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Rector of JSC “SKMA”
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CORPORATE ETHICS RULES

PR 291-2026

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ONTÜSTIK-QAZAOSTAN MEDISINA AKADEMIASY «Оңтүстік Қазақстан медицина академиясы» АҚ		 SOUTH KAZAKHSTAN MEDICAL ACADEMY АО «Южно-Казахстанская медицинская академи
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PREAMBLE

The faculty members, employees and students of South Kazakhstan Medical Academy (hereinafter referred to as SKMA):

- comply with the Corporate Ethics Rules (hereinafter referred to as the Rules) and, for this purpose, refrain from any forms of conduct inconsistent with the status of a faculty member or student of a higher education institution;
- respect and strictly comply with the Constitution and laws of the Republic of Kazakhstan, the Charter and all regulatory documents of SKMA, as well as orders and instructions of the Rector of SKMA;
- maintain the high status of SKMA and strive to strengthen its business reputation and image;
- honor and contribute to the development of SKMA traditions;
- build their relationships on the principles of mutual respect, without infringing upon the honor and dignity of other persons, causing them moral or material harm, or committing unlawful acts;
- oppose religious, racial and national hatred and advocate tolerance in all relationships;
- undertake to comply with the Corporate Ethics Rules of SKMA.

1. GENERAL PROVISIONS

1.1. These Rules define the basic rules of corporate culture and establish a set of standards of conduct for faculty members, employees and students of SKMA.

These Rules establish uniform standards of relationships within the SKMA academic community.

1.2. The main purpose of implementing all provisions of these Rules is to strengthen the corporate culture of the SKMA academic community and enhance its prestige in the educational environment of the Republic of Kazakhstan and abroad.

1.3. Basic concepts and terms:

Ethics — a set of ethical principles and standards of business conduct that guide officials, employees and students of SKMA in their activities.

Corporate culture — the values, principles, standards, models of behavior and relationships of SKMA employees and students that have been developed by the organization in the process of adapting to the external environment and internal integration, have demonstrated their effectiveness, and are shared by the majority of members of the organization.

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1.4. Objectives of these Rules:

- to develop among all members of the SKMA academic community a sense of responsibility for the development of a corporate culture based on respect, equality, partnership and mutual support;
- to define the principles of relationships within the teaching staff and student community, taking into account compliance with ethical standards and relationships with external entities interacting with SKMA, including local government authorities, business partners, public organizations, mass media, etc.;
- to explain to students and employees their role in implementing the mission of SKMA and their personal responsibility for fulfilling their duties.

1.5. These Rules are intended to contribute to the formation of a favorable moral and psychological climate at SKMA and to increase the effectiveness of the activities of faculty members, employees and students.

1.6. Every faculty member, employee and student of SKMA, by strictly complying with these Rules, contributes to strengthening the image and business reputation of the university.

1.7. Violation of the provisions of these Rules is condemned by the SKMA community, and administrative measures may be applied to the violator in accordance with the legislation of the Republic of Kazakhstan.

2. CORPORATE PRINCIPLES AND VALUES

2.1. Fundamental Corporate Values of SKMA

1. **Meritocracy** — fairness and objectivity in assessing the contribution and achievements of each individual.

2. **Respect** — treating others with respect.

3. **Integrity** — honesty within SKMA and in relations with its partners.

4. **Openness** — openness to communication and cooperation with partners.

5. **Team Spirit** — cooperation aimed at achieving better results through joint activities.

6. **Trust** — commitment to a culture of mutual assistance and trust.

7. **Zero Tolerance for Corruption and Anti-Corruption Commitment.**

2.2. SKMA's activities are based on the following principles:

- SKMA is an innovative center for scientific and educational services operating on the basis of the principles of the Bologna Declaration and the unity of educational, scientific and educational-upbringing processes;

- SKMA is future-oriented, generating and disseminating advanced knowledge and effectively implementing the concept of a research university;

- SKMA values and respects its faculty members, employees and students and always acts in accordance with the highest ethical standards;

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- SKMA has zero tolerance for any manifestations of corruption, ethical violations and violations of academic integrity;
- SKMA declares academic freedom and responsibility, supports, preserves and develops its traditions, national and universal human values;
- SKMA strives to foster high civic responsibility, patriotism and morality among the younger generation;
- SKMA is focused on creativity, innovation and partnership among faculty members, employees and students;
- SKMA declares its main corporate values to be competitiveness, integration into the global educational environment, openness to change and innovation, continuous focus on creative inquiry and research, and commitment to high academic standards.

