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APPROVED
by the decision of the Management
Board
of SEC Almaty JSC
dated 18.11 2021
minutes No. 6d

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18.11 2021

**Regulations on the Conciliation Commission
of SEC Almaty JSC**

Owner of IRD	Human Resources Management Department
Developer of IRD	Human Resources Management Department
Responsible for holding a copy	IRD Base Administrator
Place of custody of the original in paper and electronic formats	IRD Base
Responsible for monitoring and updating	Human Resources Management Department
Information on IRD no longer in force due to the adoption of a new IRD	none
Statement of disagreements	none
Number of annexes and pages	IRD is on 18 pages, with 3 annexes.

Almaty 2021

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Section 1. General Provisions

1. These Regulations on the Conciliation Commission of SEC Almaty JSC (hereinafter - the Regulations) regulate the process of consideration and execution of individual labor disputes, define the procedure, basic principles of the Conciliation Commission and are mandatory for compliance by SEC Almaty JSC and employees of SEC Almaty JSC.

2. The following employees shall be governed by these Regulations:

- 1) management of SEC Almaty JSC in terms of appointment of representatives of the Conciliation Commission and organizational support of its activities;
- 2) employees who are members of the Conciliation Commission;
- 3) employees engaged as specialists/witnesses to participate in the Conciliation Commission;
- 4) current employees/employees previously in labor relations who applied to the Conciliation Commission to resolve individual labor disputes.

3. These Regulations govern the following aspects of the work of the Conciliation Commission:

- 1) the powers of the Conciliation Commission;
- 2) the procedure for the formation of the Conciliation Commission;
- 3) the composition, distribution of duties and qualifications of the members of the Conciliation Commission;
- 4) the terms for submitting applications to the Conciliation Commission;
- 5) registration of applications;
- 6) the procedure for consideration of applications in preparation for the meeting;
- 7) the procedure for conducting meetings to consider applications;
- 8) the procedure for execution of the decisions of the Conciliation Commission.

Section 2. Terms, definitions, abbreviations and conventions

LC RK - Labor Code of the Republic of Kazakhstan

CC RK - Civil Code of the Republic of Kazakhstan

Company/Employer - SEC Almaty JSC

Individual labor dispute - disagreement between employee(s) and employer on issues of application of labor legislation of the Republic of Kazakhstan, fulfillment or change of terms of agreements, labor contract, and acts of the employer.

Conciliation Commission (CC) - is a permanent body established in the Company on a parity basis from an equal number of representatives of the employer and employees,

which considers individual labor disputes arising between an employee, including those who previously had an employment relationship, and the employer.

Mediator - an individual or legal entity engaged by the parties to labor relations to render services to resolve labor dispute;

Representatives of the employer - the Company's employees authorized by the employer's acts to represent the employer's interests in the CC;

Acts of the employer - orders, regulations, instructions, rules, regulations, vacation schedules, etc. issued by the employer.

Employee - a natural person who has labor relations with the employer and directly performs work under an employment contract;

Representatives of employees - employees of the Company elected and authorized at the general meeting (conference) of employees by a majority of employee votes to represent the interests of employees in the CC;

Members of the CC - representatives elected to the CC from among the Company's employees (representatives of the employer and representatives of employees);

Participants of the CC - all persons involved in participation and/or discussion of issues considered by the CC, including those participating by submitting opinions/reports or other documents to the CC (without in-person participation in the CC meetings), including the Chairperson of the CC, members of the CC, the Secretary of the CC, specialists, witnesses and other persons directly involved in the consideration of an individual labor dispute in the CC.

Applicant - a person who has applied to the CC to resolve an individual labor dispute;

Minutes - a document reflecting the course of the CC meeting.

Section 3. Powers of the CC

4. An individual labor dispute shall be considered by the CC if the Applicant has not settled the disagreement in direct negotiations with the Company's representatives/administration.

5. The powers of the CC shall be established in accordance with the LC RK, other regulatory legal acts of the Republic of Kazakhstan, and these Regulations.

6. The CC shall have the right to summon witnesses to the meeting, entrust individuals (experts) to conduct technical and accounting audits, require the Company to submit documents and calculations, send requests and use explanations of state and higher trade union bodies.

