

# Report on the HR Policy on the results of the 2024



Labor relations in NC KTZ JSC are enshrined in the following regulatory documents, both internal and legislative of the Republic of Kazakhstan

*Labor Code of  
the Republic of  
Kazakhstan*

*Collective  
agreement*

*HR policy of KTZ  
for 2023-2028*

*Internal documents on HR records management,  
remuneration, labor regulations, etc..*

***According to the Collective Agreement, the Employer undertakes:***

**Section III. Organization and Rationing of Labor, Wages, Supplements and Allowances**

- establish the minimum monthly tariff rate of the Employee of the first category not lower than the minimum monthly wage established by the Law of the Republic of Kazakhstan on the Republican Budget for the relevant financial year.
- the monthly wage rate of the worker shall be determined in accordance with the wage scale for the remuneration of workers of the Company's branches by multiplying the monthly wage rate of the worker of the 1st category of the corresponding wage scale by the established tariff (inter-grade) coefficient of the qualification category assigned to the Employee.
- ensure the share of the basic salary of at least 75 percent in the salary of Employees without taking into account one-time incentive payments.
- in accordance with the Employer's internal documents, to apply as minimum guarantees of remuneration for the Company's Employees - tariff rates and salaries determined on the basis of the unified basic tariff grid/scheme of official salaries and regional coefficients (Appendix 3 to the Collective Agreement), serving for the calculation of tariff scales/schemes of official salaries. The unified basic wage scale/salary scheme and tariff scales/salary schemes, taking into account regional coefficients, are determined by the Company's internal documents.
- pay Employees at least one and a half hours of overtime work based on the daily (hourly) tariff rate, including summarized accounting of working hours.

**Section IV. Working Hours, Rest Time, Labor and Other Vacations**

- ensure the duration of working hours in accordance with the legislation of the Republic of Kazakhstan (no more than 40 hours per week)
- to provide Employees with basic paid annual labor leave with the preservation of the place of work (position)
- the sequence of vacations to Employees shall be established according to the approved schedule, taking into account the production process.
- when drawing up vacation schedules, grant the preferential right to use basic paid annual labor leave at a convenient time for them to Employees raising children of preschool and primary school age, children with disabilities, as well as Employees raising 4 (four) or more children.
- in case of recall of the Employee from paid annual labor leave (with his consent), unused days of labor vacation, provide at another time in the current year or add to labor leave for the next working year, or pay compensation.

## *According to the Collective Agreement, the Employer undertakes:*

### **Section V. Employment, Social Protection, Professional Training and Retraining of Dismissed Employees**

- ensure the conclusion of employment contracts with Employees, when hiring them, in accordance with their profession, qualifications and make additions to the employment contract in case of changes in working conditions;
- conclude employment contracts with Employees when hiring in accordance with the requirements of the Labor Code;
- provide for the following when concluding employment contracts with Employees:
  - characteristics of working conditions, a list of harmful and dangerous factors at the workplace;
  - standards for the provision of overalls, safety shoes, personal protective equipment, detergents necessary for the performance of certain work;
  - the procedure for granting vacations or paying compensation for unused labor leave;
  - application of the following modes of work for certain professions of workers, positions of specialists and employees in accordance with the acts of the Employer: duty at home or in a specially equipped room at the facility within the established standard hours, flexible work schedule, part-time work.
- to grant the preferential right to remain at work in case of reduction in the number or staff of Employees: to employees who are the sole breadwinners or raising children with disabilities; parents of large families with four or more children; employees who have worked in railway transport: men – at least 25 years; women – at least 20 years old; awarded the badge "Honorary Railwayman"; rationalizers who have been actively engaged in rationalization activities for many years, provided that they have implemented at least five rationalization proposals per year.
- not to allow the termination of employment contracts with two Employees from the same family (husband, wife) in case of staff reduction or downsizing, except in the case of termination of the Employer's activities;
- In case of abolition of a structural unit of the Company, reduction of staff or number of Employees:
  - provide the career center (labor mobility center) in writing or through the electronic labor exchange with full information on the upcoming dismissal of Employees in connection with the liquidation of the Employer, reduction in the number or staff, reduction in the volume of production and work and services performed, which led to a deterioration in the economic condition of the Employer, on the number and categories of Employees who may be affected by it, indicating positions and professions, specialties, qualifications and remuneration of the dismissed Employees and the terms during which they will be released, at least one month before the start of the dismissal;
  - provide the Employee with one day a week or two hours during each working day for independent job search;
  - to pay compensation payments in connection with the loss of work in accordance with the Labor Code and additional compensation in the amount of two average monthly wages. At the same time, additional compensation in the amount of two average monthly salaries (retained for the period of job search) shall be paid to persons who have at least five years of work experience in railway transport organizations and have submitted a certificate of registration (registration) to the career center (labor mobility center).
  - ensure preferential employment of the dismissed Employees in vacant jobs with appropriate retraining
  - retraining of Employees (training in other professions) shall be carried out at the expense of the Employer with payment of 75 (seventy-five) percent of their average earnings for the period of training.