3. CORPORATE CULTURE OF THE ACADEMIC COMMUNITY

3.1. Corporate Ethics of Conduct for Faculty Members, Employees and Students

1. Faculty members, employees and students of SKMA shall uphold the high status of the university with honor and dignity and justify through their work the high title of a member of the SKMA academic community.
2. In performing their duties, they shall demonstrate solidarity, goodwill, collegiality, mutual understanding and mutual assistance, trust in one another, and maintain a highly moral atmosphere within the community.
3. The honor and dignity of SKMA faculty members, employees and students are inseparable from a healthy lifestyle.
4. Faculty members, employees and students shall adhere to a secular, business-style dress code that does not indicate religious affiliation or exclusivity.
SKMA implements the secular nature of education and upbringing.
5. During working and academic hours, faculty members, employees and students are strongly encouraged to avoid clothing details that emphasize affiliation with any subculture.
6. Wearing tracksuits and sports footwear at SKMA is prohibited.
7. Deep necklines, exposed shoulders, backs and midriffs, excessively low-rise trousers, excessively short skirts, transparent clothing and excessive jewelry are prohibited.
8. At SKMA, polite communication using the formal form of address “You” is accepted regardless of the age or status of the person being addressed.
9. The use of obscene or inappropriate language is prohibited.
10. Public clarification of personal disputes is unacceptable.

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11. In order to ensure safety and prevent offenses, SKMA operates an access control system organized by the university security service. Persons entering the university must pass through the electronic turnstile using facial recognition or an access card. Persons who do not have an access card may pass through the turnstile by presenting their official identification documents or student IDs to the security officer in an unfolded form.

12. During classes, all mobile communication devices must be switched off by both faculty members and students. During official events (meetings, conferences and sessions), the sound of mobile phones must be switched off.

13. At various events (meetings, ceremonial sessions, business meetings, concerts and celebrations), participants shall treat speakers with respect and maintain silence and order.

3.2. Relationships Among Students

1. The basic principle guiding all students is mutual respect, fairness and honesty in relationships among members of the student community.

2. Relationships among students shall be based on mutual respect. Infringement upon honor and dignity, causing moral or material harm, and committing unlawful acts are prohibited.

3. Various forms of communication among students from different groups, faculties, etc. are encouraged, including joint discussion and resolution of academic issues, project work, participation in youth events and competitions, and organization of leisure activities.

4. When resolving problems arising during the educational process, SKMA students shall be guided by the principle of fairness, these Rules, SKMA internal regulatory documents and the legislation of the Republic of Kazakhstan protecting their rights.

3.3. Relationships Between Students and Faculty Members

1. Faculty members and employees of SKMA shall strive for a high level of professionalism, continuously work to improve their theoretical knowledge and teaching skills, and be principled and objective toward colleagues, students and themselves.

2. In performing their official duties, faculty members shall demonstrate a high level of responsibility, conscientiousness and tact, be correct in evaluating performance and making comments, and serve as representatives of a high level of culture, integrity and tolerance.

3. Faculty members shall conduct classes and assessment activities in an atmosphere of objectivity and appropriate rigor combined with a friendly and attentive attitude toward students.

4. Students shall familiarize themselves with the content of the class in advance and come prepared in accordance with the requirements specified in the syllabus. When completing assignments, students shall clearly understand the procedure for performing the work and the assessment criteria.

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5. Students shall arrive at classes before the faculty member. In case of being late for class, a student must ask for permission and, if permission is granted, take the nearest available seat in the classroom.

6. A faculty member has the right to remove a student from a class for violating discipline and subsequently record such removal as an absence.

7. A faculty member has the right to suspend a student from classes for systematic violations of academic discipline, provided that the dean's office is notified in writing of the situation.

8. In exceptional cases, students may request the replacement of a faculty member. Such a request must be based on very serious reasons, such as proven facts of rudeness, incompetence, systematic cancellation or disruption of classes through the fault of the faculty member, etc., and must be supported unanimously by the academic group.

