INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 01
of the Ethics Council meeting

Almaty **Date: September 5, 2024**

Chair of the Commission – T. Abakanov, Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:
1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:
1) Review of employee inquiries regarding compliance with corporate and academic ethics.
2) Approval of the Ethics Council's work plan for the 2024–2025 academic year.
3) Miscellaneous.

HEARD:
1) The Chair of the Council – on the need for regular analysis of appeals and prevention of violations of corporate norms.
2) Secretary of the Council – on the draft annual meeting schedule.

DECIDED:
1) There is no information about complaints for the reporting period. No complaints were received from employees or teachers.
2) To approve the Council's work plan for the 2024–2025 academic year.
3) To post information on the procedure for submitting appeals on the official website of the IOC.
4) Hold meetings on a monthly basis.

Chair: Abakanov T.

Secretary: ____________________ Denakova I.

Commission members:

____________________ Momysheva A.

____________________ Zhuandykova A.

____________________ Balmukhanov A.

____________________ R. Baitalipova

____________________ Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 02
of the Ethics Council meeting

Almaty **Date: October 3, 2024**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:
1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:
1) Monitoring employee compliance with the Code of Corporate Ethics.
2) Discussion of preventive measures.

HEARD:

1) **Council member** – on the results of monitoring compliance with the Code of Corporate Ethics by employees of MOK LLP.

2) **School representative** – on the need to strengthen preventive and explanatory work among students.

3) **Secretary of the Council** – on the current provisions of the Code of Corporate and Academic Ethics and the procedure for informing the teaching staff.

DECIDED:

1) There is no information about complaints for the reporting period. No complaints were received from employees or teachers.

2) Recommend that schools hold meetings with students on issues of academic integrity.

3) Continue to inform faculty members about the requirements of the Code of Corporate Ethics.

Chair:	Abakanov T.
Secretary:	Denakova I.
Commission members:	Momysheva A.
	Zhuandykova A.
	Balmukhanov A.
	R. Baitalipova
	Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 03
of the Ethics Council meeting

Almaty **Date: November 7, 2024**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:
1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:
1) Consideration of a complaint regarding a violation of professional ethics by an administrative employee.
2) Discussion of preventive measures.

HEARD:
1) Council member – on a complaint received from an administrative employee regarding a violation of ethical standards in the department.
2) Representative of the personnel administration service – on the results of the official investigation.

DECIDED:
1) To recognize the violation of professional ethics as confirmed.
2) To recommend that the head of the department issue a reprimand to the employee.
3) The complaint is closed.

Chair: ____________ Abakanov T.

Secretary: ____________ Denakova I.

Commission members:

_______________	Momysheva A.
_______________	Zhuandykova A.
_______________	Balmukhanov A.
_______________	R. Baitalipova
_______________	Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 04
of the Ethics Council meeting

Almaty **Date: December 5, 2024**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:

1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:

1) Review of the Council's work for the calendar year.
2) Preparation for training events on ethics.

HEARD:

1) **The Chair of the Council** – on the results of the Ethics Council's activities for the 2024 calendar year, the results of reviewing appeals, and the implementation of the work plan.

2) **Secretary of the Council** – on proposals for organizing training events and preventive seminars on corporate and professional ethics in 2025.

DECIDED:

1) To take note of the results of the cases reviewed.
2) To prepare informational materials on the prevention of violations.

Chair: ____________ Abakanov T.

Secretary: ____________ Denakova I.

Commission members:

_______________ Momysheva A.

_______________ Zhuandykova A.

_______________ Balmukhanov A.

_______________ R. Baitalipova

_______________ Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 05
of the Ethics Council meeting

Almaty **Date: January 9, 2025**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:

1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:

1) Analysis of appeals for the fourth quarter of 2024.
2) Preventive measures plan.

HEARD:

1) Secretary of the Council – on the results of the analysis of appeals received in the fourth quarter of 2024. It was noted that there were no complaints or conflicts during the specified period.

2) The Chair of the Council – on the need to continue preventive work aimed at maintaining an ethical climate in the departments.

3) Council member – on proposals for the formation of the Ethics Council's action plan for the first half of 2025.

DECIDED:

1) To take note of the information on the absence of appeals and complaints for the fourth quarter of 2024.

2) To approve the Ethics Council's plan of preventive measures for the first half of 2025.

3) To conduct a survey of employees and teachers on compliance with ethical standards and corporate values.

