



GENERAL EMPLOYMENT STATUS

TAMOS EDUCATION aims to fill each position with the best qualified individual.

It applies the following guidelines to achieve this aim:

1. The qualifications of an employee include, but are not limited to, education, experience, knowledge, skills and ability.
2. TAMOS Education gives priority for vacant positions, when appropriate, to current employees of TAMOS Education through internal promotion and transfer.
3. A vacancy application cover letter must be completed and sent to the general director.
4. Regular employment is termed for the category whose positions which are expected to last at least nine (9) consecutive months. Regular employees who work 30 hours a week or more are eligible for benefits.
5. Temporary employment is the category for those positions which are expected to last at least one (1) month and less than nine (9) months. Employees in this category may not be eligible for benefits. Where eligible, benefits will be pro-rated accordingly.
6. Casual (short term) employment is the category for those positions which are intermittent and do not last longer than two (2) consecutive pay periods. Employees in this group are not eligible for benefits.
7. A regular employee of TAMOS Education may hold only one full-time position at TAMOS Education However, an employee may hold more than one part-time regular position.
8. New regular employees are subject to a probationary period of three months after which there will be a performance review. Under appropriate circumstances, probationary periods may be extended or terminated.
9. All new positions are subject to the TAMOS Educations safer recruitment policy

ORIENTATION

Through this Handbook, each employee will be:

1. Made aware of TAMOS Education's core business and the vision, mission, values and goals that underline that business.
2. Made aware of the duties and responsibilities of their position and the standards by which performance will be judged.
3. Made aware of all TAMOS Education facilities and equipment that is central to their day-to-day work experience.
4. Equipped with all the basic resources needed to perform their job effectively.
5. Introduced to the person they report to and either meets or speaks to co-workers that they need to work with as part of their job.
6. Familiarized with all basic TAMOS Education policies (including holidays, health & safety, child protection, ICT policy, vacation leave, sick leave, official leave, tardiness, absenteeism, dress code, etc.).
7. Made to understand their salary package and benefits that could affect how much money they earn in one month
8. Made to understand the teacher license, work permit and one-year visa process and their responsibilities if they are a non native teacher.



PROBATIONARY EMPLOYMENT PERIOD

Employees who are newly hired, promoted, demoted or laterally transferred will serve a probationary period. Results of the probationary period may be successful completion, extension of the period or termination of employment. The probationary period allows an employee time to become proficient in the basic responsibilities of a new position and permits the manager to assess the individual's performance. The employee and manager are encouraged to communicate frequently during the probationary period. All necessary documentation as required by the Kazakh Government and the Bureau of Immigration must also be submitted to Human Resources in order that the probationary period may be successfully completed. The principle of probation is as detailed in Kazakh employment law.

The guidelines for the probationary employment period are as follows:

Length of Probationary Period:

Generally, regular employment positions have a three-month probationary period. Different probationary periods may be identified by the General Director. A probationary period may be extended as described below. A probationary period will not exceed twelve months. This policy does not apply to senior level executives, senior level professionals and certain academic and administrative professional positions.

If a position is reclassified, a probationary period may not be required if the incumbent has satisfactorily performed the duties of the position for a period of time equal to, or greater than, the normal probationary period.

Termination of Employment during Probationary Period:

If a teacher wants to give their resignation for the next year, they should do so by May for the following academic year to allow for a smooth transition. All expenses pertaining to the teacher license, work permit and visa will be the responsibility of the employee. Any expenses incurred on behalf of the employee by TAMOS Education will be deducted from the employee's final salary.

Failure to give proper notice places TAMOS Education in a position that may damage the reputation or strain the business relationship between TAMOS Education and its clients. By failing to give proper notice, full responsibility for this damage will be placed directly on the employee and the teacher will be penalized 1 months' salary and lose all other benefits for not completing their contract.

Counseling:

If an employee's performance or conduct during the probationary period is not satisfactory, the General Director should promptly counsel the individual. Documentation of the counselling should be kept, including:

- dates of counselling
- nature of problems
- expected corrective action and
- dates for re-evaluation

A probationary employee may be dismissed without counselling if the individual exhibits conduct or performance that would result in formal discipline or immediate dismissal of a non-probationary employee. TAMOS Education teacher discipline policy does not apply during the probationary period.

Outcomes of Probationary Period:

Before the end of the probationary period, the manager should evaluate the employee's performance and reach one of the conclusions listed below. The employee must be notified of the decision by the last day of the probationary period. If the individual is absent, the probationary period is automatically extended until the close of business on the first day the employee returns to work.

Successful completion – The individual has performed satisfactorily the duties assigned during the probationary period, has submitted all the necessary documentation as required by human resources and the probationary period is complete.