9. In cases of an individual conflict with a faculty member, a student may contact the Head of the Department or Dean of the Faculty with a request to take an examination with another faculty member. The request must be substantiated. Such matters shall be resolved by the Dean of the Faculty.

3.4. In communication with students, a faculty member shall not:

- insult students, humiliate their personal dignity, or demonstrate arrogance or excessive familiarity;
- demonstrate bias during current, midterm or final assessment or allow subjective factors to influence the assessment of students' academic achievements;
- accept gifts from students or third parties intended to influence the results of the educational or scientific process;
- change assessment criteria or the conditions for conducting current, midterm and final assessments established by the relevant internal regulatory documents of SKMA;
- discuss with students the professional or personal shortcomings of other students or colleagues;
- conduct commercial activities, advertising, political or religious campaigning on SKMA premises.

3.5. During the educational process, students shall not:

- participate in any activity involving dishonesty or misleading a faculty member, or behave disrespectfully toward a faculty member and/or others;
- miss classes or be late without a valid reason;
- argue during classes, behave improperly or overly familiarly, be insolent or rude toward a faculty member and/or others;
- discuss other students' grades with a faculty member, except for their own grades.

3.6. Relationships Between Faculty Members and Employees

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1. The basic principle guiding all faculty members and employees is mutual respect based on professional ethics, fairness and honesty in relationships among members of the community.

2. Relationships between faculty members and employees shall be based on mutual respect. Rudeness, infringement upon the honor and dignity of others, causing moral or material harm, and committing unlawful acts are prohibited.

3. Various forms of communication among employees of different structural units are encouraged, including joint discussion and resolution of work-related issues, project implementation and organization of leisure activities.

4. Assistance to colleagues in their professional development, improvement of their intellectual level and moral qualities is encouraged.

5. When resolving problems arising in the course of their activities, SKMA employees shall be guided by the principle of fairness, these Rules, other SKMA regulatory documents and the legislation of the Republic of Kazakhstan protecting their civil rights.

3.7. Relationships Between the Administration and Employees

1. The SKMA administration includes the Rector, Vice-Rectors, Heads of Directorates, Centers and Departments. The administration of faculties includes the Dean and Deputy Deans.

2. Relations between the SKMA administration and employees are based on the principles of long-term cooperation, respect and clear fulfillment of mutual obligations. Employees and the employer shall comply with all terms of the employment and collective agreements in their activities.

3. In interactions between management and subordinates on work-related matters, attempts at pressure from either side are unacceptable, as are decisions that do not comply with the principles of fairness and the interests of SKMA.

4. At all levels of decision-making, employee initiative and proposals for optimizing SKMA's activities and improving educational programs are encouraged.

5. The SKMA administration guarantees equal opportunities for career development for all employees, as well as opportunities for self-realization.

6. The administration regards human capital as a source of successful performance. Employees' personal interests and value priorities are taken into account, with attention paid to developing employees' potential and providing social guarantees.

7. SKMA employees shall objectively and without emotion accept and express critical comments regarding professional activities, acknowledge and correct mistakes.

8. The SKMA administration pays attention to the individual characteristics of each member of the community. Faculty members and employees have the right to rest and medical treatment, opportunities to engage in physical activities at the university's sports facilities, and appropriate attention from management to their concerns.

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4. DUTIES OF THE ADMINISTRATION, EMPLOYEES AND STUDENTS

4.1. Members of the Administration and Employees Shall:

- treat state symbols with respect — the National Flag, National Emblem and National Anthem;
- treat corporate symbols with respect;
- comply with generally accepted moral and ethical standards and respect the state language and other languages, traditions and customs of peoples;
- be polite and respectful toward everyone;
- be intolerant of indifference and rudeness toward others;
- provide support and assistance to colleagues and students;
- always verbally express gratitude for assistance, even if such assistance was not provided in full;
- carefully study and conscientiously comply with the ethical requirements and rules of conduct established by these Rules;
- perform their official functions and duties conscientiously, professionally, effectively and impartially;
- be responsible for the obligations they have undertaken, regardless of status or position;
- assist in investigations concerning violations of ethical principles and rules of conduct;
- refrain from providing direct or indirect statements or characterizations concerning other individuals or legal entities that may affect their dignity and honor or result in legal proceedings concerning the protection of honor, dignity and reputation in the mass media or through social networks;
- make management decisions that comply with the requirements of these Rules;
- demonstrate commitment to the requirements of these Rules by personal example;
- pay attention to creating team spirit among subordinates and uniting the team around the common mission, values and principles of SKMA;
- provide consultation and mentoring to subordinates;
- be guided by the principles of transparency and impartiality when making decisions;
- provide accurate information in a timely manner without violating confidentiality requirements, taking into account decisions and acts of the Sole Shareholder, as well as internal documents of SKMA;
- develop a culture of conduct in which SKMA employees are free to express concerns regarding non-compliance with ethical requirements and rules of conduct, and encourage compliance with such requirements by personal example;
- comply with labor discipline;