7. These Regulations, position, contact details and workplace of the employee registering applications in the CC, CC composition and contact details shall be available for familiarization for any employee of the Company.

8. The Company undertakes to conduct annual training of CC Members in the basics of labor legislation of the Republic of Kazakhstan, as well as the ability to negotiate in labor disputes in accordance with the Company's internal documents regulating the process of training of the Company's employees.

Section 4. Procedure for formation of the CC

9. The CC is established on a parity basis from an equal number of Employee Representatives and Employer Representatives.

10. The CC is formed for a period of up to 3 years. During this period, the parties may replace their representatives in accordance with the procedure established for the formation of the CC. At that, the powers of all representatives shall expire simultaneously with the expiration of the term for which the CC was formed, except for cases of early recall of a CC Member or due to change of his/her place of work.

11. Representatives of employees shall be elected to the CC by a resolution of the General Meeting of Employees of the Company, and such a resolution shall be deemed competent if at least 2/3 of employees were present at the meeting and more than 50% of those present voted in favor of it. Elections are held:

- 1) from among the Company's employees;
- 2) by public vote.

The course of the meeting and decisions made at the General Meeting of Employees of the Company shall be recorded; the form of the Minutes is specified in Annex No. 1 hereto. The minutes shall serve as the basis for the appointment of Employee Representatives to the CC.

12. The representatives of the Employer in the CC shall be appointed and relieved from the duties of the CC member by the order of the Chairperson of the Management Board from among the Company's employees and shall act on the basis of a power of attorney issued by the Company.

13. In case of termination of the employment contract with an Employee who is a CC Member, the procedure of election/appointment of a new CC Member shall be carried out within 1 (one) calendar month from the date of termination of the employment contract, in accordance with Clauses 11 and 12 of these Regulations.

Section 5. Composition of the CC, distribution of duties and qualifications of CC members

14. At the first organizational meeting, the members of the CC shall elect a Chairperson and a Deputy Chairperson from among themselves. The Chairperson of the CC, Deputy Chairperson of the CC shall be considered elected if more than half of the CC Members vote for them. A representative from either party may be elected as the Chairperson of the CC; in his/her absence, the Deputy Chairperson of the CC shall exercise the powers of the Chairperson of the CC. The Secretary of the CC shall be appointed by the order of the Chairman of the Management Board of the Company and shall not be a Member of the CC.

15. The Chairperson of the CC is responsible for arrangement of the work of the CC, coordination of the work of the CC Members and involved experts, determination of the date of the meeting, control over the implementation of the decision made by the CC, and ensuring the convening of the CC.

16. CC members shall:

- 1) consider the Applicants' application on an individual labor dispute;
- 2) study the application and materials of the individual labor dispute before the date of the CC meeting;
- 3) attend the meetings of the CC to consider the Applicant's application;

- 4) make a decision on the individual labor dispute under consideration;
- 5) undergo training on labor legislation of the Republic of Kazakhstan organized by the Company;
- 6) perform other duties stipulated by these Regulations, the Company's IRD and labor legislation of the Republic of Kazakhstan.

17. CC members shall have the right to:

- 1) invite witnesses of an individual labor dispute, employees, specialists from other divisions of the Company, mediator to the meetings of the CC to provide consultations within the framework of the individual labor dispute under consideration;
- 2) initiate inspections in the Company in order to establish the actual circumstances of the dispute;
- 3) request documents, oral and written explanations from the Company's employees on issues related to the individual labor dispute under consideration, who are obliged to provide them at the request of the CC and within the relevant timeframe;
- 4) refuse to consider the application to the Applicant, if there are no grounds for an individual labor dispute, if the time period for addressing the CC has been missed, as well as in case of repeated failure of the Applicant or his/her representative to attend the CC meeting without a valid reason;
- 5) perform other actions stipulated by these Regulations, the Company's IRD and labor legislation of the Republic of Kazakhstan.

