

«META University»  
Jaýapkershiligi shekteýli  
seriktestigi



Limited Liability Partnership  
«META University»

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**APPROVED by**  
**Decree of the President**  
META University  
No. 3 dated December 8, 2025

**SUSTAINABILITY LITERACY AND KNOWLEDGE ASSESSMENT POLICY**  
**(STAFF)**  
**First edition**

Almaty, 2025



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## 1. PURPOSE OF THE POLICY

The purpose of this Policy is to establish a structured approach to assessing the level of sustainability literacy and Environmental, Social, and Governance (ESG) knowledge among academic and administrative staff of META University.

The Policy aims to:

- evaluate the level of understanding of sustainability-related concepts and practices among staff
  - support the implementation of the University's sustainability strategy
  - identify knowledge gaps and areas for improvement
  - promote continuous learning and professional development in sustainability
- META University recognizes that sustainability literacy among staff is essential for effective implementation of institutional sustainability initiatives.

## 2. SCOPE

This Policy applies exclusively to:

- academic staff (faculty members)
- administrative and managerial staff

This Policy does not apply to students. A separate policy shall be developed for the assessment of sustainability literacy among students.

## 3. DEFINITIONS

For the purposes of this Policy, the following terms are used:

**Sustainability Literacy**

The knowledge, understanding, and awareness of environmental, social, and governance (ESG) issues relevant to professional and institutional activities.

**ESG Knowledge**

Understanding of Environmental, Social, and Governance factors and their relevance to organizational processes, decision-making, and sustainability performance.

**Assessment**

A structured process used to evaluate sustainability literacy and knowledge through tests, surveys, or other evaluation tools.

## 4. PRINCIPLES OF ASSESSMENT

The assessment of sustainability literacy at META University is based on the following principles:

### 4.1 Regularity



Assessments are conducted on a regular basis to ensure continuous monitoring and improvement.

#### **4.2 Objectivity**

Assessment tools and processes are designed to provide fair and unbiased evaluation.

#### **4.3 Transparency**

The purpose and general structure of the assessment are communicated clearly to participants.

#### **4.4 Development-Oriented Approach**

The assessment is intended to support learning and professional development, not to serve as a punitive measure.

#### **4.5 Confidentiality**

Individual results are treated as confidential and are used primarily for aggregated analysis.

## **5. ASSESSMENT FRAMEWORK**

META University applies a structured approach to assessing sustainability literacy and ESG knowledge among staff.

#### **5.1 Areas of Assessment**

The assessment covers key areas of sustainability knowledge, including:

- environmental sustainability (resource use, climate change, environmental impact)
- social responsibility (inclusion, ethics, social impact)
- governance (transparency, accountability, ESG principles)
- sustainable development goals (SDGs)
- sustainability practices relevant to the University's operations

#### **5.2 Methods of Assessment**

Assessment may be conducted using a combination of the following methods:

- multiple-choice tests
- structured surveys
- self-assessment questions

The selection of methods may vary depending on the assessment cycle.

#### **5.3 Structure of Assessment**

The assessment is designed to ensure a balanced evaluation of knowledge and awareness.

It typically includes:

- 15–30 questions
- a combination of knowledge-based questions (with correct answers)
- awareness and perception-based questions



## 6. FREQUENCY OF ASSESSMENT

6.1. Sustainability literacy and knowledge assessment is conducted **twice per year (every six months)**.

6.2. The results of successive assessments are used to:

- monitor progress over time
- identify trends in sustainability knowledge
- evaluate the effectiveness of internal sustainability initiatives

## 7. GOVERNANCE AND IMPLEMENTATION

The assessment process is coordinated through a defined governance structure.

### 7.1 Coordinator for Office for Sustainable Development

The Coordinator is responsible for the operational implementation of the assessment process, including:

- organizing and administering assessments
- developing and updating assessment tools
- ensuring data collection and processing
- preparing analytical reports
- coordinating communication with departments

### 7.2 Sustainable Development Committee

The Committee provides strategic oversight of the assessment process and is responsible for:

- reviewing assessment results
- identifying key areas for improvement
- providing recommendations for sustainability initiatives
- ensuring alignment with the University's sustainability strategy

### 7.3 Structural Units

Academic and administrative units are responsible for:

- ensuring participation of staff in the assessment process
- supporting communication and awareness activities

## 8. DATA ANALYSIS AND USE

The results of sustainability literacy assessments are analyzed in aggregated form to:

- identify strengths and gaps in sustainability knowledge among staff
- support the development of training and awareness programs
- inform sustainability-related initiatives and policies
- contribute to institutional sustainability reporting

Individual results are not used for performance evaluation.



## **9. REPORTING**

9.1. The Coordinator prepares internal reports following each assessment cycle.

9.2. Reports may include:

- overall assessment results
- comparative analysis of results over time
- key findings and recommendations

9.3. Summary results may be shared with University management and relevant bodies.

## **10. CONTINUOUS IMPROVEMENT**

META University is committed to continuously improving the assessment process.

This includes:

- regular review and update of assessment questions
- adaptation to evolving sustainability and ESG standards
- integration of feedback from participants

## **11. RESPONSIBILITIES**

The following roles are defined within the assessment process:

- the Coordinator for Office for Sustainable Development is responsible for implementation and administration
- the Sustainable Development Committee provides oversight and strategic guidance
- academic and administrative staff are expected to participate in assessments

## **12. FINAL PROVISIONS**

12.1. This Policy is approved by the Rector of META University and enters into force from the date of approval.

12.2. The Policy may be revised as necessary to reflect institutional priorities and developments in sustainability practices.

12.3. A separate policy shall be developed for the assessment of sustainability literacy among students.