

APPROVED

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



**SAFEGUARDING POLICY
of the International Research Hub Public Foundation**

Astana, 2025

1. General Provisions

1.1. This Safeguarding Policy (the Policy) establishes the principles, approaches, and measures designed to ensure the protection of the rights, safety, well-being, and dignity of individuals engaged in the activities of the International Research Hub Public Foundation (the Foundation), including project participants, service beneficiaries, and all other beneficiaries of the Foundation's programmes and activities.

1.2. This Policy has been developed in accordance with the legislation of the Republic of Kazakhstan and internationally recognized safeguarding standards, including principles applied within the United Nations system and international non-profit organizations.

1.3. This Policy applies to all interactions between the Foundation and its beneficiaries, regardless of the type, format, or location of the project or activity.

1.4. The Foundation maintains a zero-tolerance approach toward any act or omission that may cause harm to beneficiaries or adversely affect their rights, legitimate interests, health, safety, well-being, or dignity.

2. Safeguarding Principles

2.1. The Foundation conducts its activities in accordance with the principles of respect for human rights, equality, non-discrimination, inclusion, and dignity.

2.2. The Foundation is committed to providing a safe, respectful, and inclusive environment for all beneficiaries.

2.3. The Foundation applies the internationally recognized Do No Harm principle in the design, implementation, monitoring, and evaluation of its projects and programmes.

2.4. The Foundation recognizes that certain groups of beneficiaries may face heightened vulnerability and shall take proportionate measures to safeguard their rights and well-being.

2.5. All interactions with beneficiaries shall be conducted in accordance with the principles of confidentiality, privacy, and personal data protection.

3. Scope of Application

3.1. This Policy applies to: employees of the Foundation; experts and consultants engaged by the Foundation; partners, contractors, and other third parties participating in the implementation of the Foundation's projects and programmes.

3.2. All persons covered by this Policy shall comply with its requirements within the scope of their engagement with the Foundation.

4. Prohibited Conduct

4.1. The Foundation prohibits any conduct that may cause harm to beneficiaries, including but not limited to:

- abuse of authority or position;
- discrimination in any form;
- psychological intimidation, coercion, harassment, or other forms of inappropriate pressure;
- misuse of an official position for personal benefit;
- any form of exploitation, including economic, social, or other forms of dependency.

4.2. Any conduct that undermines the dignity, rights, or fundamental freedoms of an individual is strictly prohibited.

5. Ensuring a Safe Environment

5.1. The Foundation shall take appropriate measures to provide a safe environment for beneficiaries throughout the implementation of its projects and activities.

5.2. Potential safeguarding risks shall be identified during the planning and implementation of projects, and appropriate mitigation measures shall be adopted.

5.3. Interactions with beneficiaries shall take into account their age, social circumstances, disability status, and any other factors that may increase vulnerability.

6. Confidentiality and Data Protection

6.1. Information relating to beneficiaries shall be protected in accordance with the Foundation's Privacy and Personal Data Protection Policy.

6.2. Information concerning beneficiaries may be disclosed only where required by the legislation of the Republic of Kazakhstan or with the informed consent of the individual concerned.

7. Reporting Safeguarding Concerns

7.1. The Foundation shall provide appropriate mechanisms enabling individuals to report conduct that may constitute a breach of this Policy.

7.2. All reports shall be reviewed within a reasonable timeframe in accordance with the principles of fairness, impartiality, confidentiality, and respect for the rights of all parties involved.

7.3. The Foundation shall take reasonable measures to protect individuals who, in good faith, report suspected violations of this Policy from retaliation or other adverse consequences.

8. Review of Cases and Response Measures

8.1. Upon receiving information regarding a potential safeguarding concern, the Foundation shall conduct an internal assessment of the relevant circumstances.

8.2. Where a breach is confirmed, the Foundation shall take appropriate corrective measures aimed at addressing the violation, mitigating its consequences, and preventing recurrence.

8.3. The Foundation may suspend, restrict, or terminate cooperation with individuals or organizations found to have violated this Policy.

9. Roles and Responsibilities

9.1. The Director of the Foundation shall provide overall oversight of the implementation of this Policy.

9.2. Implementation of safeguarding measures and compliance with this Policy shall be the responsibility of designated personnel within the scope of their respective duties.

9.3. Responsibilities shall be allocated in proportion to each individual's actual role and involvement in the relevant activities.

10. Awareness and Training

10.1. The Foundation shall ensure that all individuals engaged in its activities are informed of the requirements of this Policy.

10.2. The scope and format of safeguarding awareness activities and training shall be proportionate to the nature of the Foundation's projects and the level of safeguarding risk involved.

11. Final Provisions

11.1. This Policy shall be approved by the Director of the International Research Hub Public Foundation and shall enter into force on the date of its approval.

11.2. Any amendments to this Policy shall be adopted in accordance with the same procedure applicable to its approval.

11.3. This Policy shall be interpreted and applied in conjunction with the Foundation's other internal policies and procedures.

11.4. Any matters not expressly governed by this Policy shall be regulated by the legislation of the Republic of Kazakhstan.