META University

APPROVED

By order of the President
Meta University LLP
_____ *Kasymbekov K.M.*
No dated 08.12.2025

REGULATIONS
ON THE CONCILIATION COMMISSION META UNIVERSITY LLP

DEVELOPED BY:	_____	Head of the structural unit (position to specify) Full name
AGREED:	_____	Director of HR Department
	_____	Lawyer

Almaty 2025

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1. General Provisions

1. These Regulations on the Conciliation Commission for the Resolution of Individual Labor Disputes of "Meta University" LLP (hereinafter referred to as the University) (hereinafter referred to as the Regulation) have been developed in accordance with the Labor Code of the Republic of Kazakhstan dated November 23, 2015 No 414-V of the Labor Code of the Republic of Kazakhstan.
2. These Regulations determine the status and powers of the Conciliation Commission for Individual Labor Disputes (hereinafter referred to as the Conciliation Commission), established jointly between the administration and employees of the University.

2. Organization of the Conciliation Commission

1. The conciliation commission is a permanent body and is formed from an equal number of representatives of the Employees and the Employer. The number of members of the Conciliation Commission is three from each party.
2. Representatives of Employees are appointed to the commission after the general meeting of Employees from among themselves, and representatives of the Employer are appointed by Order of the President.
3. Any employees may be elected members of the Conciliation Commission, regardless of their position or work performed. The head of the organization may not be a member of the Conciliation Commission.
4. Technical maintenance of the Labour Dispute Commission (record keeping, storage of files, preparation and issuance of extracts from the minutes of meetings, etc.) is carried out by the employer. The secretary of the Conciliation Commission shall be responsible for the maintenance of the commission.
5. The commission is created for a period of one calendar year, with the possibility of further automatic extension of its powers for the same period, if during the first year of the commission's work the composition of its members has not changed significantly. During the term of the commission, the parties may replace their representatives in the manner established for the formation of the commission,

the powers of all representatives expire simultaneously with the expiration of the term for which the commission was formed.

6. The following persons may not be elected members of the Conciliation Commission:

   a) persons who have reached retirement age;

   b) persons under 25 years of age.

7. At the first organizational meeting, the members of the Commission shall elect a chairman and a secretary from among their members by voting. The duties of the chairman and secretary at the meeting of the Conciliation Commission are performed by representatives of the Employees and/or the Employer. Commissions are considered elected if more than half of the members of the commission voted for them, they are entrusted with the preparation and convocation of each meeting.

3. Competence of the Conciliation Commission

1. The conciliation commission considers disputes between employees related to the application of labor legislation, agreements and other local legal acts, employment contracts, including (o):

   1) remuneration of labor;

   2) transfer to another job and transfer to another workplace;

   3) remuneration of labor, including when combining positions, temporary replacement of an absent employee, part-time, for work in overtime, at night, weekends and holidays;

   4) the right to receive and the amount of remuneration due to the employee provided for by the current remuneration system;

   5) payment of compensation and provision of guarantees;

   6) return of sums of money withheld from the employee's salary;

   7) granting leaves;

8) issuance of special clothing, special footwear, personal protective equipment, therapeutic and preventive nutrition.

9) payment of wages for the period of forced absenteeism or the difference in earnings for the period of performance of lower-paid work in connection with illegal transfer;

10) recovery of wages, including allowances provided for by the remuneration system;

12) application of disciplinary sanctions;

13) reinstatement at work, on changing the date and wording of the reason for dismissal;

14) compensation for the material damage caused;

15) compliance with the regime of working hours and rest time;

2. The conciliation commission is a mandatory body for the consideration of other individual labor disputes related to the application of labor legislation, labor contracts, and acts of the employer.

4. Privacy

1. None of the members of the Conciliation Commission, without exception, has the right to disclose any information about the individual labor disputes under consideration and/or transfer any information about them to third parties not involved in the labor dispute. Information constituting an official and/or commercial secret obtained by the members of the commission in the course of their functions is also not subject to disclosure in any form.
2. All documentation on individual labor disputes is maintained either in Kazakh or in Russian (depending on which of these languages the applicant submitted the application to the conciliation commission).
3. The Regulations on the Conciliation Commission are freely available on the university's website in the "Documentation" section.

5. Procedure for applying to the Conciliation Commission

1. The employer and employees have the right to apply to the Conciliation Commission. A labor dispute is subject to consideration by the Conciliation Commission if the employee, independently or with the participation of a representative, has not settled the disagreements during direct negotiations with the Employer or his representative.
2. An employee may apply to the Conciliation Commission:

1) on issues of reinstatement at work - before the expiration of one month from the date of delivery of a copy of the employer's act on termination of the employment contract;

2) for other disputes - within one year from the date when the employee or the employer learned or should have learned about the violation of his right.