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- comply with occupational safety and health, fire safety, industrial safety and sanitary and epidemiological requirements at the workplace;
- treat SKMA property with care;
- notify the employer of any situation posing a threat to the life and health of people, the safety of the employer's and employees' property, as well as of any occurrence of downtime;
- not disclose information constituting state secrets, official, commercial or other legally protected secrets that becomes known to them in connection with the performance of their employment duties;
- compensate the employer for damage caused within the limits established by the laws of the Republic of Kazakhstan;
- respond promptly to inquiries and publications by mass media;
- carry out targeted anti-corruption activities within the scope of their competence at SKMA;
- conduct anti-corruption monitoring, take measures to develop an anti-corruption culture and ensure compliance with anti-corruption standards in SKMA's activities;
- ensure compliance with clear, fair and objective principles of academic integrity and the academic policy of SKMA;
- ensure the promotion and protection of academic integrity and academic policy standards, which are the result of the joint efforts of all SKMA students and employees;
- ensure conscientious fulfillment of obligations imposed on employees, including obligations based on the principles of academic integrity and the academic policy of SKMA;
- ensure accountability of students and SKMA employees for violations of the principles of academic integrity and the academic policy of SKMA;
- ensure a high level of responsibility among SKMA employees who promote the principles of academic integrity and the academic policy of SKMA based on mutual respect and fairness;
- ensure transparency and openness in competitive and selection procedures for academic staff and monitor the integrity of such procedures at SKMA;
- take measures to prevent disclosure of official secrets and leakage of official information;
- obtain written approval from the employer for business trips, appeals to higher authorities, as well as publications in the mass media.

4.2. Students Shall:

- treat state symbols with respect — the National Flag, National Emblem and National Anthem;
- treat corporate symbols with respect;

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- comply with generally accepted moral and ethical standards and respect the state language and other languages, traditions and customs of peoples;
- be polite and respectful toward everyone;
- be intolerant of indifference and rudeness toward others;
- provide support and assistance to fellow students;
- always verbally express gratitude for assistance, even if such assistance was not provided in full;
- carefully study and conscientiously comply with the ethical requirements and rules of conduct established by these Rules;
- be responsible for the obligations they have undertaken;
- assist in investigations concerning violations of ethical principles and rules of conduct;
- refrain from expressing opinions or assumptions or providing unfounded or inaccurate statements concerning the activities of SKMA, SKMA employees or other individuals or legal entities, directly or indirectly, where such statements may affect their dignity and honor or result in legal proceedings concerning the protection of honor, dignity and reputation in the mass media or through social networks;
- demonstrate commitment to the requirements of these Rules by personal example;
- comply with SKMA internal discipline;
- comply with fire safety and sanitation requirements on SKMA premises;
- treat SKMA property with care;
- promptly inform the faculty member, Head of the Department or Dean of any situation posing a threat to human life and health or the safety of property;
- comply with the anti-corruption culture and standards at SKMA;
- comply with fair and objective principles of academic integrity and the academic policy of SKMA;
- conscientiously fulfill obligations based on the principles of academic integrity and the academic policy of SKMA;
- be responsible for violations of the principles of academic integrity and the academic policy of SKMA;
- obtain written approval from the Dean’s Office and/or SKMA administration for publications in the mass media.

5. RULES OF CONDUCT

5.1. Corporate Culture

5.1.1. The administration and employees shall contribute to the development of corporate culture at SKMA by complying with the Ethics Rules, sharing their knowledge

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of ethical principles and accepted standards of business conduct with colleagues, complying with ethical requirements and preventing violations.