## *According to the Collective Agreement, the Employer undertakes:*

### **Section VII. Social Package for the Company's Employees**

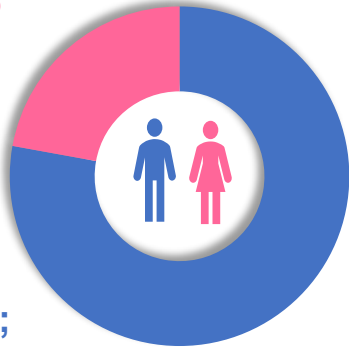
- to provide material assistance:
  - a) Employees in connection with the death of parents, spouse, children of the Employee - in the amount of 70 (seventy) MCI;
  - b) Financial assistance is provided to one applicant from the family members who are entitled to material assistance.
  - c) b) Employees in connection with the birth, adoption of a child – in the amount of 40 (forty) MCI, and Employees working at stations of classes 4, 5 and passing loops – in the amount of 50 (fifty) MCI; Financial assistance is paid for each child.
  - d) c) Employees in connection with the registration of marriage - in the amount of 30 (thirty) MCI within the allocated funds in the budget;
  - e) d) For burial in connection with the death of the Employee to one of the Employee's family members or to the person carrying out the burial in the amount of 150 (one hundred fifty) MCI.
- to provide young railway specialists who have arrived to work on assignment, and to Employees wishing to transfer, with the exception of invited Employees, to stations of 3, 4, 5 classes, overtaking points and passing loops, financial assistance for arrangement in the amount of 40 (forty) MCI, and during the first two years of work to make a 20 (twenty) percent increase to tariff rates.
- to make a one-time incentive to Employees in the amount of the monthly tariff rate (salary) in connection with the anniversaries of women: women - 55 years, men - 60 years, with work experience in the railway industry for men at least 20 years, women for at least 15 years.
- within the limits of the funds allocated in the Company's budget, provide financial assistance in the amount of no more than 250 (two hundred and fifty) MCI in the event of the occurrence of events of exceptional importance that entail unforeseen material costs to the Employees and families of the Company's Employees who died as a result of an accident at work.
- organization of summer recreation for children of the Company's Employees from 7 to 13 years old inclusive in children's health centers
- by September 1 – Employees with 3 (three) or more schoolchildren, Employees raising schoolchildren alone in the amount of 4 (four) MCI;
- on the Day of Persons with Disabilities - for Employees with children with disabilities under 18 years of age, in the amount of 20 (twenty) MCI.
- on Family Day, provide financial assistance in the amount of 5 (five) MCI to large families of the Company's Employees with four or more children and Employees raising 2 (two) or more children (children under 18 years old) alone.
- provide financial assistance in the amount of 6 (six) MCI to Employees raising a child/children under 14 years of age alone on Children's Day.

