


Approved
By the resolution of the Board of
JSC «NC «QazaqGaz»
№ 24 from 28 August 2023

POLICY
ON DIVERSITY AND INCLUSIVENESS OF JSC «NC «QAZAQGAZ»
AND ITS SUBSIDIARIES AND AFFILIATES

Instance


Astana city 2023

 QAZAQGAZ НАЦИОНАЛЬНАЯ КОМПАНИЯ	JOINT STOCK COMPANY «NC» QazaqGaz» Integrated management system	
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Foreword


Introduced: first time.

Revision date: 2028.

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1. Purpose and scope

1.1. This Diversity and Inclusion Policy of JSC «NC «QazaqGaz» (hereinafter - Company) and its subsidiaries and affiliates (hereinafter - SAA, or collectively referred to as the Group of Companies) is based on generally recognized laws and principles of non-discrimination. Ensuring equal opportunity and inclusion in the workplace is a fundamental element of respect for human rights.

1.2. The Society believes that our employees are highly qualified professionals who represent the diversity of the society in which we work and live. The Company's commitment to diversity, equity and inclusiveness includes recruiting and retaining workers with diverse backgrounds and backgrounds, raising awareness of diversity and its benefits, and creating an enabling environment in which inclusion is supported.

1.3. This Policy is considered inseparable from the guidelines set forth in the legislation of the Republic of Kazakhstan, the Code of Business Ethics, the Human Rights Policy and other policies of the Group of Companies.

1.4. In its commitment to equal opportunities and inclusion in the workplace, the Group of Companies is guided by the principles set out in the legislation of the Republic of Kazakhstan and international treaties to which the Republic of Kazakhstan is a party, as well as the International Labor Organization (ILO) Convention on Discrimination in Employment and Occupation (No. 111).

1.5. The purpose of this Higher Level Policy is to provide direction, principles and ground rules for diversity and inclusion.

1.6. The provisions of the Policy are binding on all employees of the Company and the Group of Companies.

1.7. The reference to «you», «we», «us» or «everyone» in this Policy means an appeal to all employees of the Company.

1.8. We strive to create an inclusive team culture characterized by openness and constructive challenge, where people feel respected, valued and supported.

1.9. We accept and encourage diversity in thinking and experience to achieve maximum business performance.

1.10. We analyze and develop policies, benefits and mechanisms that are objective, unbiased and fair and help support a strong, representative and inclusive culture.

2. Regulatory references

The Policy uses links to the following regulatory documents:

1958 - Discrimination (Employment and Occupation) Convention of the International Labor Organization;

Code of Business Ethics of JSC «NC «QazaqGaz»;

Documented procedure «General requirements for the development, execution and presentation of internal regulatory documents of JSC «NC «QazaqGaz»

DP-01 - General requirements for the development, execution and presentation of internal regulatory documents of JSC «NC «QazaqGaz»

DP-02 - Documentation management

DP-03 - Records management

3. Terms and Definitions

3.1. This Policy uses the terms and their respective definitions in accordance with Table 1.


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Table 1. Terms and definitions

Terms	Definitions
Manifold	empowerment of people based on respect and recognition of the value of differences between them in terms of age, gender, ethnicity, religion, disability, education, nationality, abilities, social origin.
Inclusion	it is about creating a work environment where all people are treated fairly and respectfully, all employees have equal access to opportunities and resources, and can fully contribute to the success of the organization. Diversity cannot be achieved without inclusive practice.
Equality	commitment to ensuring consistent and systematic fair and equitable treatment for all employees.
Law / Legislation	Current legislation of the Republic of Kazakhstan

4. Abbreviations and symbols

4.1. In this Policy, the following designations and abbreviations are used in accordance with Table 2.

Table 2. Abbreviations and symbols

No. p / n	Symbols and abbreviations	The full name of the given designations and abbreviations
1.	Company	Joint Stock Company «NC «QazaqGaz».
2.	IRD	Internal regulatory documents.
3.	RSU IMS	Responsible structural unit, whose functions include IMS.
4.	DMHRaLP	Responsible structural unit, whose functions include human resource management.

