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dated 20.03.2023

APPROVED BY
by the decision of the
Management Board
of SEC Almaty JSC
dated 20.03 2023
minutes No. 14
Effective Date
20.03 2023

**Rules on adaptation and passing the probationary period of the Almaty
Social-Entrepreneurial Corporation
Joint-Stock Company**

Owner of IRD	Department of Human Resources Management
Developer of IRD	Department of Human Resources Management
Custodian of the copy	IRD Base Administrator
Place of custody of the original in paper and electronic formats	IRD Base
Responsible for monitoring and updating	Department of Human Resources Management
Information on IRD no longer in force due to the adoption of a new IRD	Provisions on adaptation and passing the probationary period of SEC Almaty JSC dated December 10, 2021, Minutes No. 65
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Almaty, 2023

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Section 1. General Provisions

1. These Rules on adaptation and passing the probationary period (hereinafter - the Rules) of the employees of Almaty Social-Entrepreneurial Corporation JSC (hereinafter - the Company) regulate the process of adaptation of newly rehired employees of the Company, as well as the definition of the sequence of actions during the probationary period of the Company's employees.

2. The Rules regulate the work of the Company's employees and are binding on all structural subdivisions of the Company.

3. These Rules are intended to:

- 1) ensure quick introduction of newly rehired employees;
- 2) reduce the number of possible mistakes and emotional stress of newly rehired employees;
- 3) increase the level of loyalty and satisfaction of newly rehired employees;
- 4) minimize the number of termination of Employment Contracts with employees during the adaptation and probationary period.

Section 2. Key notions and abbreviations

Adaptation – the period from the date of conclusion of the Company's Employment Contract with the employee, during which the newly rehired employee enters the Company, familiarizes himself/herself with the norms and rules under which the Company operates, joins the team, adopts the established norms of relations, learns the system of professional knowledge and skills and effectively applies them in practice.

Probationary period - a period of time specified in the Employment Contract between the employee and the Company, during which the Company checks the employee for his/her qualifications to perform his/her job.

Executive officers - the Chairman and members of the Management Board of the Company.

Mentor - a person who supervises the adaptation process of a newly rehired employee. Mentor can be either a direct supervisor or another employee working in the structural subdivision to which a new employee is recruited.

Supervising manager - an executive officer coordinating and controlling the activities of supervised structural subdivisions.

Direct supervisor - the head of the structural subdivision to which the new employee is recruited.

Provision on structural subdivision – a regulatory legal act of the Company defining the legal status, objectives, functions, rights and interaction between the subdivisions.

Job description (JD) – a regulatory act of the Company that describes the employee's duties, rights, responsibilities and qualification requirements.

Personal file - a set of documents that contain information about an employee's labor activity and biographical data, such as education and military service.

Responsible subdivision - structural subdivision responsible for work with staff.

DIT – structural subdivision responsible for information technologies.

DOA – structural subdivision responsible for administrative and economic activities.

SS – structural subdivision responsible for safety in the Company.

ACMS – access control and management system.

EDMS – electronic document management system.

CRM – Customer Relationship Management, a system for customer relationship management and business process optimization.

Corporate EDS - an electronic digital signature for signing the Company's documents.

EC- Employment Contract.

Model plan of adaptation and passing the probationary period - a form that specifies the stages of adaptation and responsible persons for each stage, as well as the structure of objectives for the probationary period.

Section 3. Adaptation of new employees

4. The main objective of the adaptation process is to determine whether the professional and personal qualities of a newly rehired employee meet the requirements of the position; to identify employees who do not meet the professional requirements and the Company's corporate culture; to reduce the time required for newly rehired employees to reach optimal performance and to reduce staff turnover.

5. Adaptation activities are assigned to newly rehired employees, planned based on the total length of the probationary period.

6. Newly rehired employees are assigned a mentor from among the most experienced employees of the structural subdivision by their direct supervisor, who signs a consent for this type of function (according to Annex 1). An employee who is undergoing adaptation him/herself may not be appointed as a mentor.

7. If the newly rehired employee has significant experience in the specialty area, and in cases where the assignment of a mentor to the employee has not occurred, the direct supervisor shall perform the duties of the mentor.