**117 681**  
Total

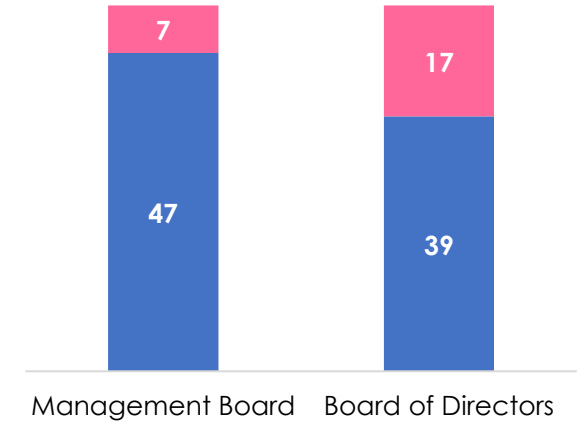
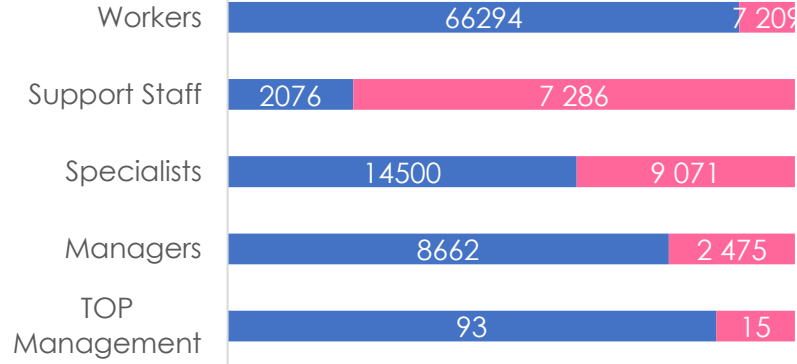
**91 625**  
Men

**26 056**  
Women

26 056;  
22%

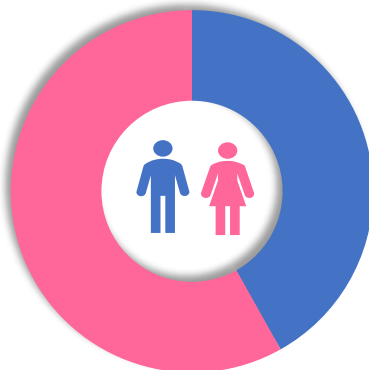


91 625;  
78%



## Administrative staff

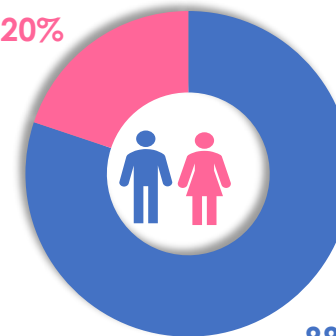
4 079;  
58%



2 938;  
42%

## Production Personnel

21 977; 20%



88 687; 80%

## Gender pay gap for 2024, male/female ratio%

Name	%
Average gender gap	6
Gender gap at midpoint	6
Average Bonus Gap	6
Average Median Bonus Gap	6

There are no differences in the Company's base salary and remuneration system depending on gender differences. Salaries are determined in accordance with the position, men and women in the same position receive the same salary and other payments in accordance with the rules of remuneration in the Company.

**The average gender pay gap for 2024 is 6% due to the specifics of the enterprise.**

## Number of women who used maternity leave

КАТС	15
АММТП	6
ПК	4
КТЗЕ	25
ТЖС	20
КТТ	19
ГП	655
ВЖДО	15
ПП	139
ЦДАЦ	4
ЦТБ	2
ЦФО	64
ЦДИП	3
ХОЗУ	5
ГВЦ	22
ЦПА	7
ЦЖС	386
ЦА	5

In accordance with Article 99 of the Labor Code of the Republic of Kazakhstan, pregnant women, women who have given birth to a child/children, women and men who have adopted a newborn child/children are granted the following leaves in connection with the birth of a child:

Maternity leave.

Leave for employees who have adopted a newborn child/children.

