

APPROVED
by the decision of the Board of
Directors of the NJSC «L.N.
Gumilyov Eurasian National
University»
(Minutes No.9 dated September
23, 2021)



PROGRAM
for the induction of newly elected members of the Board of Directors of the NJSC
“The L.N. Gumilyov Eurasian National University”

Nur-Sultan, 2021



1. General Provisions

1. The program for the induction of newly elected members of the Board of Directors of the Non-Profit Joint-Stock Company "The L.N. Gumilyov Eurasian National University" (hereinafter referred to as the Program) determines the procedure for familiarizing newly elected members of the Board of Directors with the activities of the NJSC "The L.N. Gumilyov Eurasian National University" (hereinafter – the Company).

2. The program was developed in accordance with the Law of the Republic of Kazakhstan "On Joint Stock Companies", the Charter of the Company and other documents regulating the activities of the Board of Directors.

3. The Company provides the most prompt, complete and effective familiarization of the members of the Board of Directors with the activities of the Company, including development plans, structure, business practices and corporate governance practices at the expense of:

1) formation of an understanding by a member of the Board of Directors of the nature of the Company's activities, the role of the Board of Directors in the management system, their rights, duties and responsibilities, rules and procedures for the work of the Board of Directors;

2) familiarization of a member of the Board of Directors with development plans, key performance indicators and financial statements of the Company;

3) ensuring communication among members of the Board of Directors and members of the Management Board of the Company.

2. Procedure for induction

4. The newly elected members of the Board of Directors shall be inducted into office no later than one month from the date of election as the Sole Shareholder.

5. The corporate secretary assists the newly elected members of the Board of Directors in the induction process.

6. The induction consists of the following activities:

1) familiarization with the order of the Sole Shareholder on the election of a member of the Board of Directors;

2) providing for familiarization with information about the Company, the Board of Directors, the industry in which the Company operates and its competitive positions in accordance with Appendix 1.

3) familiarization with the Company, Sole Shareholder, the Board of Directors, the Management Board.

7. Familiarization of the newly elected member of the Board of Directors with the order of the Sole Shareholder on the election is carried out by the Corporate Secretary by sending this document together with a cover letter in a way convenient for the member of the Board of Directors.

8. In order to familiarize the newly elected member of the Board of Directors with information about the Company and the Board of Directors, the Corporate Secretary forms a package of documents in accordance with Appendix 1 and sends it to

the member of the Board of Directors in a pre-agreed manner.

9. Acquaintance with the Company, the Sole Shareholder, the Board of Directors, the Management Board of a newly elected member of the Board of Directors is carried out by:

- individual meetings with the Chairman of the Board of Directors, other members of the Board of Directors for an introduction and discussion of the specifics of work and other issues;

- meetings with the Chairman of the Management Board-Rector and members of the Management Board, individual heads of the Company's structural divisions;

- meetings with the head of the Internal Audit Service;

- meetings and regular interaction with the Corporate Secretary.

10. At the request of a member of the Board of Directors, the Corporate Secretary provides him/her with advisory services on the work of the Board of Directors and its committees, including:

- 1) clarifications on issues of exercising rights and obligations, issues of responsibility of members of the Board of Directors;

- 2) procedures for preparing and holding meetings of the Board of Directors;

- 3) reporting of the Committees of the Board of Directors and the Management Board to the Board of Directors;

- 4) a brief description of the process of interest to the member of the Board of Directors;

- 5) informing on changes in the legislation of the Republic of Kazakhstan in the field of corporate governance.

Appendix 1
to the program for the induction
of newly elected members of the
Board of Directors of the NJSC
“The L.N. Gumilyov Eurasian
National University”

List of documents to be provided to newly elected members of the Board of Directors

No.	Necessary information	Source
1	2	3
1	Information about the Company	Laws of the Republic of Kazakhstan: “On Joint Stock Companies”, “On Non-Commercial Joint Stock Companies”, “On the Securities Market”, “On Education”, “On Science”, “On State Property”, Rules for Disclosure of Information by the Issuer, Order on Approval of the Model Code corporate governance in state-controlled joint stock companies, Charter, Development Strategy of the Company, Development Plan, reports of external auditors for the last 3 years, etc.
2	Corporate governance practice of the Company	Corporate Governance Code, the Charter
3	Role of the Sole Shareholder	Law “On Joint Stock Companies”, Charter, Corporate Governance Code.
4	Role of the Board of Directors:	Charter, Corporate Governance Code, Regulations on the Board of Directors, Regulations on Committees of the Board of Directors, work plan of the Board of Directors and committees for the current year
5	Composition of the Board of Directors	Brief biographies of members of the Board of Directors with coordinates (phone, e-mail), certificate of membership of each member of the Board of Directors in the composition of the committees of the Board of Directors
6	Rights, obligations and responsibilities of members of the Board of Directors	The Law “On Joint Stock Companies”, Charter, Corporate Governance Code, Regulations on the Board of Directors, Regulations on Committees of the Board of Directors
7	Information on the meeting of the Board of Directors and its Committees	Minutes of meetings of the Board of Directors and its Committees, plans (schedules) of work of the Board of Directors and its Committees

8	Role of the Management Board: organizational structure, competence, operating procedures	The Law "On Joint Stock Companies", the Charter, Regulations on the Management Board, the organizational structure
9	Composition of the Management Board	Brief biography of the Chairman and members of the Management Board, the coordinates of the specified persons (phone number, e-mail address, office number)
10	The competence of bodies and the procedure for interaction between them	Charter, Corporate Governance Code, Regulations on the Board of Directors, Regulations on the Management Board, Regulations on the Internal Audit Service, the Code of Business Conduct
11	Internal Audit Service	The Law "On Joint Stock Companies", the Charter, the Corporate Governance Code, the Regulations on the Internal Audit Service, the Operating Procedure of the Internal Audit Service, the work plan of the Internal Audit Service for the current year, the report of the Internal Audit Service for the previous year, etc.
12	Information about the head and employees of the Internal Audit Service	Brief biography of the head of the Internal Audit Service, a list of employees of the Internal Audit Service, the coordinates of these persons (phone number, e-mail address, office number)
13	Corporate secretary	The Law "On Joint Stock Companies", the Charter, Corporate Governance Code, Regulations on the Board of Directors, Regulations on the Corporate Secretary, office number, coordinates (phone number, email address)

Notice:

1. Documents are provided if available, missing documents are provided additionally as they are approved (appear) in the prescribed manner.