

**Instruction on Occupational Safety, Health and Fire Safety for Employees
Joint Stock Company "Agrarian Credit Corporation"**

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Chapter 1. Terms, abbreviations and their definitions

1. For the purposes of this Instruction on Occupational Safety, Health and Fire Safety for Employees of JSC "Agrarian Credit Corporation" (hereinafter – Instruction), the following terms, abbreviations and definitions, unless otherwise required by the context, shall have the following meanings:

- 1) **Company** – JSC "Agrarian Credit Corporation";
- 2) **Company’s Internal Regulatory Documents (IRD)** – internal regulatory documents approved by the authorized body of the Company, establishing the objectives, content, and main directions of the Company’s activities, amending or terminating mandatory rules of conduct;
- 3) **Landlord** – owner of the premises leased by the Company;
- 4) **CA (Central Apparatus)** – the Central Office of the Company;
- 5) **Branch** – a separate subdivision of the Company that is not a legal entity, located outside the Company’s registered office, carrying out activities on behalf of the Company and acting within the powers granted to it by the Company;
- 6) **SD** – Security Department;
- 7) **State Labor Inspector** – a representative of a state authority vested with special powers in the field of occupational safety and health;
- 8) **Responsible Person** – branch director appointed by the Order of the Chairman of the Management Board “On the Procedure for Ensuring Fire Safety and Compliance with the Fire Safety Regime at JSC ‘Agrarian Credit Corporation’”, as the person responsible for fire safety in the branch;
- 9) **Fire Safety and Occupational Health Assistant** – person appointed by the Order of the Chairman of the Management Board “On the Procedure for Ensuring Fire Safety and Compliance with the Fire Safety Regime at JSC ‘Agrarian Credit Corporation’” as the person responsible for fire safety and occupational health in the Company;
- 10) **Employer** – Chairman of the Management Board of JSC "Agrarian Credit Corporation";
- 11) **Employee** – an individual engaged in employment relations with the Company, or providing services under a civil contract (outsourcing);
- 12) **Technical Regulations** – General Requirements for Fire Safety approved by Order No. 405 of the Ministry of Internal Affairs of the Republic of Kazakhstan dated August 17, 2021;
- 13) **Emergency Situations Committee of the Ministry of Internal Affairs of the Republic of Kazakhstan** – the authorized subdivision of the Ministry of Internal Affairs of the Republic of Kazakhstan in the field of emergencies and civil protection.

Chapter 2. General requirements for safety and occupational health

2. This Instruction has been developed in accordance with the legislation of the Republic of Kazakhstan, the Charter and internal documents of JSC "Agrarian Credit Corporation" (hereinafter – the Company), as well as the requirements of:

Order of the Minister of Health and Social Development of the Republic of Kazakhstan No. 346 dated August 28, 2020 “On Approval of the Rules and Terms for Conducting Training, Instruction and Knowledge Testing on Occupational Safety and Health of Employees, Managers and Persons Responsible for Ensuring Occupational Safety and Health”;

Order of the Minister of Health and Social Development of the Republic of Kazakhstan No. 927 dated November 30, 2015 “On Approval of the Rules for Development, Approval and Revision of Instructions on Occupational Safety and Health by the Employer”;

Subparagraph 2) of paragraph 2 of Article 182 of the Labor Code of the Republic of Kazakhstan, and taking into account the working conditions of the Company’s employees.

1) According to subparagraph 1) of paragraph 2 of Article 181 of the Labor Code of the Republic of Kazakhstan, each employee of the Company, including members of the Management Board, must comply with the requirements of this Instruction on occupational safety and health.

2) Employees of the Company shall bear liability, in accordance with the legislation in force, for failure to comply with the requirements of the Instruction, as well as for accidents and incidents caused by their fault.

3) Employees newly hired, temporary employees, seconded employees, trainees, and students arriving for industrial training or practice at the Company shall be allowed to perform independent work only after undergoing introductory and initial instructions on occupational safety and health.

4) The work of the Company’s employees may be associated with the following hazardous and harmful production factors:

1) working with personal computers – limited physical activity, monotony, and significant visual strain;

2) working with electrical appliances (lighting devices, household appliances, printers, scanners, shredders, and other types of office equipment) – high voltage of the electrical circuit.

3. The overall responsibility for occupational safety, health and fire safety in the Company lies with the Chairman of the Management Board.

1) For the Central Office of the Company, responsibility for occupational safety, health and fire safety is assigned to the Fire Safety and Occupational Health Assistant of the Company;

2) In the Company’s branches, responsibility for occupational safety, health and fire safety is assigned to the Responsible Person, and during their absence (vacation, business trip, illness) – to the substitute, with monitoring and supervision carried out by the Fire Safety and Occupational Health Assistant of the Company.