3. In case of missing the deadline for valid reasons, the Commission may restore the deadline and resolve the dispute on the merits.
4. The parties to the employment relationship apply to the Conciliation Commission, in which they set out the essence of the labor dispute. The application can be submitted in person or sent by e-mail. The application received by the Conciliation Commission shall be subject to mandatory registration in the electronic journal kept by the Secretary of the Conciliation Commission (Annex 1).
5. Refusal to accept an application on the grounds of missing the deadline for application is not allowed. The absence of a valid reason for missing the deadline may be the basis for refusing to satisfy the applicant's claims.

6. Procedure for Consideration of a Labor Dispute by the Conciliation Commission

1. Meetings of the Conciliation Commission are held as necessary at the request of any of the parties to the labor relationship. The dispute shall be considered in the presence of the applicant and (or) his/her authorized representative within the powers delegated to him/her in accordance with the regulatory legal acts of the Republic of Kazakhstan.

2. The conciliation commission is obliged to consider the dispute within fifteen working days from the date of registration of the application.
3. The employee and the employer shall be timely notified by the Conciliation Commission of the place, date and time of the meeting of the Conciliation Commission.
4. If the employee or his representative fails to appear at the meeting of the said commission, the consideration of the labor dispute is postponed. The employee and the employer shall be notified in a timely manner of the postponement of the date of consideration of the dispute. In the event of a second failure of the employee or his/her representative to appear without valid reasons, the commission may decide to remove the issue from consideration, which does not deprive the employee of the right to file an application for consideration of a labor dispute again within the established period for appeal.
5. Consideration of the dispute in the absence of the employee or his representative is allowed only upon his written application.
6. The absence of the employer's representative at the meeting of the Conciliation Commission is not a reason for postponing the consideration of the case.
7. Prior to the beginning of the meeting of the Conciliation Commission, the employee has the right to withdraw his/her application or waive his/her claims directly at the meeting of the Conciliation Commission.
8. A meeting of the Conciliation Commission shall be competent if attended by at least half of the members of the commission from each party.
9. At the time appointed for the hearing of the case, the Chairman of the Commission opens the meeting and announces which application is to be considered. The Secretary shall report to the Conciliation Commission on which of the persons summoned in the case under consideration has appeared, whether the persons who have not appeared have been notified, and what information is available about the reasons for their absence. Then the identity of the employee who submitted the application is clarified, and the question of whether the employee's dispute is subject to resolution by the Conciliation Commission, the opinions of the members of the Commission are heard.

10. The Conciliation Commission on Labour Disputes has the right to summon witnesses to the meeting, to instruct individuals to carry out technical and accounting audits, to require the administration to submit documents and calculations, to send inquiries and to consult State and other bodies.

11. The materials and documents submitted by the Employee and the representative of the Employer are considered.

12. At the meeting of the Conciliation Commission on Labor Disputes, the secretary shall keep a protocol (Annex 2), which shall indicate:

    1) the date and place of the meeting;

    2) information on the appearance of the Employee, the Employer, witnesses, specialists; a summary of the Employee's application;

    3) brief explanations of the parties, testimony of witnesses, a specialist;

    4) additional statements made by the Employee or the Employer;

    5) submission of written evidence;

    6) the results of the Commission's discussion;

    7) voting results.

    The minutes shall be signed by the chairman and secretary of the Conciliation Commission**.**

7. Procedure for Making a Decision of the Conciliation Commission and Its Content

1. The Conciliation Commission on Labor Disputes shall be authorized to make a decision if at least 2/3 of all members of the Commission are present at its meeting. The decisions of the Labour Dispute Commission shall be made by agreement between all representatives of the Employer and the Employees participating in the meeting, shall be binding and shall not require any approval.

   The decisions of the commission must be motivated and based on the current legislation, collective and employment agreements, agreements, rules, regulations and instructions.

2. The decision of the Conciliation Commission must be expressed in a categorical and clear form that does not allow for any other interpretation or evasion of its execution. The decision on monetary claims indicates the exact amount.