5. Responsibility and authority

5.1. The Board of Directors and the Management Board of the Company are responsible for providing all necessary resources for the implementation of this Policy.

5.2. Management assumes responsibility for the implementation of this Policy.

5.3. Leaders and employees of the Group of Companies are responsible for the unconditional full implementation of their duties to ensure diversity and inclusiveness.


5.4. Responsibility for the development of this Policy in accordance with the requirements of the documented procedure DP-01 "General requirements for the content, presentation and execution of the Company's internal regulatory documents" is borne by the DMHRALP.

5.5. The responsibility for the management of this Policy in accordance with the requirements of the documented procedure DP-02 "Document Management" lies with the IMS OSB.

6. Key principles and approaches for the implementation of the Policy

6.1. The policy is based on the following principles:

- creation of equal opportunities regardless of gender, age, ethnicity, etc., intolerance for discrimination in hiring, promotion, vocational training, performance evaluation and remuneration;
- promoting the value of diversity at all organizational levels, including governance structures;
- stimulating greater participation of women in the activities and management of the Company and the Group of Companies;

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– providing all employees with equal opportunities to develop professionally and to realize their potential for participation in work processes, training and development;

6.2. Approaches of implementation of the Policy:

– **Safe Work Environment:** We provide training to all employees to improve their understanding of behavior that may be perceived as discriminatory and/or non-harassment and provide safe ways for employees to report such behavior. Our employees are aware of ethical behavior in the workplace as set out in the Code of Conduct.

– **Employability:** The Society ensures that our practices and processes attract a diverse workforce. The process of recruitment, appointment, development and promotion depends only on the professional merit of the employee.

– **Training and Development Opportunities:** The Company offers a wide range of training and development opportunities to all employees, excluding any form of discrimination.

6.3. The Company seeks to increase diversity at all levels of the Company, including the Board of Directors/Supervisory Board of the Group of Companies, top and middle management. Appointments to the Board of Directors / Supervisory Board of the Group of Companies, as well as to senior and middle management positions, are made on the basis of the candidate's merit, experience, knowledge and skills, which ensures a balance and diversity of expertise. The combination of educational level and professional experience, as well as the personal qualities of directors and employees, provides a diversity of opinions and a broader knowledge base.

6.4. The concept of diversity includes acceptance and respect. This means understanding that each person is unique, as well as recognizing and accepting individual differences. This includes aspects such as race, color, religion, gender, marital status, pregnancy, age, national or social origin, disability, trade union membership, political opinion, or other characteristics that are protected by law.

6.5. The goal of inclusion is to include all people, regardless of race, gender, disability, medical or other needs. It is about providing equal access and opportunity and eliminating discrimination and intolerance.

6.6. The Company guarantees that when promoting employees within the Company and the Group of Companies, candidates are provided with equal opportunities. We are guided by a similar principle when hiring employees, trying to expand the variety of attracted talents. All this allows us to benefit from the different perspectives, experiences and knowledge of people of different genders, ages and backgrounds in implementing innovative solutions that our business needs. We are proud to advocate for the diversity of the workforce and regularly remind our employees and business partners of the benefits that diversity and inclusiveness bring to the Company and the Group of Companies.

6.7. The Company seeks to create a favorable working atmosphere in which every employee would feel accepted, respected and heard. Our employees know they can reach their full potential.


7. Recordings

7.1. There are no records in this Policy that must be managed in accordance with the requirements of the documented procedure DP-03 «Records Management».

8. Revision, modification, storage and distribution

8.1. The Policy is reviewed as necessary, but at least once every three years by the Management Board of the Company for its relevance and compliance with applicable standards and practices.

8.2. Revision, modification, storage and distribution of this Policy are carried out in accordance with the requirements of the documented procedure DP-02 «Documentation Management».

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8.3. The «original» in paper form of this documented procedure is drawn up and stored in the Company's RSU IMS.

8.4. A scanned version of this documented procedure is posted on the Company's Internet portal.

