



APPROVED
by the Decision of the Director
of the International Research Hub Public Foundation
10 December 2025

CODE OF ETHICS AND PROFESSIONAL CONDUCT
of the International Research Hub Public Foundation
Astana, 2025

1. General Provisions

1.1. This Code of Ethics and Professional Conduct (the Code) establishes the fundamental ethical principles, standards of professional conduct, and behavioural expectations applicable to individuals participating in the activities of the International Research Hub Public Foundation (the Foundation). The Code is intended to promote integrity, professionalism, independence, accountability, and responsible conduct in pursuing the Foundation's statutory objectives.

1.2. This Code applies to the Director of the Foundation, employees, experts, consultants, contractors, volunteers, members of advisory bodies, researchers, and any other individuals participating in Foundation projects, research, analytical work, educational activities, or decision-making processes on behalf of the Foundation.

1.3. This Code shall be applied in conjunction with the legislation of the Republic of Kazakhstan, the Foundation's Charter, the Conflict of Interest Policy, Financial Management Policy, and the Foundation's other internal policies and procedures.

1.4. The provisions of this Code shall be interpreted in accordance with the principles of integrity, good faith, proportionality, professional responsibility, and good governance, taking into account the Foundation's research, educational, and project-based activities.

2. General Ethical Principles

2.1. Individuals subject to this Code shall conduct themselves in accordance with the principles of legality, integrity, independence, professional responsibility, fairness, and respect for the rights and legitimate interests of all stakeholders.

2.2. Individuals acting on behalf of the Foundation shall refrain from any conduct that could damage the Foundation's reputation, undermine the confidence of donors, partners, beneficiaries, or the public, or compromise the credibility or objectivity of the Foundation's work.

2.3. Professional conduct shall reflect the highest standards of integrity and ethical behaviour, including the prohibition of abuse of authority, dishonest conduct, improper influence, or the pursuit of unjustified personal advantage.

3. Professional Integrity and Due Care

3.1. Individuals subject to this Code shall perform their responsibilities competently, diligently, in good faith, and with appropriate professional care, ensuring the quality and reliability of their work.

3.2. Decisions shall be made solely in the interests of the Foundation and the objectives of its projects, free from undisclosed personal interests, unless such interests have been appropriately disclosed and managed in accordance with the Foundation's Conflict of Interest Policy.

3.3. Misrepresentation, concealment of material facts, misleading conduct, manipulation of information, or any other form of dishonest behaviour is strictly prohibited.

4. Ethics in Research and Academic Activities

4.1. Research, analytical, academic, and policy work shall be conducted in accordance with the principles of academic integrity, objectivity, scientific rigor, transparency, and professional independence.

4.2. The Foundation and all individuals acting on its behalf shall prohibit plagiarism, unauthorized appropriation of intellectual property, falsification of research, fabrication of data, and any infringement of intellectual property rights.

4.3. The use of third-party intellectual property shall be accompanied by appropriate acknowledgment of authorship and sources in accordance with internationally accepted academic standards.

4.4. Research findings shall be based upon verifiable evidence, sound methodology, and objective analysis, free from bias, manipulation, or undue influence.

4.5. Selective presentation of evidence, distortion of research findings, suppression of material information, or any conduct capable of misleading stakeholders regarding research outcomes shall be prohibited.

5. Ethics of Inclusion and Gender Equality

5.1. The Foundation is committed to ensuring equal treatment of all individuals regardless of sex, gender, age, ethnicity, language, religion, disability, health status, social status, or any other protected characteristic.

5.2. Relations with beneficiaries, partners, employees, volunteers, and stakeholders shall be based on the principles of inclusion, equality, non-discrimination, accessibility, and respect for human dignity.

5.3. The Foundation shall incorporate gender-responsive and inclusive approaches into the design and implementation of its programmes and projects, promoting equal opportunities for participation and access to benefits.

5.4. Discrimination, harassment, intimidation, bullying, or any other form of inappropriate or unethical conduct, whether direct or indirect, shall not be tolerated.

6. Relations with Public Authorities and Public Communications

6.1. The Foundation shall conduct its activities with due respect for the institutions of the Republic of Kazakhstan and in compliance with applicable legislation.

6.2. Individuals acting on behalf of the Foundation shall refrain from making public statements that may reasonably be interpreted as representing the official position of the Foundation on matters of public policy unless such statements are authorized or made within the framework of approved projects, publications, or official communications.

6.3. Public communications shall remain accurate, balanced, professional, respectful, and politically neutral, avoiding statements that could misrepresent the Foundation's position.

