

«META University»  
Jaýapkershiligi shekteýli  
seriktestigi



Limited Liability Partnership  
«META University»

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**APPROVED**

By order of the President of "META University"  
No3 dated December 08, 2025

**REGULATIONS  
ON COMPLIANCE SERVICE**

First Edition

Almaty, 2025



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## **1. General Provisions**

1.1. This Regulation on the Compliance Service (hereinafter referred to as the Regulation) has been developed in accordance with the Law of the Republic of Kazakhstan "On Combating Corruption" and other legislative acts of the Republic of Kazakhstan and regulates the organization, goals, objectives, functions, rights, responsibilities, structure and interaction of the Compliance Service (hereinafter referred to as the Service) of META University Limited Liability Partnership (hereinafter referred to as the University) in the field of anti-corruption activities and compliance with anti-corruption legislation of the Republic of Kazakhstan.

1.2. The Service is an independent structural unit of the University, created in order to ensure compliance with the legislation of the Republic of Kazakhstan, anti-corruption standards, norms of academic integrity and internal regulatory documents of the University and acts on the principles of independence, professionalism, objectivity and confidentiality.

1.3. The Service is established in accordance with the requirements of the Law of the Republic of Kazakhstan "On Combating Corruption", the Concept of Anti-Corruption Policy of the Republic of Kazakhstan, regulatory legal acts of the authorized body in the field of combating corruption, as well as internal documents of the University.

1.5. The activities of the Service are based on the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", other regulatory legal acts of the Republic of Kazakhstan and this Regulation.

1.6. The activities of the Service are regulated by:

- The Law of the Republic of Kazakhstan "On Combating Corruption";
- Charter of the University;
- the University's development strategy;
- the internal regulations of the University;
- orders and directives of the President;
- other regulatory legal acts of the Republic of Kazakhstan in the field of combating corruption;
- these Regulations.

## **2. Goals and objectives**

2.1. The purpose of the Service is to ensure compliance with the requirements of the anti-corruption legislation of the Republic of Kazakhstan in the activities of the University, to prevent corruption offenses and risks, to develop internal corporate ethics and anti-corruption culture.



## 2.2. The main tasks of the Service:

- a) monitoring compliance with anti-corruption legislation and internal anti-corruption standards of the University;
- b) identifying, assessing and minimizing corruption risks in the activities of the University;
- c) developing and implementing anti-corruption policies, standards, procedures and recommendations;
- d) organization of training, consultations and explanations on anti-corruption issues for employees and students;
- (e) Ensuring the existence of whistleblowing channels on the facts or threats of corruption, including confidential communications;
- (f) Participation in the preparation of anti-corruption reporting.

## 3. Features

### 3.1. The Service performs the following functions:

- a) development and updating of internal regulatory legal acts on combating corruption;
- b) analysis and assessment of corruption risks;
- c) monitoring the implementation of the University's anti-corruption measures;
- (d) Ensuring the implementation of standards for the prevention of corruption and conflicts of interest;
- e) conducting training events, seminars, trainings on compliance issues;
- f) advising employees and students on compliance with anti-corruption legislation;
- (g) Preparation of reports on violations identified and proposals for their remediation;
- h) interaction with authorized anti-corruption bodies on the implementation of anti-corruption requirements.

## 4. Rights

### 4.1. The Service has the right to:

- a) receive from the structural divisions of the University documents, materials and information necessary for the performance of tasks;
- b) request and receive information, explanations and documents from employees and officials of the University;
- c) initiate internal audits on violations of anti-corruption norms;
- d) prepare proposals for improving the University's anti-corruption policy;



e) interact with authorized state bodies and other educational organizations on anti-corruption activities.

## **5. Responsibility**

5.1. The Service and its employees are responsible for:

a) untimely or poor performance of the obligations provided for by this Regulation;

(b) Disclosure of confidential information obtained in the course of the performance of official functions;

c) violation of anti-corruption requirements and procedures established by law and internal documents of the University.

5.2. Responsibility is determined by the current legislation of the Republic of Kazakhstan and internal regulations of the University.

## **6. Structure**

6.1. The Service is managed by a Compliance Officer, appointed and dismissed by order of the President of the University, to which a person with a higher legal or economic (financial) education is appointed.

6.2. The structure of the Service may include chief specialists (employees) and responsible persons in the areas of activity. The decision on the number and structure is made by the University management, based on the conditions and features of the University's activities on the recommendation of the Compliance Officer (head) of the Service and in agreement with the Director of the HR Department of the University.

6.3. The Service is directly subordinate to the President of the University and it is accountable exclusively to the President (Chief Executive Officer) of the University. The activities of the Service are carried out independently of other structural divisions of the University.

6.4. During the absence of the Compliance Officer of the Service, his/her duties are performed by an employee of the University, appointed by order of the President of the University.

6.5. The labor regulations of the Service are established in accordance with the Internal Labor Regulations of the University, and the requirements of the legislation of the Republic of Kazakhstan.

6.6. The activities of the employees of the Service are regulated by job descriptions.



6.7. The establishment, reorganization, liquidation of the Service is carried out by order of the President on the basis of the decision of the Supervisory Board.

## **7. Interaction**

7.1. The Service interacts with:

- a) the management of the University, structural divisions and other divisions of the administration;
- b) authorized state bodies in the field of combating corruption;
- c) educational institutions and organizations for the exchange of experience and best practices in anti-corruption compliance.

7.2. Interaction is carried out through the exchange of documents, participation in working groups, consulting and holding joint events.

## **8. Final Provisions**

8.1. Changes and additions to these Regulations are made by order of the President of the University by approving it in a new edition.

8.2. The Service operates on a permanent basis and carries out its activities until the moment of reorganization or abolition in accordance with the established procedure.