5.1.2. The administration and employees of SKMA shall develop corporate spirit and promote compliance with the Rules in the following ways:

- personal explanatory meetings with subordinates;
- setting a personal example for SKMA employees;
- ensuring a general understanding that compliance with the requirements is a mandatory factor in workplace effectiveness.

5.1.3. All SKMA employees may participate in corporate, recreational and sporting events. They may also submit their own proposals for events aimed at enhancing corporate spirit among employees.

5.1.4. The administration and employees shall comply with SKMA document management rules and keep all necessary documentation properly organized. All SKMA employees shall maintain their workplaces in a neat and presentable condition.

5.2. Public Relations

5.2.1. SKMA ensures compliance with high ethical standards in its relations with the public and mass media. SKMA does not permit the dissemination of inaccurate information, concealment and/or distortion of facts in public statements by senior employees, its information and advertising materials or other public relations activities.

5.2.2. Only an authorized official has the right to make public statements, comment on events at SKMA or make any statements on behalf of SKMA in the mass media, including social networks. Such official shall coordinate public statements/speeches with the senior management of SKMA (the Sole Shareholder and the Rector).

5.2.3. When speaking on behalf of SKMA, an authorized person shall comply with generally accepted standards of professional conduct and ethics, disseminate only accurate information, and prevent the dissemination of information that incites social, racial or national hatred.

5.2.4. The administration and employees of SKMA should not publicly express their opinions on matters relating to their official duties or SKMA's activities in general if such opinions:

- do not correspond to the interests or main areas of activity of SKMA;
- disclose official and/or other confidential information of SKMA;
- contain unethical statements concerning officials, employees and students of SKMA and/or other persons;
- may negatively affect the reputation and image of SKMA.

5.3. Control Measures

5.3.1. The administration and employees of SKMA shall strictly comply with these Rules and report any violations thereof.

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5.3.2. In order to achieve SKMA's strategic objectives, the administration shall make business decisions taking into account the fundamental values and ethical principles and shall bear full responsibility for implementing the objectives assigned to SKMA.

5.3.3. Relevant SKMA employees, within their respective areas of competence, shall respond to issues related to violations of ethical requirements by:

- taking timely measures to rectify the situation and eliminate deficiencies;
- taking and/or proposing effective disciplinary measures in accordance with the procedure established by law;
- consulting with the relevant structural units and the SKMA administration.

5.3.4. The SKMA administration encourages employees who are willing to openly discuss the Rules and welcomes all constructive proposals for their improvement.

6. ETHICS OFFICER

6.1. Rights and Duties of the Ethics Officer

1. The Ethics Officer shall be appointed by order of the Rector of SKMA.
2. The main functions of the Ethics Officer are to collect information regarding non-compliance with these Rules, provide consultations to employees and students concerning the provisions of the Rules, initiate consideration of disputes concerning violations of the Rules and participate in such consideration.

6.2. The Ethics Officer shall have the right to:

- initiate procedures for identifying violations of the Rules both on the basis of received complaints and on their own initiative;
- personally contact the administration, employees and students regarding non-compliance with the Rules;
- provide the administration, employees and students with explanations and interpretations of the provisions of the Rules.

6.3. The Ethics Officer shall:

- participate in the consideration of matters concerning non-compliance with these Rules;
- maintain records of appeals from employees, students, business partners and interested parties concerning non-compliance with the provisions of the Rules;
- maintain independence and impartiality when considering disputes concerning non-compliance with these Rules;
- ensure the anonymity of an employee or student who reports a violation of the Rules, if the person wishes to remain anonymous.

6.4. Regarding the requirements of the Rules and/or ethical issues arising in the course of work, as well as violations of the Rules, corruption and other unlawful acts, employees and students of SKMA, as well as business partners and interested parties, may contact:

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- their immediate supervisor;
- the Ethics Officer;
- the Compliance Officer;
- the Rector.

7. ETHICS AND ACADEMIC INTEGRITY COUNCIL

7.1. Each specific case of violation of these Rules may be considered by the Ethics and Academic Integrity Council (hereinafter referred to as the Council) established by the Rector of SKMA.

7.2. Based on the results of the Council's work, decisions may be made regarding disciplinary measures against both students and employees of SKMA involved in the violation.