4) Entrust the secretary of the Ethics Council with monitoring the implementation of this decision.

Chair:		Abakanov T.
Secretary:		Denakova I.
Members of the commission:		Momysheva A.
		Zhuandykova A.
		Balmukhanov A.
		R. Baitalipova
		Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 06
of the Ethics Council meeting

Almaty **Date: February 6, 2025**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:

1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:

1) Issues of professional conduct and corporate culture.
2) Discussion of measures to improve communication between structural divisions.

HEARD:

1) **The Chairman of the Council** – on compliance with the standards of professional ethics and corporate conduct in the departments of the IOC, on the results of observations and verbal appeals from employees.
2) **Council member** – on identified problems in internal communication and the need to improve the culture of interaction between colleagues.
3) **Secretary of the Council** – on proposals for organizing training events on the topic of "Corporate Culture and Business Communication Ethics."

DECIDED:

1) To take note of the information presented on the state of corporate culture and professional ethics in the departments of MOK LLP.
2) To hold an internal training seminar for employees on "Communication ethics and interaction culture in an academic environment."
3) To recommend that department heads strengthen control over compliance with professional ethics standards.

4) Entrust the secretary of the Ethics Council with monitoring the implementation of this decision.

Chair:		Abakanov T.
Secretary:		Denakova I.
Members of the commission:		Momysheva A.
		Zhuandykova A.
		Balmukhanov A.
		R. Baitalipova
		Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 07
of the Ethics Council meeting

Almaty **Date: March 6, 2025**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:

1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:

1) Consideration of a complaint regarding an ethical conflict between teachers.

HEARD:

1) Council member – on the appeal received from the department regarding a conflict between teachers that arose during joint educational and methodological activities.
2) Council Chair – on proposals to hold a mediation meeting to resolve the conflict.
3) Secretary of the Council – on the procedure for documenting the results of the consideration of ethical disputes and their reflection in the Council's reports.

DECIDED:

1) To recognize the appeal as justified.
2) To resolve the conflict with the participation of a mediator appointed by the Ethics Council.
3) To include an analysis of the case under consideration in the Council's annual report.
4) To recommend that department heads promptly contact the Ethics Council for advice when similar situations arise.
5) To consider the complaint closed.

Chair:		Abakanov T.
Secretary:		Denakova I.
Commission members:		Momysheva A.
		Zhuandykova A.
		Balmukhanov A.
		R. Baitalipova
		Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 08
of the Ethics Council meeting

Almaty **Date: April 3, 2025**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:
1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:
1) Monitoring compliance with the Code of Corporate Ethics.
2) Preparation of the semi-annual report.

HEARD:

1) **Secretary of the Council** – on the results of monitoring compliance with the Code of Corporate Ethics in IOC departments, on survey data and general observations on the behavior of employees and teachers.

2) **The Chair of the Council** – on the need to maintain systematic work to prevent violations and foster a culture of corporate responsibility.

3) **Council Member** – on proposals for the structure and content of the Council's semi-annual ethics report.

DECIDED:

1) To recognize the level of compliance with corporate and academic ethics standards as satisfactory.

2) To approve the proposals on the structure of the semi-annual report of the Ethics Council.

3) To post a summary report on the monitoring results on the internal portal of the IOC.

4) To continue preventive measures in the departments.

5) Entrust the secretary of the Ethics Council with monitoring the implementation of this decision.

Chair:		Abakanov T.
Secretary:		Denakova I.
Members of the commission:		Momysheva A.
		Zhuandykova A.
		Balmukhanov A.
		R. Baitalipova
		Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 09
of the Ethics Council meeting

Almaty **Date: May 8, 2025**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:
1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:
1) Analysis of the moral and psychological climate.
2) Preparation of proposals on ethical education.

HEARD:
1) The Chairman of the Council – on the results of the analysis of the moral and psychological climate based on the results of questionnaires and observations in the IOC departments.
2) Secretary of the Council – on the results of feedback received from department heads and the need to systematize measures to strengthen corporate values.
3) Council Member – on proposals to include the topics of ethical education and communication culture in training programs for employees and students.

DECIDED:
1) To recognize the level of compliance with corporate and academic ethics standards as satisfactory.
2) To approve proposals on the structure of the Ethics Council's semi-annual report.
3) To post a summary report on the monitoring results on the internal portal of the IOC.
4) To continue preventive measures in the departments.
5) Entrust the secretary of the Ethics Council with monitoring the implementation of this decision.