4. Employees shall be allowed to work in the Central Office only after receiving instructions from the Fire Safety and Occupational Health Assistant of the Company, and in the Company’s branches – from the Responsible Person.

Chapter 3. Duties of responsible persons and employees regarding occupational safety, health and fire safety

5. The Employer shall:

1) take measures to prevent any risks at workplaces through preventive actions (technical training, instructions);

2) ensure training, instruction, and testing of employees’ knowledge on occupational safety and health; organize training and knowledge testing for managers and persons responsible for occupational safety and health at least once every three years in organizations providing professional development;

3) keep records, registration and analysis of occupational accidents, and provide, upon written request, the necessary information to the authorized labor authority for monitoring the state of occupational safety and health;

4) ensure investigation of occupational accidents in the manner prescribed by the legislation of the Republic of Kazakhstan;

5) comply with the orders and conclusions of State Labor Inspectors;

6) insure employees against accidents while performing labor (service) duties;

- 7) take urgent measures to prevent the development of an emergency situation and exposure of harmful factors to other persons;
 - 8) develop, approve, and revise instructions on occupational safety and health;
 - 9) suspend from work persons who violated the requirements of these Rules and safety standards.
6. The Fire Safety and Occupational Health Assistant shall:
- 1) provide methodological guidance and a unified system of organizing work on occupational safety, fire safety and health protection;
 - 2) monitor compliance with this Instruction, the labor legislation of the Republic of Kazakhstan, standards, rules and safety regulations;
 - 3) issue orders to the Employer, Branch Directors, and heads of structural units to eliminate identified violations in occupational safety, fire safety and health;
 - 4) participate in investigations of accidents, develop preventive measures and monitor their implementation;
 - 5) control compliance by the Employer and managers of Branches and structural units with labor legislation and fire safety and health rules;
 - 6) prepare information for the Employer on occupational safety, fire safety and health protection;
 - 7) prepare proposals for amendments and additions to this Instruction;
 - 8) review employees' suggestions and applications regarding occupational safety, fire safety and health within their competence.
7. The Employee shall:
- 1) comply with the requirements of this Instruction on occupational safety, health and fire safety;
 - 2) immediately report to the Employer or Fire Safety and Occupational Health Assistant/Responsible Person any occupational injury, health impairment, or situation posing a threat to life and health;
 - 3) undergo preventive medical examinations as required by the Employer, and notify the Employer of disability or any other health condition preventing the fulfillment of duties;
 - 4) undergo training, instruction, and knowledge testing on occupational safety and health as established by the Employer.

Chapter 4. Requirements for the maintenance of buildings (structures), equipment, electrical installations, wiring and lighting

8. The Landlord shall:
- 1) ensure free access to the building;
 - 2) ensure that evacuation routes, evacuation and emergency exits of the leased premises comply with the requirements of the Technical Regulations;
 - 3) ensure unobstructed access to fire extinguishing equipment and electrical appliances. Emergency routes and exits shall be marked, remain clear, and lead to the open air or a safe zone;
 - 4) ensure that the engineering systems of the leased premises comply with the requirements of the Technical Regulations;
 - 5) ensure the condition of fire equipment, primary fire extinguishing means, and hydrants in accordance with the requirements of the Technical Regulations;
 - 6) provide the Employer/Responsible Person with an Act of scheduled inspection of fire-technical condition of buildings leased by the Central Office and Branches, issued by the territorial authorized body of the Emergency Situations Committee of the Ministry of Internal Affairs of the Republic of Kazakhstan.
9. Requirements for electrical installations, wiring and lighting:
- 1) electrical installations must be mounted and operated in accordance with the applicable Electrical Installation Rules;
 - 2) it is prohibited to use wires with damaged insulation;
 - 3) upon completion of work, all electrical installations and appliances must be de-energized, except for emergency lighting.
10. Prohibited in premises:
- 1) storage of flammable or combustible substances and liquids;

- 2) leaving heating electrical appliances switched on without supervision;
- 3) smoking except in designated areas.

Chapter 5. Safety and occupational health requirements during work

11. The workplace must be kept clean and tidy throughout the working day. The display screen must be cleaned of dust at least once a day. Employees must check the serviceability and adjust the height of the chair.