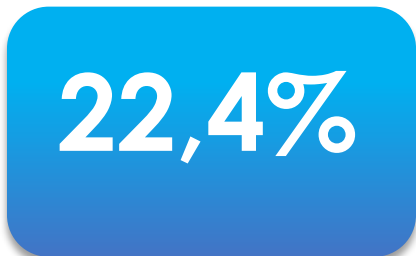
Unpaid leave to care for a child until the child reaches the age of 3 years.

**The duration of maternity leave is 126 days (70 calendar days before childbirth and 56 calendar days after childbirth). In the event of a complicated birth or the birth of two or more children, 70 days of leave are granted.**

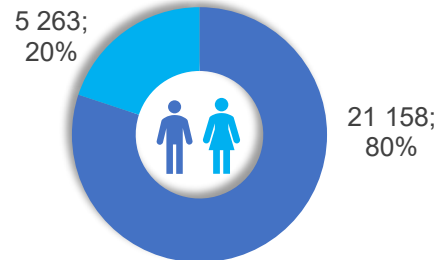
In addition to maternity leave, unpaid leave can be granted at will to care for children under 3 years of age. Such leave can be received by the father or mother of the child, and if the child is left without parental care, then by the closest relatives, i.e. the one who will actually be engaged in the upbringing of the child.

## Total Turnover

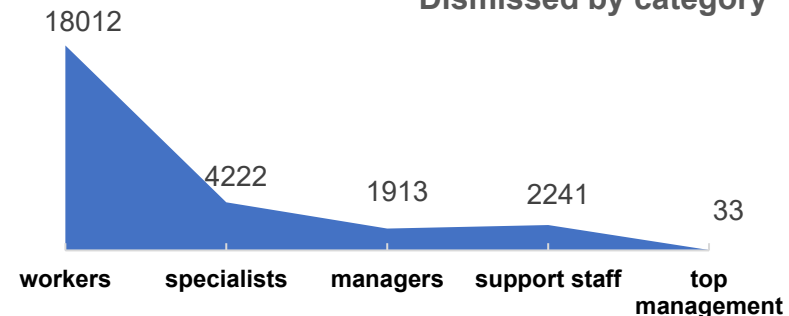
all disposals, including internal transfers



### Dismissed by gender

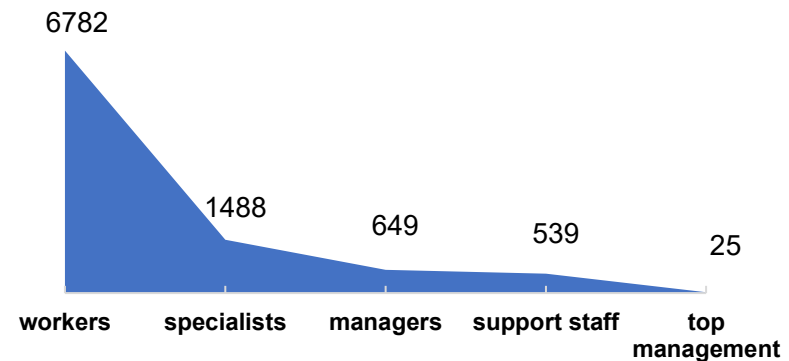
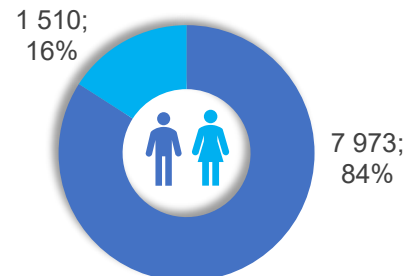
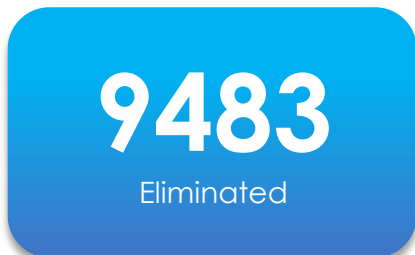