8. Objectives of the subdivision's direct supervisor/mentor:

1) organize preparation of the workplace, provision of access to necessary working materials, databases, other resources;

2) familiarize with the location and purpose of office and living quarters, rules of use of communication facilities, databases, local network, office equipment, system of providing office supplies, involving, if necessary, employees of the relevant structural subdivisions;

3) introduce to management, introduce to colleagues;

4) convey the necessary knowledge for effective onboarding of the new employee;

5) familiarize the employee with the Provision on the structural subdivision, place and role of the subdivision in the structure of the Company, its objectives and functions, system of interrelation with other subdivisions and accepted methods of communication;

6) familiarize the employee with the job description, communicate to him/her the job responsibilities and requirements for expected performance results, as well as the distribution of job responsibilities within the subdivision, familiarize him/her with the KPI map;

7) conduct initial briefing at the workplace, familiarize with the provisions and instructions adopted in the subdivision;

8) draft a Work Plan for the new employee for the probationary period (Annex 2) and a list of documents necessary for the employee to work (the Work Plan shall be approved by the direct supervisor of the subdivision and communicated to the new employee with necessary comments);

9) monitor the new employee's implementation of the work plan for the probationary period, give recommendations to improve work efficiency, assist in solving organizational and production objectives.

9. Objectives of the responsible subdivision:

1) provide the new employee with general information, including information about the Company, its main activities and specifics of labor relations regulation;

2) accept the documents necessary for the conclusion of the Employment Contract;

3) notify the new employee of the start date;

4) submit an application to DOA to organize a workplace;

5) submit an application to DIT for installation of a personal computer, connection to the Company's network;

6) send a letter to the new employee's corporate email account, "Newcomer's Guide" (Annex 3);

7) inform other employees about the new employee;

8) monitor the success of adaptation of a new employee;

10. The objectives of a newly rehired employee:

1) familiarize himself/herself with the rules and regulations adopted by the Company;

2) familiarize himself/herself with the goals of the subdivision and the new probationary employee's Work Plan.

14. SS Objectives:

1) instruct the employee on the requirements of corporate security and the rules of access control;

2) determine the employee's level of access to corporate archives, databases, other sources of commercial and personal data;

3) instruct the employee on the procedure for interaction with representatives of third-party organizations and information that constitutes a commercial secret.

15. DOA Objectives:

1) organize the workplace in a timely manner;

2) conduct an introductory conversation and briefing with the newly rehired employee on safety and fire safety in the Company;

16. IT Objectives:

1) provide office equipment and connect to the Company's network resources in a timely manner;

2) register in the ACMS, take fingerprints for a pass to the Company's office premises;

3) issue a corporate EDS;

4) teach EDMS and CRM systems (if necessary);

Section 4. Probationary period and procedure for its completion

17. When concluding an Employment Contract between the Company and employees, a probationary period may be stipulated in the Employment Contract in order to verify the compliance of the employee's qualifications with the assigned work. The probationary period begins on the start date specified in the Employment Contract.

18. The probationary period is included in the work experience of the employee and may not exceed three months. For the head of the Company and their deputies, chief accountant and his/her deputies, the probationary period may be increased up to six months. The probationary period is suspended for the period when the employee was actually absent from work.

19. After the conclusion of the Employment Contract, the direct supervisor develops a Work Plan for the probationary period of the newly rehired employee and must familiarize him/her with it within 2 (two) business days from the moment the employee is hired. The plan includes a list of tasks (assignments), deadline, form of completion, completeness in accordance with the specifics of the work of the structural subdivision. Tasks set forth in the plan shall not exceed the job description for the specific position.

The plan signed by the employee, direct supervisor and/or supervising Executive officer, with concurring resolution of the Managing Director, shall be forwarded to the responsible subdivision for storage.

20. The employee is obliged to timely and accurately fulfill the assignments and orders of the employer and the direct supervisor, to maximize the use of working time for productive labor.

21. In case of non-fulfillment of an official assignment, the employee shall submit an explanatory letter to the direct supervisor.