18. The Secretary of the CC shall:

- 1) inform the CC Members about the date, time and venue of the meeting;
- 2) inform the Applicant at least 3 (three) business days in advance of the date, time and venue of the meeting and the composition of the CC;
- 3) provide materials to all CC Members on the individual labor dispute under consideration;
- 4) keep and prepare the Minutes of the CC meeting;
- 5) ensure that all members of the CC and the Applicant sign the minutes of the CC meeting;
- 6) prepare and sign the decision of the CC based on the minutes of the CC meeting;
- 7) submit the decision of the CC drawn up on the basis of the minutes of the CC meeting to the front office for subsequent sending of such decision to the Applicant;
- 8) ensure proper storage of the documents listed below in accordance with the requirements of the Company's IRDs:
 - 1) Application;
 - 2) Investigation records;
 - 3) Correspondence regarding this individual labor dispute;
 - 4) Minutes of the CC meetings on this individual labor dispute;
 - 5) Minutes containing the decision, with all attachments;
 - 6) Audio/video recordings of meetings (if any);

7) Decision of the CC;

8) Stub on receipt of the decision by the Applicant.

The period of keeping the file shall be in accordance with the Company's IRD.

Section 6. Terms for submitting applications to the CC

19. An application from the Applicant shall be drawn up in any form, indicating the subject of the individual labor dispute, participants, the date of the individual labor dispute, information on what his/her labor rights or norms of the legislation of the Republic of Kazakhstan were violated and under what circumstances. The application shall be accompanied by documents supporting the Applicant's arguments and other documents relating to the individual labor dispute.

20. In accordance with the LC RK, the Applicant may apply to the CC within the following terms:

1) in disputes on reinstatement - one month from the date of delivery of a copy of the employer's act on termination of the employment contract;

2) on other labor disputes - one year from the day when the employee or employer learned or should have learned about the violation of his/her right.

21. Duration of the term for considering the individual labor disputes is suspended during the validity period of the mediation contract for the labor dispute under consideration, as well as in the absence of the CC prior to its establishment. If the term is missed for valid reasons, the CC may consider the application from the Applicant.

Section 7. Registration of applications

22. The application received by the CC is subject to mandatory registration on the day of submission of the application in the incoming correspondence log in the front office. The employee of the front office shall return a copy of the application to the Applicant with a registration mark.

23. When registering applications, the employee registering the application shall check the completeness and correctness of filling and request the Applicant to inform about the date of the meeting and/or check the correctness of their filling in the application. Refusal to accept an application is not allowed.

24. On the day of registration of the application from the Applicant, the employee of the front office shall forward such application to the Secretary of the CC by e-mail or by hand.

25. Records keeping of the CC is maintained separately from the special records management in a separate section of file register.

Section 8. Procedure for consideration of applications in preparation for the meeting

26. The Secretary of the CC shall send the application to the Chairperson of the CC by e-mail or hand it over by hand on the day of receipt of the application from the employee of the front office.

27. The Chairperson of the CC appoints the date, time and venue of the first meeting of the CC to determine the composition of the CC, which will consider an

individual labor dispute on the received application, to determine the need for inspections/conclusions from the Company's structural subdivisions, to engage the Company's employees who are not CC members to participate in the CC by providing relevant conclusions/explanations.

28. When electing CC members, the interest of the CC member in the outcome of an individual labor dispute should be taken into account. Members of the CC are recognized as interested in the outcome of an individual labor dispute if they are close relatives, spouse of the Applicant, are subordinate to the Applicant or are the head of the Applicant, or are employees of the same structural subdivision of the Company. If there is an interest, the CC Member is obliged to inform about it prior to the beginning of consideration of the individual labor dispute on the merits. In this case, the CC Chairperson shall ensure the presence of a substitute CC Member.

29. Within 1 (one) business day from the date of formation of the CC composition at the first meeting of the CC, the Secretary of the CC shall provide the Applicant with the list of the selected CC Members by hand or by sending by certified mail. It is the applicant's responsibility to familiarize himself or herself with the composition of the CC. The Applicant shall have the right to request the challenge of any of the CC Members as an interested party, both before and during the consideration of the case, justifying the degree of interest.