### Dismissed by category



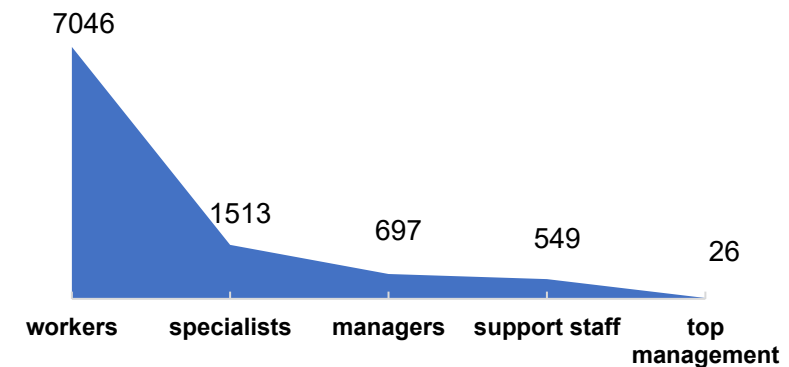
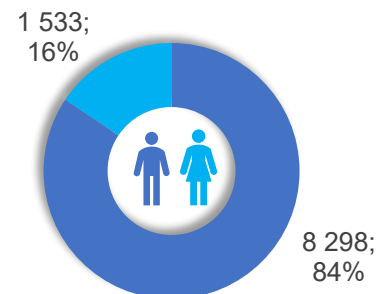
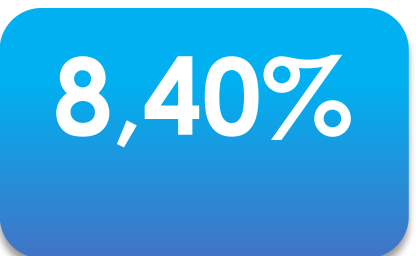
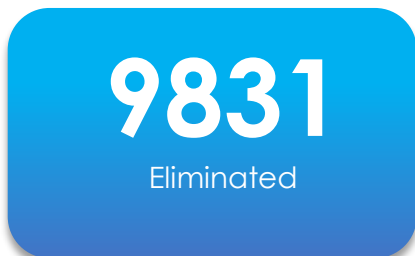
## Voluntary turnover

dismissal at the initiative of the employee and by agreement of the parties



## For reasons of turnover

dismissal at the initiative of the employee, by agreement of the parties, as well as those related to the violation of labor discipline