Section 5. Result of probationary period in the hiring process

22. 10 business days before the end of the probationary period to the responsible subdivision:

1) the employee submits a progress report supported by executed documents, signed by the employee himself/herself, direct supervisor, supervising Executive officer, with the concurring resolution of the Managing Director;

2) the direct supervisor prepares a memo on the results of the probationary period on the quality and quantity of tasks, terms and completeness of task fulfillment, with a conclusion on the results of the probationary period of the employee, in which he/she evaluates the compliance of the employee with the position held, his/her professional knowledge, level of executive discipline, potential and opportunities for further growth.

23. At the end of the probationary period, a progress report and a memo from the direct supervisor shall be submitted to the responsible subdivision.

24. The final decision is made by the Chairman of the Management Board of the Company based on the report on the work done, memo with conclusion and recommendations.

25. In the event of a negative result of the employee's work during the probationary period, the employer has the right to terminate the Employment Contract with him/her, notifying him/her in writing, indicating the reasons that were the basis for termination of the Employment Contract.

26. Notification of termination of the Employment Contract due to negative performance during the probationary period shall be prepared by the responsible subdivision on the basis of a memo from the direct supervisor prepared for the Chairman of the Management Board of the Company.

27. If the probationary period has expired and neither the Company nor the employee has requested termination of the Employment Contract, the employee shall be deemed to have passed the probationary period.

28. If an employee is appointed prior to the expiration of the probationary period to a higher position, the employee shall also be considered to have completed the probationary period.

Section 6. Final Provisions

29. Issues not regulated by the Rules shall be regulated by the current labor legislation of the Republic of Kazakhstan, Employment Contract, Charter and other internal regulatory documents, acts of the Company.

30. These Rules shall come into force from the moment of their approval by a resolution of the Management Board of the Company.

Annex 1
to the Rules on staff adaptation and passing
the probation period in
Almaty Social-Entrepreneurial Corporation JSC,
approved by the decision of the Management Board of
Almaty Social-Entrepreneurial Corporation JSC,
dated _____ 2023 (minutes No. ____)

to the Managing Director
from _____

(Full name)

MENTOR'S AGREEMENT

I,

(Full name of the mentor)

(position, structural subdivision)

agree with the appointment of me as a mentor for a new employee

(Full name of new employee)

(position and structural subdivision of the new employee)

for the period from _____ 20__ to _____ 20__ at
no additional charge.

(date)

(signature)

Annex 2
to the Rules on staff adaptation and passing
the probation period in
Almaty Social-Entrepreneurial Corporation JSC,
approved by the decision of the Management Board of
Almaty Social-Entrepreneurial Corporation JSC,
dated _____ 2023 (minutes No. ____)

APPROVED BY
Head of subdivision

(Full name, position)

(signature)

_____ 20__

Work Plan for the new employee for the probationary period (sample)

(Full name of new employee)

Subdivision _____

Position _____

Starting date _____ 20__.

End date of the probationary period _____ 20__.

(Full name of the mentor, position)

Item	Name of works	Planned results	Deadline	Result, %	Signature
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No.				fulfillment	of the Mentor
1.	Familiarization with internal procedures, communications, structure of the Company and its subdivisions, establishment of internal and external communications	I am familiar with the procedures. Communications are established	from dd/mm/y to dd/mm/y		
2.					
3.					
4.					

Work plan prepared by:
 _____ / _____
 (Full name of the Mentor)
 (Signature)

Date _____ 20__.
 Work plan agreed by:
 _____ / _____
 (Full name of the Head of subdivision)
 (Signature)

Date _____ 20__.
 Familiarized with the work plan:
 _____ / _____
 (Full name of new employee)
 (Signature)
 Date _____ 20__.

A note on the execution of the plan:

Plan _____
 (executed / partially executed / not executed)
 _____ / _____

(Full name of the Head of subdivision)

(Signature)

Comments:

Plan accepted:

(Full name of the Head of subdivision)

(Signature)

Passed/failed probationary period *(underline required)*

Date _____20__

APPROVAL SHEET
to the Adaptation and Probationary Period Rules
Almaty Social-Entrepreneurial Corporation JSC

Position	Full name	Date	Signature
Director of the Legal Support Department	R. Bigzayev		
Director of the Human Resources Management Department	G. Turok		
Director of the Risk Management Department	A. Ryabov		
Director of the Strategy and Corporate Development Department	Sh. Ibrayeva		
Managing Director	Z. Kassenova		