The issue of granting the challenge/replacement of a CC Member shall be decided by the Chairperson of the CC within 1 (one) business day from the date of the Applicant's challenge, after which the Secretary shall announce to the Applicant the other SC Members (to replace those who were challenged).

30. After final formation of the list of CC Members, the Secretary shall notify the Applicant or its representative, CC Members, other participants of the CC meeting about the date, time and place of the CC meeting for consideration of the dispute on the merits by e-mail/mail with acknowledgement of receipt within 1 (one) business day from the date of approval of the CC composition. The Secretary of the CC shall send all available materials on the individual labor dispute under consideration to all CC members by e-mail before the date of the CC meeting.

31. Members of the CC or involved specialists, prior to the scheduled date of the meeting, shall:

- 1) verify the facts stated in the Applicant's application;
- 2) identify the employer's acts regulating the area of labor relations affected by the Applicant's application;
- 3) collect or request additional information, explanations, conclusions, correspondence, etc. on the essence of the individual labor dispute under consideration;
- 4) control timely provision of information, completeness and correctness of data provided by the Company's engaged specialists from other CC participants (specialists of other structural divisions of the Company);
- 5) determine the need to request data from supervisory authorities, prepare a request on the merits of the case and submit it to the Chairperson of the CC;
- 6) inform the Chairperson of the CC about readiness for the CC meeting.

32. In order to clarify the circumstances of the dispute, the CC members have the right to invite witnesses, employees of other structural subdivisions of the Company to the meeting and during the meeting, to entrust certain persons to conduct technical/accounting or other inspections, to request any documents/information from other employees of the Company, and all categories of managers and employees of the Company are subject to the requirement of the CC members to provide data/information.

33. The applicant shall have the right at any time to withdraw his/her application or to refuse the claim by submitting a corresponding application, which shall be registered in the front office in the registration log.

Section 9. Procedure for conducting meetings to consider applications

34. The CC is obliged to consider the dispute within 15 (fifteen) business days from the date of registration of the application with the CC and make a final decision.

35. The meetings of the CC shall be held openly.

36. The meeting of the CC shall be deemed competent if at least half of its Members, in equal percentage of Employee Representatives and Employer Representatives, are present; in case of violation of parity, the meeting shall be adjourned. The dispute shall be considered in the presence of the Applicant and/or his/her authorized representative within the limits of powers delegated to him/her (by power of attorney issued in accordance with the Civil Code of the Republic of Kazakhstan) in accordance with the regulatory legal acts of the Republic of Kazakhstan. The dispute may be heard in absentia only at the written request of the Applicant. The meeting of the CC may be held remotely, both at the Applicant's request and in cases stipulated by legislative and regulatory acts (state of emergency, quarantine, etc.).

37. If the Applicant fails to appear at the meeting of the CC, the consideration of his/her application shall be postponed until the next meeting. The Chairperson of the CC shall set the date of the next CC meeting on this issue, the Secretary of the CC shall notify the Applicant through the communication channels he/she has indicated in the application. If the Applicant fails to appear for a second time without valid reasons, the CC may decide to withdraw the application from consideration, which does not deprive the Applicant of the right to reapply within the deadlines established by law. Absence of the Representative of the employer/employees at the CC meeting is not a reason to postpone consideration of an individual labor dispute, provided that the quorum of the CC meeting is met in accordance with clause 36 of these Regulations.

38. The Secretary of the CC shall necessarily keep the minutes of each meeting of the CC. To accurately record the discussion, it is recommended to keep working notes, make a video and/or audio recording of the meeting, with the consent of all participants. The form of the CC Minutes is presented in Annex No. 2 of these Regulations.

39. Based on the results of consideration of an individual labor dispute, the CC makes a decision, which is indicated in the Minutes. Decisions of the CC may be made either by open or secret voting. The form of voting shall be chosen by the

Chairperson of the CC. The decision shall be considered adopted if more than 50% of the present CC Members vote in favor of it. Each member of the CC shall have the right to one casting vote. In case of equality of votes, the vote of the Chairperson of the CC shall be considered decisive.