3. The decision of the Conciliation Commission includes an introductory, descriptive, reasoning and conclusive parts (Annex 3).

   a) The introductory part of the decision shall indicate the date and place of the decision of the Conciliation Commission, the name of the Commission that made the decision, the composition of the Conciliation Commission, the secretary of the meeting, the parties, other persons participating in the case, their representatives, the subject of the dispute or the claim filed.

   b) The descriptive part of the decision of the Conciliation Commission shall contain an indication of the Employee's claim, the objections of the Employer's representative and the explanations of other persons participating in the case.

   c) The reasoning part of the decision must indicate the circumstances of the case established by the commission; the evidence on which the Conciliation Commission's findings of those circumstances are based; the reasons on which the Conciliation Commission rejects certain evidence; normative legal acts that guided the Conciliation Commission.

   d) In case of refusal to consider the Employee's application in connection with the recognition of unjustified reasons for missing the deadline for applying to the Conciliation Commission, the reasoning part of the decision shall indicate only the establishment of these circumstances by the commission.

   e) The operative part of the decision shall contain conclusions on the satisfaction of the claims or on the refusal to satisfy the claims in full or in part, the term and procedure for appealing the decision of the Conciliation Commission.

4. Copies of the decision of the Conciliation Commission shall be sent to the parties to the dispute within three working days from the date of its adoption.

5. The decision of the Conciliation Commission is subject to execution within the period established by it, with the exception of the decision on the dispute on reinstatement at work, which is subject to immediate execution.

8. Appeal against the decision of the Conciliation Commission on Labor Disputes

1. If an agreement between the representatives of the Employees and the representatives of the Employer has not been reached during the consideration of the dispute in the labor dispute commission, the employee has the right to apply to the court for the resolution of the dispute.
2. The decision of the Conciliation Commission on Labor Disputes may be appealed by the Employee or the Employer in court established by the Civil Procedure Law of the Republic of Kazakhstan.

9. Guarantees for employees - members of the Conciliation Commission

1. Members of the Conciliation Commission on Labor Disputes are given time off from work to participate in work with the preservation of 100% of earnings.
2. In the event that a meeting of the Conciliation Commission is held in free time for a member of the Conciliation Commission, compensation for this employee shall be established in accordance with the Procedure for Remuneration of Employees.
3. The employer shall provide annual training to the members of the Conciliation Commission on the basics of the labor legislation of the Republic of Kazakhstan, the development of negotiation skills and consensus-building in labor
4. Upon dismissal of an employee who is a member of the Conciliation Commission, the representatives of the Employees, the Employer shall elect or appoint a new employee to the Conciliation Commission.
5. The rules set forth in this Regulation are subject to change.

Annex 1

Form of the register of the application to the Conciliation Commission

Kipic No/ incoming No	Ótinishtin Tusken kúni/ Date Receipts Applications	Ótinish Berushiniń tegi, aty, Ákesiniń Aty jáne lauazyms/ Full name and Position of the applicant	Ótinishtiń Mәni/ Essence Applications

Annex 2

Form of the minutes of the meeting of the Conciliation Commission

Official name of Organization (in Kazakh)	Official name of Organization (in Russian)
HATTAMA	**MINUTES**
_____ (date)	№ _____
Place of publication (in Kazakh)	Place of publication (in Russian)

Meetings of the Conciliation Commission

Chairman _____ Full Name

Secretary _____Full Name

The meeting is attended by members of the commission:

From the employer

_____

_____

_____

From employees

_____

_____

_____

_____

AGENDA:

1. Application _____ for (about) _____

Heard: Statement _____ on (about) _____

The applicant has been notified of the date of the hearing "____ "_____20__ and is present.

Explanations of the applicant_____

Witness Explanations_____

Resolved:

_____

_____

Chairman _____ Full Name

signature

Secretary _____ Full Name

signature

Annex 3

Form of the decision of the Conciliation Commission

F.1-30

Official name	Official name
Organizations	Organizations
(in Kazakh)	(in Russian)
SHESHIM	**SOLUTION**
Name of the collegial body	Name of the collegial body
(in Kazakh)	(in Russian)
_____ 20__	№ __

The Conciliation Commission for the Settlement of Individual Labor Disputes consisting of:

from the employer:

_____

(surnames and initials of the commission members)

from employees:

_____

(surnames and initials of the commission members)

Having considered the application at its meeting_____

_____

(position, full name, date of birth of the applicant)

about
(o)_____

(summary of the statement)

_____

d e t e r m i n e d:

_____

(content of the dispute and reasoned conclusions)

_____

_____

_____

_____

Guided by Articles 160-161 of the Labor Code of the Republic of Kazakhstan, the conciliation commission for the settlement of individual labor disputes

R E S O L V E D:

1._____

(specific decision on the dispute)

_____

_____

2. This decision must be executed within _____ period, before _____ _____20___.

Chairman of the Commission _____ Full Name

signature

Secretary of the Commission _____ Full Name

signature