12. To prevent emergencies during work, it is prohibited to:

- 1) touch the back panel of the system unit while power is on;
- 2) switch peripheral interface cables while powered on;
- 3) clutter the top panels of devices with paper and foreign objects;
- 4) disconnect power during an active task;
- 5) allow moisture to enter the system unit, monitor, keyboard, disk drives, printers, and other devices;
- 6) use office equipment that is strongly cooled (e.g., just brought in from outside in winter);
- 7) independently open or repair equipment.

13. When working with electrical appliances and office equipment (computers, printers, scanners, copiers, faxes, household electrical appliances, lighting devices), the employee must ensure that the insulation of wiring, switches, sockets, lamps, and cords is intact.

14. For heating water and food, only certified electrical appliances with closed coils and automatic shut-off devices may be used.

15. On the way to a business trip or when traveling to work by order of management and back, employees must comply with traffic rules and rules of conduct in transport, exercising special caution during adverse weather conditions (ice, snowfall, fog).

16. Each employee must know the location of the first aid kit and be able to provide proper assistance in case of health disturbances of themselves or others, as well as in case of emergencies or fire.

Chapter 6. Safety and occupational health requirements after work

17. After work, the employee must switch off the computer, office equipment, electrical appliances, air conditioners and other devices, except for those designated for round-the-clock operation.

- 1) Employees must tidy their workplaces after work, paying special attention to fire safety.
- 2) Any malfunctions and defects in equipment, as well as other violations of safety requirements, must be reported to the immediate supervisor.
- 3) When leaving the premises, the employee must ensure that windows and doors are closed.
- 4) Upon exiting the Company's building, the employee must move along sidewalks and pedestrian paths and make sure that there are no moving vehicles.

Chapter 7. Safety and occupational health requirements in emergency situations

18. Each employee must immediately stop work, disconnect and de-energize the computer and other electrical equipment, and inform the supervisor if:

- 1) mechanical damage or defects in electrical equipment or wiring are detected;
- 2) excessive noise is heard during operation;
- 3) excessive heating of equipment is observed;
- 4) screen flickering or text distortion persists;
- 5) a smell of burning or smoke is detected;
- 6) power supply is interrupted.

19. Employees are prohibited from eliminating malfunctions on their own. Work must not resume until all malfunctions are completely eliminated.

20. If injured, the employee must inform others and seek medical assistance.

If witnessing an accident, acute poisoning, or sudden health deterioration, the employee must first free the victim from harmful factors (if necessary), notify management, call emergency

medical aid (“103”), provide first aid, and, if possible, preserve the scene until investigation begins.

21. Management must be notified of accidents, equipment malfunctions, power interruptions, fires, etc., in the following order:

- 1) Immediate supervisor of the structural unit;
- 2) Company management.

All employees must be familiar with emergency phone numbers and the location of alarm devices, fire extinguishers, and evacuation plans.

22. In the event of violations of safety requirements leading to injury, accident, explosion, fire or poisoning, unscheduled occupational safety and health instruction must be conducted for all employees.

Chapter 8. Employer’s procedure of actions in case of accident

23. In case of accident, the Employer/Responsible Person must:

- 1) organize first medical aid and, if necessary, arrange transportation of the victim to a medical facility;
- 2) preserve the scene in the condition it was at the moment of the incident until the start of the investigation, provided it does not endanger others, and take photographs of the scene;
- 3) immediately notify the victim’s close relatives and send a message to the state bodies and organizations specified in the Labor Code and other regulations;
- 4) allow the special investigation commission to access the accident site.

24. The Employer must report an occupational accident within 24 hours in the form established by the authorized labor authority.

25. Accidents (except those requiring special investigation) shall be investigated by a commission created by the Employer within 24 hours of receiving the conclusion on the severity of the injury:

In the Central Office:

- 1) Chair: Employer or their deputy, or in their absence – the Fire Safety and Occupational Health Assistant;
- 2) Members: Director of the Security Department and one employee of the unit where the accident occurred.

In the Branches:

- 1) Chair: Responsible Person or their deputy, or in their absence – Branch lawyer;
- 2) Members: Fire Safety and Occupational Health Assistant of the Branch and one employee of the unit where the accident occurred.

26. Special investigation is required for:

- 1) accidents with severe or fatal outcomes;
- 2) group accidents involving two or more employees simultaneously, regardless of severity;
- 3) group cases of acute poisoning.

27. Special investigation is carried out by a commission created by the local labor inspection authority within 24 hours of receiving the conclusion on the severity of the injury.

28. The investigation period shall not exceed 20 working days from the date of establishing the commission.

Chapter 9. Final provisions

29. This Instruction shall enter into force upon approval by the Management Board of the Company.