40. If, in the opinion of the CC members, there is insufficient evidence or other materials to reveal the factual circumstances of the case and there is a possibility to obtain new ones, the CC shall have the right to postpone consideration of the dispute within the time limit established for the proceedings in accordance with clause 34 of these Regulations. The Chairperson of the CC should set a new review date and distribute tasks for collection of materials among the CC Members and involved specialists.

41. A member of the CC who disagrees with the decision of the CC is obliged to sign the Minutes, but has the right to reflect a dissenting opinion.

42. The Minutes shall be accompanied by inspection materials, written explanations, conclusions, correspondence and other documents received by the CC in the course of consideration of an individual labor dispute.

43. After the decision is made by the CC, the Secretary of the CC, within 1 business day, ensures that the minutes are signed and approved by all CC members present at the meeting, as well as signing of the CC decision made on the basis of the minutes, drawn up in accordance with Annex No. 3 to the Regulations, by the Chairperson of the CC.

44. On the day of signing of the CC decision by the Chairperson of the CC, drawn up on the basis of the Minutes, the Secretary of the CC shall hand it over to the Employee of the front office, who shall, not later than 3 (three) business days from the date of making the CC decision, hand it over to the Applicant by hand against signature or send it by mail with return receipt requested. The stub on receipt of the CC decision by the Applicant shall be handed over by the employee of the front office to the Secretary of the CC. The Secretary of the CC shall file a copy of the CC decision and a stub on receipt of the CC decision by the Applicant in the folder of documents on this individual labor dispute.

Section 10. Procedure for execution of CC decisions

45. Decisions of the CC shall be subject to execution within the period specified in the decision. The decision on reinstatement shall be executed immediately.

46. In case of non-execution of the CC decision within the established timeframe or the Applicant's disagreement with the CC decision, the Applicant shall have the right to appeal to the court.

Section 11. Assignment of responsibility

47. The participants of the CC and their common areas of responsibility are defined in the table below:

Table 1

Subprocess participants	Areas of responsibility
Management of the Company (Chairman of the Management Board/ or his/her authorized person on the basis of an order and/or power of attorney)	<p>Ensures arrangement of the general meeting of the labor collective to elect Representatives of the employees to the CC. Appoints the Representatives of the Employer to the CC. Ensures that the Regulations are developed and that employees have access to them for review, posting a list of CC Members and their contact details. Allocates resources for the work of the CC:</p> <ul style="list-style-type: none"> • premise; • stationery and registration of applications to the CC • training of CC Members. <p>Shall provide the following upon request of the CC:</p> <ul style="list-style-type: none"> • conducting technical checks and accounting audits; • provision of documents and calculations related to the subject of an individual labor dispute.
Chairperson of the CC	<p>Ensures compliance with the terms established for responding to the application received by the CC.</p> <ul style="list-style-type: none"> • Appoints the responsible Member or Members of the CC who will be responsible for consideration of the application received; • Sets the date of the CC meeting to consider the application submitted to the CC; • Informs the Secretary of the CC about the date of the CC meeting; • Makes a decision to postpone the meeting of the CC, if necessary; • Determines the type of voting on the issue - secret or open; • Chairs the meetings of the CC and organizes the work of the CC; • Determines the decision of the CC using the decisive vote in case of equality of votes. <p>Verifies the correctness of the Minutes prior to signing and sending them out. Gives a request for training to CC Members.</p>
Deputy Chairperson of the CC	Performs the duties of the Chairperson of the CC in his/her absence.
Secretary of the CC	<p>Keeps the Minutes of each CC meeting, collects signatures of the CC meeting participants on the Minutes. In preparation for the CC meeting, he/she shall:</p> <ul style="list-style-type: none"> • inform the CC Members about the date, time and venue of the meeting; • inform the Applicant at least 3 days prior to the date of the meeting about the date, time and venue of the meeting and the composition of the meeting participants; • inform invited participants of the date, time and venue of the meeting; • inform of the need to prepare the premises and requirements;