Chair:	Abakanov T.
Secretary:	Denakova I.
Members of the commission:	Momysheva A.
	Zhuandykova A.
	Balmukhanov A.
	R. Baitalipova
	Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 10
of the Ethics Council meeting

Almaty **Date: June 5, 2025**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:

1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:

1) Familiarization of new employees with the Code of Corporate Ethics.
2) Discussion of proposals to update certain provisions of the Code.

HEARD:

1) The Secretary of the Council – on the organization of the procedure for familiarizing newly hired employees with the Code of Corporate Ethics and the need for documentary confirmation of completion of the training.

2) The Chair of the Council – on the need to update certain sections of the Code relating to digital communication, workplace hierarchy, and interaction in the online environment.

3) Council Member – on proposals to simplify the feedback form for employees who have familiarized themselves with the Code.

DECIDED:

1) To take note of the information on the progress of familiarizing new employees with the Code of Corporate Ethics.

2) To include proposals for updating the provisions of the Code in the 2025 draft.

3) To recommend that the Human Resources Department ensure that new employees are systematically informed about the principles of corporate and academic ethics when they are hired.

4) Send the updated draft Code to the Legal Service for approval.

5) Assign responsibility for monitoring the implementation of this decision to the secretary of the Ethics Council.

Chair:	____________	Abakanov T.
Secretary:	____________	Denakova I.
Members of the commission:		
	____________	Momysheva A.
	____________	Zhuandykova A.
	____________	Balmukhanov A.
	____________	R. Baitalipova
	____________	Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 11
of the Ethics Council meeting

Almaty **Date: July 3, 2025**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:

1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:

1) Results of the Council's work for the first half of the year.
2) Action plan for the third quarter.

HEARD:

1) The Chairman of the Council – on the results of the Council's activities for the first half of 2025, on the dynamics of reviewing appeals and the results of preventive measures.

2) Secretary of the Council – on proposals for the Council's work plan for the third quarter, including training meetings and monitoring of the ethical climate.

3) Council members – on the need to further develop the internal communication system and strengthen corporate values among employees.

DECIDED:

1) To take note of the information on the results of the Ethics Council's work for the first half of 2025.

2) To note the positive trend of a decrease in the number of complaints and conflict situations.

3) To approve the Ethics Council's action plan for the third quarter of 2025.

4) To recommend an analysis of the effectiveness of preventive measures for the past period.

5) Entrust the secretary of the Ethics Council with monitoring the implementation of this decision.

Chair: Abakanov T.

Secretary: Denakova I.

Members of the commission:

Momysheva A.

Zhuandykova A.

Balmukhanov A.

R. Baitalipova

Tasbolatov A.

INTERNATIONAL EDUCATIONAL CORPORATION LLP

MINUTES No. 12
of the Ethics Council meeting

Almaty **Date: August 7, 2025**

Chair of the Commission – Abakanov T., Professor of General Construction
Commission Secretary – I. Denakova, Quality Manager

Commission members:
1) A. Momysheva, Director of the Scientific Library
2) Zhandykova A., HR Director
3) Balmukhanov A., Head of Legal Services
4) R. Baitalipova, Head of the Office
5) Tasbolatov A., Compliance Officer

AGENDA:
1) Summary of the Ethics Council's activities for the 2024–2025 academic year.
2) Preparation of the Ethics Council's work plan for the 2025–2026 academic year.

HEARD:

1) The Chair of the Council – on the results of the Council's activities for the first half of 2025, on the dynamics of reviewing appeals and the results of preventive measures.

2) Secretary of the Council – on proposals for the Council's work plan for the third quarter, including the holding of training meetings and monitoring of the ethical climate.

3) Council members – on the need to further develop the internal communication system and strengthen corporate values among employees.

DECIDED:

1) To approve the annual report of the Ethics Council for the 2024–2025 academic year by August 18, 2025.

2) To send the approved report in accordance with the established procedure for publication on the official website of the IOC.

3) To approve the draft work plan of the Ethics Council for the 2025–2026 academic year.

4) To continue the practice of monthly meetings and interaction with the quality department, human resources department, and IOC divisions.

5) Assign responsibility for monitoring the implementation of this decision to the Secretary of the Ethics Council.

Chair:	Abakanov T.
Secretary:	Denakova I.
Members of the commission:	Momysheva A.
	Zhuandykova A.
	Balmukhanov A.
	R. Baitalipova
	Tasbolatov A.