Extend probation – The individual should be placed on an extended probationary period for up to three additional months. A probation evaluation form must be completed, including the length of and reason for the extension. Extensions beyond three months must be requested by the appropriate department head and forwarded in writing to the Director.

Reasons for extension of probationary periods include:

1. The employee has not performed up to expectations, but there is reason to believe the employee may be able to do so if allowed additional time. Documentation of employee counselling should be kept.
2. Correct and acceptable documentation as required by the Kazakh government and the Bureau of Immigration has not been submitted.

Transferred - Upon closer evaluation it is determined that the employee's skill set is a better match for a different position than the employee was initially hired for. Successful transfer would of course require consent of the employee, and may require a new probationary period at the discretion of the general director.

Termination – The individual's performance does not meet requirements for continued employment. The individual's documents are found to be incomplete, inappropriate or forged. The individual's employment will be terminated without notice. The department must obtain the approval of the general director prior to termination of an employee.

WORKING HOURS

The normal workweek for full-time employees is 48 hours per week, Monday to Friday between the hours of 8:00 am and 5:00 pm including a lunch period. Monday to Friday teachers, when not teaching, are expected to fulfill office hours.

Staff Meetings:

TAMOS Education believes that staff meetings should be productive with a clear agenda. Minutes will be taken at all meetings and distributed to staff as necessary.

All teachers are required to attend the different staff meetings relevant to their position. If a teacher is unable to attend a meeting for any reason then the head of the relevant department should be informed before the meeting. Failure to do so could incur disciplinary procedures.

Day to day communication will be done using the staffs' email facility. Therefore, it is important that staff check their TAMOS Education emails regularly.

Calendar “Meetings” are shared with all TAMOS Education staff members; you can view them on the calendar and minutes will be emailed to the appropriate staff and attached to

notice boards. It is up to the teacher to keep updated of all TAMOS Education memos, meetings and policies.



ABSENTEEISM AND LATENESS

Absenteeism:

An employee is responsible for notifying the appropriate Manager of their absence each day of the absence and advise when they will report back to work. Unexcused absences and excessive excused absences are cause for progressive corrective action and may result in discipline procedures. TAMOS Education also reserves the right to terminate any employee who is absent for four (4) consecutive working days without notification.

The guidelines for absenteeism are as follows:

1. An employee is considered absent if they are not present for work as scheduled, regardless of cause.
2. Employees will not be allowed to apply paid absence benefits to unexcused absences.
3. Excessive absenteeism and/or tardiness is defined as four (4) or more unexcused absence and/or tardiness incidents within a three-month period.
4. The general director will give special attention to absence patterns such as:
 - Absence the day before and/or the day after a scheduled holiday or day off (Holiday pay may be withheld in such cases);
 - Absence the day after payday.
 - Coincidence of absence with desirable days off.
5. Employees who are going to be absent must advise their immediate manager at least the night before or before 7.00am in the morning of their absence.

Lateness:

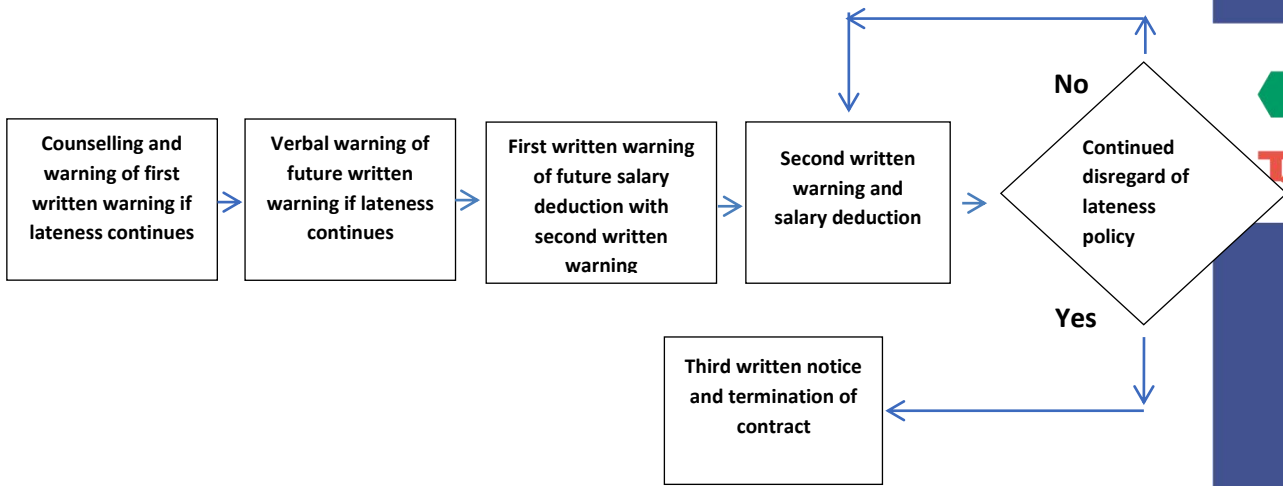
Employees are expected to be at their place of work at the times established by their manager. Excessive tardiness will be grounds for progressive corrective action, and may lead to termination.