7.3. If violations of these Rules are identified, the Council may impose disciplinary measures on a student, faculty member or employee of SKMA, up to and including expulsion or dismissal from SKMA.

7.4. The Council is established as an independent collegial body responsible for protecting the rights of participants in the educational process and ensuring moral and ethical, anti-corruption and legal assessment of the results of students' educational activities, educational and methodological, scientific and other areas of SKMA's activities.

7.5. Every employee, faculty member and student of SKMA has the right to submit matters concerning academic integrity and violations of these Rules to the Council for consideration.

7.6. The composition, functions and objectives, rights and duties, operating procedures, liability and other activities of the Council are regulated by the Regulation on the Activities of the Ethics Council of SKMA.

7.7. Main Tasks and Functions of the Council

- assessing compliance with ethical and anti-corruption standards and the principles of academic integrity in the performance of all types of work in all areas of SKMA's activities;

- participating in the assessment of work performed by students and employees and organizing expert reviews from the perspective of academic integrity;

- considering disputed matters related to academic dishonesty and violations of ethical standards;

- conducting activities to introduce the principles of academic integrity into the educational process and prevent conduct by students and employees that violates ethical standards;

- holding meetings and making decisions regarding violations of academic integrity and these Rules;

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- interacting with other public governance bodies;
- taking preventive measures to ensure compliance with the anti-corruption policy and academic integrity;
- applying administrative disciplinary measures and sanctions for all types of violations committed by SKMA students and employees;
- providing explanations, recommendations and instructions and making decisions on matters within its competence.

8. ACTIONS OF EMPLOYEES AND STUDENTS IN CASE OF IDENTIFICATION OF ETHICS VIOLATIONS

8.1. An employee or student who identifies a violation of these Rules shall submit information and details concerning the violation to their immediate supervisor, faculty member and/or directly to the Compliance Officer, Vice-Rector or Rector of SKMA.

8.2. A case, incident or complaint shall be submitted in writing.

8.3. If necessary, any employee, faculty member or student may submit a written statement or complaint to the Compliance Officer, as well as anonymously through the “Trust Box” and/or “Trust Hotline” at **(87252) 39-42-83, 8775-398-67-57, e-mail: anticorruption@skma.kz**, the operation of which is regulated by the Anti-Corruption Policy of SKMA and the Regulations on the “Trust Box” and “Trust Hotline”.

8.4. If necessary, regarding violations of academic integrity and the provisions of these Rules, an internal investigation may be conducted by the Compliance Officer and/or a special commission established by order of the Rector.

8.5. Following the internal investigation, the findings of the investigation shall be submitted to the Council for consideration and decision-making.

8.6. Lack of knowledge of the provisions of these Rules shall not constitute a justification and shall not release a person from liability.

8.7. Types of Disciplinary Measures

1. Disciplinary warning
2. Reprimand
3. Severe reprimand
4. Expulsion from SKMA
5. Dismissal from SKMA

9. APPEAL

9.1. Following consideration and proceedings by the Council, students and employees of SKMA who disagree with the Council’s decision may appeal the decision in accordance with the legislation of the Republic of Kazakhstan.

ONTÜSTIK-QAZAQSTAN MEDISINA AKADEMIASY «Оңтүстік Қазақстан медицина академиясы» АҚ		 SOUTH KAZAKHSTAN MEDICAL ACADEMY АО «Южно-Казахстанская медицинская академи
Compliance Officer		PR 291-2026
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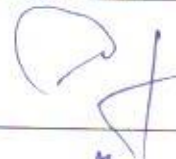
Developed by:

Position	Full Name	Date	Signature
Compliance Officer	Pernebayev N.A.	31.08.2026	

Reviewed by:

Position	Full Name	Date	Signature
Head of the Quality Assurance and Monitoring Department	Erzhanov N.A.	31.08.2026	
Head of the Department of Administrative and Legal Support	Kabishtayev O.A.	31.08.2026	

Agreed by:

Position	Full Name	Date	Signature
Vice-Rector for Educational and Social Affairs	Salim E.K.	31.08.2026	
Vice-Rector for Research and Strategic Development	Aukenov N.E.	31.08.2026	
Vice-Rector for Academic Affairs	Anartayeva M.U.	31.08.2026	
Vice-Rector for Clinical Affairs	Nurmashev B.K.	31.08.2026	