7. Relations with International Organizations and Diplomatic Missions

7.1. The Foundation's cooperation with international organizations, donors, diplomatic missions, development agencies, and foreign partners shall be based on mutual respect, professionalism, transparency, and internationally accepted standards of cooperation.

7.2. Information concerning the Foundation, its projects, achievements, and activities shall be communicated accurately, truthfully, and without misleading omissions.

7.3. Individuals acting on behalf of the Foundation shall avoid conduct that could damage the Foundation's international reputation or undermine confidence among international partners.

8. Conflict of Interest and Independence

8.1. Individuals subject to this Code shall comply with the Foundation's Conflict of Interest Policy, including the timely disclosure of any actual, potential, or perceived conflict of interest.

8.2. Participation in decision-making where a conflict of interest exists shall be permitted only where the conflict has been appropriately disclosed and managed in accordance with the Foundation's established procedures.

9. Reporting and Review of Ethical Concerns

9.1. Where information suggesting a possible violation of this Code is received, the Foundation shall undertake an appropriate review to establish the relevant facts and determine an appropriate course of action.

9.2. The review shall be conducted by the Director or a person duly authorized by the Director based on available documents, explanations, evidence, and other relevant information. Independent expert advice may be obtained where appropriate.

9.3. Whether a violation has occurred shall be assessed on the basis of all relevant information, applying the principles of fairness, proportionality, objectivity, and good faith without imposing unnecessary procedural formalities.

9.4. Any individual whose conduct is under review shall be provided with an opportunity to present explanations and relevant information before a decision is made.

9.5. Following completion of the review, the Foundation shall determine whether a violation has occurred and whether any corrective or disciplinary measures are appropriate.

10. Corrective Measures

10.1. Where a violation of this Code is established, the Foundation may apply organizational, contractual, or other proportionate measures appropriate to the nature and seriousness of the violation.

10.2. Such measures may include restricting participation in specific projects, modifying contractual arrangements, suspension from particular activities, termination of engagement with the Foundation, or other appropriate actions.

10.3. Where conduct may constitute a violation of the legislation of the Republic of Kazakhstan, the Foundation shall act in accordance with applicable legal requirements.

10.4. Any corrective measures shall take into account the seriousness of the violation, its consequences for the Foundation, mitigating circumstances, and the individual's conduct following discovery of the violation.

11. Allocation of Responsibilities

11.1. Each individual subject to this Code shall be personally responsible for complying with its provisions within the scope of their activities and decision-making responsibilities.

11.2. Individuals providing information, documentation, expert opinions, reports, or other materials shall be responsible for their accuracy, completeness, and integrity.

11.3. The Director shall make decisions based on the information reasonably available and shall not be responsible for violations resulting from concealed or intentionally misrepresented information where no obvious indication of such misconduct existed.

12. Final Provisions

12.1. This Code shall be approved by the Director of the International Research Hub Public Foundation and shall enter into force on the date of its approval unless otherwise specified.

12.2. Any amendments or additions to this Code shall be adopted in accordance with the same procedure applicable to its approval.

12.3. Any matters not expressly governed by this Code shall be regulated by the legislation of the Republic of Kazakhstan, the Foundation's Charter, and the Foundation's other internal policies and procedures.



APPENDIX 1
to the **Code of Ethics and Professional Conduct**

**ACKNOWLEDGEMENT OF THE CODE OF ETHICS AND PROFESSIONAL
CONDUCT**

I, _____

hereby acknowledge that I have received, read, and understood the Code of Ethics and Professional Conduct of the International Research Hub Public Foundation (the Foundation).

I confirm that I understand the principles, standards, and obligations established by the Code and undertake to comply with its provisions in the course of my participation in the Foundation's activities.

I further acknowledge that compliance with the Code constitutes a mandatory condition for participation in the Foundation's projects, programmes, research activities, and other initiatives.

Full Name: _____

Position / Role: _____

Signature: _____

Date: _____



APPENDIX 2 to the Code of Ethics and Professional Conduct

ETHICS CONCERN REPORT

1. Description of the Concern

Please describe the circumstances that may constitute a violation of the Code of Ethics and Professional Conduct:

2. Person(s) Involved

Name(s) (if known):

Position / Role (if known):

3. Additional Information

Please provide any additional information, supporting facts, or relevant documentation (if available):

4. Declaration

I declare that this report is submitted in good faith and solely for the purpose of supporting compliance with the Code of Ethics and Professional Conduct of the International Research Hub Public Foundation.

To the best of my knowledge, the information provided in this report is accurate and complete.

Name of the Reporting Person:

Position / Relationship to the Foundation (optional):

Signature: _____

Date: _____