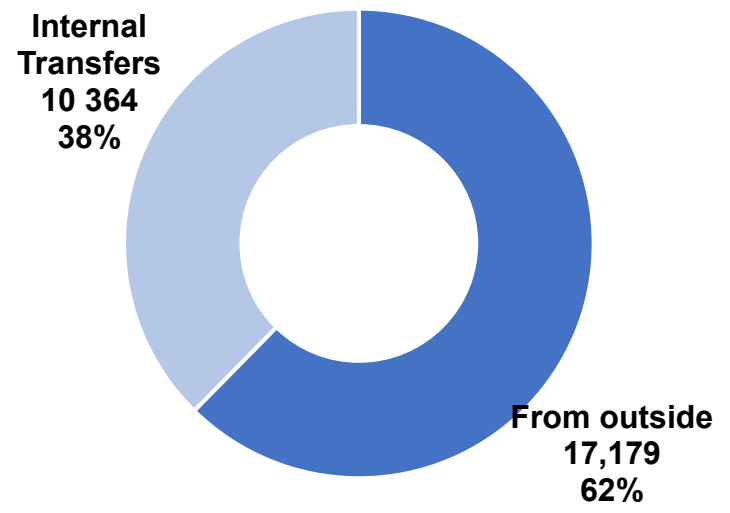


### Dismissed due to age

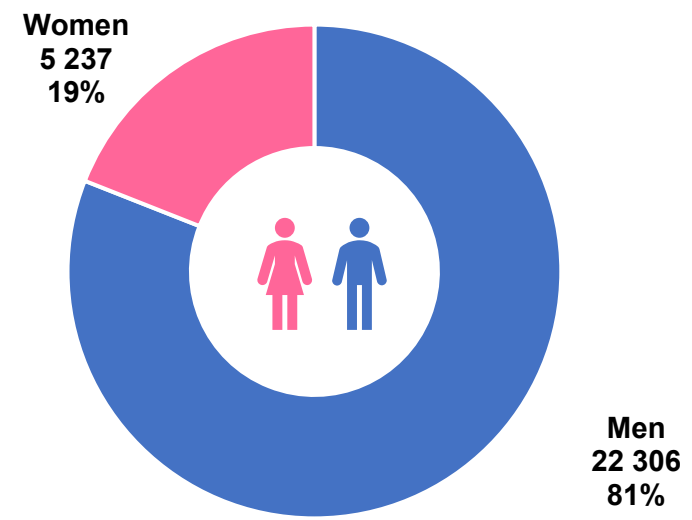
Up to 30 years old	from 31-50	More than 51
5 947	13 377	7 097

## A total of 27,543 employees were employed

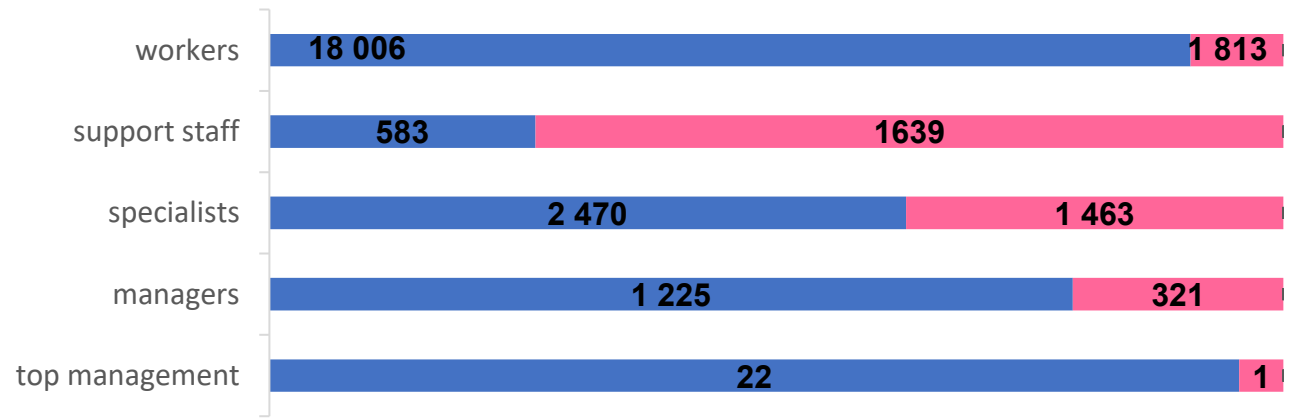
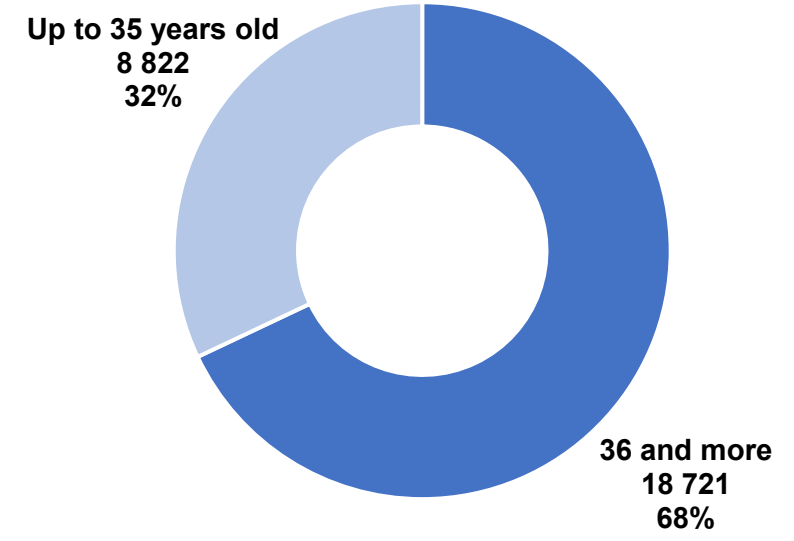
Workers Accepted/Arrived



On gender equality



By age



Men  
Women