Subprocess participants	Areas of responsibility
	<ul style="list-style-type: none"> • prepare meeting materials immediately prior to the meeting; • distribute the Applicant's application and materials to all meeting participants at least 1 day in advance; • distribute and/or print out materials that CC members should familiarize themselves with in advance. <p>When holding a meeting of the CC:</p> <ul style="list-style-type: none"> • keeps the Minutes of each meeting, • invites witnesses and experts; • maintains working records, ensures that audio and video recordings are made with the consent of all participants; • counts votes on the ballot. <p>After the meeting is over:</p> <ul style="list-style-type: none"> • draws up the Minutes and collects signatures of the meeting participants on the Minutes; • distributes a copy of the Minutes to the CC Members; • passes the original copy of the CC decision, drawn up on the basis of the Minutes, to the employee of the front office for sending to the Applicant; • forms a file on the Applicant's application with all materials on the individual labor dispute under consideration and places it for storage.
Members of the CC	<p>Members of the CC designated as responsible for consideration of the individual labor dispute shall:</p> <ul style="list-style-type: none"> • attend the meeting of the CC; • familiarize himself/herself with the materials; • verify the facts stated in the application submitted to the CC; • determine who is a witness, whether it is necessary to involve specialists / workers, who will need to be invited to the meeting on the case, inform the CC Secretary; • identify the employer's acts regulating the area of labor relations affected by the Applicant's application; • collect or request additional information, explanatory notes, opinions, correspondence, etc. on the substance of the issue under consideration; • prepare a package of documents for the work of the CC; • inform the Chairperson of the CC about readiness for the CC meeting; • undergo training in terms of LC RK organized by the Company.

Subprocess participants	Areas of responsibility
	During the meeting of the CC, he/she shall participate in the discussion and decision-making on the relevant application submitted to the CC. sign the Minutes of the CC meeting.
Involved specialists, witnesses to work with the CC	At the request of the CC and with the approval of the Company's management, they shall: <ul style="list-style-type: none"> • provide necessary information for consideration or clarification of issues when considering the relevant application submitted to the CC; • perform all necessary calculations/conclusions/references; • conduct inspections to provide information on the issue under consideration by the CC; appear at the CC meeting upon invitation of the CC Secretary and participate in the CC meeting.
Applicant	submits an application for consideration to the CC within the timeframe prescribed by law and in the form set forth in these Regulations. familiarizes himself/herself with the composition of the participants of the meeting on the application and may request the challenge of the CC Member. provides a power of attorney for his/her representative or an appropriate application for the CC meeting in absentia. receives the decision of the CC.
Employee of the front office	registers applications from Applicants, submits them to the Chairperson of the CC for consideration. registers and sends responses to the Applicants' applications and the decision of the SC made on the basis of the Minutes within the timeframe and in accordance with the procedure stipulated by these Regulations.

Section 12. Final Provisions

48. These Regulations shall be an internal regulatory document of the Company and shall not be submitted to other parties without the approval of the Chairperson of the Company.

49. These Regulations shall come into force from the date of their approval by the Board of Directors. Amendments and additions to these Regulations shall be made by decision of the Board of Directors.

50. If as a result of amendments to the legislation of the Republic of Kazakhstan or the Charter of the Company some articles of these Regulations come into conflict with it, the Regulations shall be applied to the extent not contradicting the current legislation of the Republic of Kazakhstan and the Charter of the Company.

Annex 1

to the Regulations on the Conciliation Commission of SEC Almaty JSC

MINUTES No. ____
of the General Meeting of Employees of SEC Almaty JSC

Full name and location:

Venue of the meeting:

The meeting was held via photo/videoconference *(to be indicated if the meeting was held via videoconference)*

Date of the meeting:

Time of the meeting:

Secretary: full name, position (representative of the employee/employer)

Those present:

Those invited (employees):

Full name, position

Full name, position

AGENDA:

Voting by employees to elect Members of the Conciliation Committee from among the employees.

Speakers: full name, position (summary of the speech)

It is proposed to:

1.1. _____.

1.2. _____.

Those voted (open/secret voting):

"For" - ____, "Against" - ____, "Abstain" - _____. More than 50% of the votes of those present at the meeting are required for making the decision.

