committees of the Board of Directors;
  - the current Work Plan of the Board of Directors and Work Plans of the Committees of the Board of Directors;
- 2) in terms of the activities of the University:
  - The Articles of Association of the University with all changes and (or) additions;
  - Regulation on the Management Board;
  - Corporate Governance Code;
  - Rules of professional ethics of the University;
  - Development plan of the University for a five-year period;
  - the annual audited financial statements of the University for the last three years with the conclusions of external auditors;
  - internal documents regulating investment activities and financial policy of the University;
  - The risk management policy of the University and the main internal documents governing the risk management system of the University;
  - decisions of the Sole Shareholder and materials thereto for the last year;
- 3) additionally:





- the approved organizational structure of the University;
- telephone directory of the University;
- list of affiliated persons of the University as of the last reporting date;
- a brief description of the biography and contact details (telephone, e-mail) of members of the Board of Directors, members of the Management Board, employees of the Internal Audit Service, and the Corporate Secretary;
- the main responsibilities of the heads of the structural divisions of the University, including indicating their date of election or appointment.

4. The Corporate Secretary, within a month from the date of election of members of the Board of Directors, sends to each newly elected member of the Board of Directors the following information:

- the latest report on the implementation of the University's Development Plan;
- reports of the Internal Audit Service for the past year before the date of appointment;
- The University's Internal Audit Policy;
- Work Plan of the Internal Audit Service;
- Information security policy of the University;
- list of branches and representative offices of the University;
- regulations on structural divisions of the University;
- a list of internal regulations governing the activities of the University.

5. The Corporate Secretary, within a month from the date of election of members of the Board of Directors, provides each newly elected member of the Board of Directors with meetings with the Chairman of the Board of Directors, members of the Board of Directors, members of the Management Board, employees of the Internal Audit Service for effective induction and discussion of the specifics of work and other issues. If necessary, meetings can be individual.

6. At the request of newly elected members of the Board of Directors addressed to the Chairman of the Management Board, the Corporate Secretary provides them, no later than 2 (two) business days from the date of receipt of the request, with other information about the activities of the University and the work of structural divisions.

7. Documents are provided if available, missing documents are provided additionally as they are approved in the prescribed manner.

8. The Corporate Secretary, within 7 (seven) days from the date of election as a member of the Board of Directors, collects information about affiliated persons from this person.

### **3. Duties of the Corporate Secretary, executive employees, heads of structural divisions in the framework of the procedure for the induction of newly elected members of the Board of Directors**

9. The Corporate Secretary organizes the procedure for the induction of newly elected members of the Board of Directors, including:





- prepares inquiries for the executive employees of the University, heads of structural divisions of the University for the provision of information necessary for the implementation of the procedure for the introduction of newly elected members of the Board of Directors;

- carries out collection and systematization of information provided by the executive employees of the University, heads of the structural divisions of the University;

- sends information to the newly elected members of the Board of Directors in accordance with Chapter 2 of this Program;

- assists in organizing the necessary meetings.

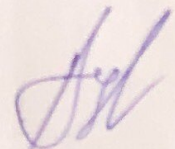
10. The Chairman of the Management Board of the University ensures that the executive employees, heads of structural divisions, at the request of the Corporate Secretary, provide the necessary information within their competence.

#### **4. Final provisions**

11. General control over the implementation of the procedure for the induction of newly elected members of the Board of Directors is carried out by the Chairman of the Board of Directors.

12. Upon expiration of 3 (three) months from the date of inauguration, the newly elected member of the Board of Directors at the next meeting of the Board of Directors of the University informs about the results of familiarization with the activities of the University, as well as proposals for the further development of the University, if any (Appendix to this Program).

13. The Board of Directors evaluates the effectiveness of the procedure for the induction of newly elected members of the Board of Directors and, if necessary, makes changes and (or) additions to this Program.



Application  
to the induction program newly elected members  
of the Board of Directors NJSC "Abai Kazakh  
National Pedagogical University"

**The Chairman and members of the  
Board of Directors of the NJSC  
"Abai Kazakh National Pedagogical  
University"**

\_\_\_\_\_  
(full name)

### LETTER OF CONFIRMATION

I, \_\_\_\_\_, a member of the Board of  
Directors of the Abai Kazakh National Pedagogical University, hereby confirm that  
I am fully familiar with the Program for the induction of newly elected members of  
the Board of Directors. I have no complaints about the organization of the passage/I  
have the following.

**Signature**

**Date**