The guidelines for lateness are as follows:

1. Employees are considered tardy if they fail to report to their assigned work place at the scheduled time, including returns from breaks or lunch and/or if they are not at the TAMOS Education classroom before their scheduled lesson time.
2. Employees who will be delayed for 10 minutes or more are required to notify their immediate manager.
3. All teachers will be considered late for class if they are not in the classroom before the end of break.
4. Failure to complete the full duration of a class will result in discipline procedures (a verbal or written warning) for repeated offences.

Lateness Flow Chart





HOLIDAYS

TAMOS EDUCATION recognizes approximately 24 days as determined by official government employment law. Bank holidays according to the local government, during the year as paid holidays for its regular, benefits-eligible employees. These holidays are determined on a year by year basis and employees will be notified of the dates and days when these holidays fall.

LEAVES OF ABSENCE

The guidelines for leaves of absence are as follows:

1. Request for leave must be submitted to the appropriate manager in writing, specifying the reason for the request and duration, at least two months in advance.
2. Approval of long-term leave request does not guarantee job reinstatement; however, TAMOS Education shall make an effort to reinstate the employee to the same or comparable job if available. If no job is available, the employee will be placed on a preferential hiring list for a period not to exceed three months. If the employee is not placed at the end of the three-month extension, the employee's contract will be terminated.
3. In deciding on a leave request, the General Director will consider the current level of departmental activity, the availability of replacements, along with the employee's job performance, attendance and the necessity for the request.
4. Reinstatement after a leave is at the sole discretion of TAMOS Educations general director.
5. An employee who has been assured reinstatement to a position and fails to return to work at the expiration of the leave shall be terminated as of the end of the first day of reinstatement.
6. Extension of leave may be requested but may or may not be authorized depending on the circumstances.
7. Where the employee is reinstated, the employee's service will be bridged. Contracts will be extended in duration equal to the amount of leave taken.

8. Under all circumstances the leave of absence application and, if approved, the written authorization must be properly signed by the employee and the general director with copies maintained by each.

Leaves of absence will not be granted in the first two weeks and the last two weeks of term unless under extreme circumstances

DRUGS AND ALCOHOL

TAMOS Education recognizes alcohol and drug use as a potential health, safety and security problem. TAMOS Education expects all employees to assist in maintaining a work environment free from the effects of alcohol and drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

TAMOS Education prohibits employees from the manufacture, possession, use, distribution, sale or purchase of non-prescribed controlled substances and intoxicants and from working under the influence of alcohol, drugs or other intoxicating substances. In the case of a teacher involved in any of the above their contract will be terminated without notice.

STAFF REQUESTS

Any and all staff requests must be made in writing and signed by the member of Staff and sent to the General Director. No request is authorized unless written confirmation is received from the General Director regardless of any verbal agreements and assurances made by any other member of Staff.

VISA REGULATIONS

Though TAMOS Education organizes and offers help in processing work permit and visa applications it is the responsibility of each member of staff to familiarize themselves with all law, rules and regulations in regard to being a foreign worker in Kazakhstan including registration, multi-entry, leaving for vacation etc.

TAMOS Education will not take responsibility for any situation arising from staff not following the law, rules and regulations of the Kazakh government after the Visa and work permit has been obtained.

STAFF LOANS AND PAY ADVANCES

It is not TAMOS Education's policy to loan money or make pay advances except in extreme emergency. Requests may be made to the General Director in writing but it is most unlikely they will be granted.

CONFIDENTIALITY

Any and all the confidential information of TAMOS EDUCATION which comes to the knowledge of or is in the possession of members of staff as a result of the performance of his/her duties shall be kept confidential, and shall not be disclosed to any third party, nor shall any member of staff make use thereof for his/her own or for any other person's benefit without the Directors prior written consent.

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the philosophy of respectful treatment required for and of our employees. For this reason, no employee may record the conversation of another employee without his or her full knowledge and consent and all of the following criteria are met:

- A written statement of legitimate purpose for the recording.
- A recording device in plain view.

- Written authorization from the management of the employee who wishes to record the conversation.
- Previously declared authorized in writing by legal counsel.



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Орындалды: 2019 жылдың наурыз айы

To be reviewed: March 2020

Подлежит рассмотрению: март 2020

Қайта қарау: 2020 жылдың наурыз айы



General Director

A handwritten signature in blue ink, appearing to read "Lydia Shapovalova".

Lydia Shapovalova

School governor and Cambridge Director

A handwritten signature in blue ink, appearing to read "Paul Collier-Woods".

Paul Collier-Woods