DECISION

1. Appoint the following employees to the Conciliation Committee:

Full name, position

Full name, position

(Signature) (Full name)

(Signature) (Full name)

Secretary: _____
(Signature) (Full name)

Annex No. 2

to the Regulations on the Conciliation Commission of SEC Almaty JSC

MINUTES No. ____

of the meeting of the Conciliation Commission on individual labor disputes of SEC Almaty JSC

Full name and location:

Venue of the meeting of the CC:

The meeting was held via photo/videoconference (*to be indicated if the meeting was held via videoconference*)

Date of the meeting of the CC:

Venue of the meeting of the CC:

Chairperson of the CC: full name, position (representative of the employee/employer)

Secretary of the CC: full name, position (representative of the employee/employer)

Those present:

Applicant: full name, position.

Members of the Conciliation Commission:

Representatives of the employee:

Representatives of the employer:

Full name, position

Full name, position

Full name, position

Full name, position

Quorum is present (more than half of CC members are present), parity of parties is observed (equal number on each side).

Those invited (witnesses, experts, involved specialists, mediators):

Full name, position

Full name, position

Subject of the dispute:

On _____ *(please summarize the Applicant's main requirement).*

AGENDA:

1. On consideration of an individual labor dispute on the Applicant's application on _____.
2. _____.

1. The Applicant _____ submitted the following documents for consideration by the CC Members:

Those who heard: full name position (documents attached and/or summary of speech)

Speakers: full name, position (summary of the speech)

It is proposed to:

1.1. _____.

1.2. _____.

Those voted (open/secret voting):

"For" - ____, "Against" - ____, "Abstain" - _____. More than 50% of the votes of those present at the meeting are required for making the decision.

1. Those who heard: full name position (documents attached and/or summary of speech)

Speakers: full name, position (summary of the speech)

It is proposed to:

1.1. _____.

1.2. _____.

Those voted (open/secret voting):

"For" - ____, "Against" - ____, "Abstain" - _____. More than 50% of the votes of those present at the meeting are required for making the decision.

Guided by the Labor Code of the Republic of Kazakhstan, internal regulatory documents of the Company and the documents provided by the Applicant, the CC

DECIDED

1. To refuse to satisfy the application of _____ to _____ on _____ / The application of the Applicant _____ to _____ on _____ shall be satisfied in full/partially in part _____. *(this part of the decision may vary depending on the specific decision on the relevant individual labor dispute).*

Chairperson: _____
(Signature) (Full name)

Members of the Conciliation Commission:

(Signature) (Full name)

(Signature) (Full name)
Secretary of the CC: _____
(Signature) (Full name)

Attachments:

Annex No. 3
to the Regulations on the Conciliation Commission of SEC Almaty JSC

DECISION (Extract from Minutes No. ____ dated _____)

of the meeting of the Conciliation Commission on individual labor disputes for consideration of the application of _____ (full name)

Almaty _____, 202__

Guided by the Labor Code of the Republic of Kazakhstan, internal regulatory documents of the Company, Order of the Company No. ____ dated _____. "On Establishment of Conciliation Commission in SEC Almaty JSC", in connection with the received application from _____ (full name) dated _____ and examined documents, the Conciliation Commission for settlement of individual labor disputes of the Company

DECIDED:

To refuse to satisfy the requirements/satisfy the requirements set forth in the application of _____ (full name) in full/partially (specify in what part).

Chairperson of the CC: _____

Secretary of the CC: _____

**Approval sheet
to the Regulations on the Conciliation Commission
of SEC Almaty JSC**

N o.	Position	Full name	Signature	Date
1	2	3	4	5
1	Deputy Chairman of the Management Board	A.Zh. Kerimbek		

2	Deputy Chairman of the Management Board	G.K. Murzalinova .		
3	Deputy Chairman of the Management Board	M.K. Prudnikov		
4	Chief of Staff of the Chairman of the Management Board	A.S. Sadvakassov		
5	Director of Legal Support Department	S.K. Kairzhanova		
6	Director of Strategic Development Department	Zh.B. Zhetpisbayeva		
7	Director of Security Department	M.M. Kalkhanov		
8	Director of the Human Resources Management Department	A.S. Dastan .		