**Approved by the decision**

**The Supervisory Board**

**LLP "МС "ORTALYK"**

**dated 03/29/2022 (Protocol No. 8/22)**

**Stakeholder card**

**Limited Liability Partnerships Mining company "ORTALYK"**

Nur-Sultan, 2022

 **1. General provisions**

1. This Stakeholder Card of the Limited Liability Partnership "Mining Company "ORTALYK" (hereinafter referred to as the Stakeholder Card and the Partnership) has been developed in accordance with the legislation of the Republic of Kazakhstan, the Charter, the Corporate Governance Code of the Partnership.

2. The stakeholder map has been developed in order to determine the list of stakeholders, the degree of their influence.

3. The stakeholder card is designed to systematize and visualize information about the environment of the Partnership, for an adequate strategy for working with each of the stakeholders. Stakeholder identification and work with them is one of the tools that allows you to improve the business reputation of the business, the capitalization of the company, to establish effective and balanced relationships with all stakeholders.

4. Stakeholder card - an image to clarify the position of the Partnership's stakeholders or a graphical representation of stakeholder groups.

5. The following terms and concepts are used in the Stakeholder Card:

1) **Participants** - JSC "NAC "Kazatomprom" and CGNM UK Limited;

2) **Officials** -members of the Supervisory Board and the Sole Executive Body (General Director);

3) **Stakeholders** - persons, groups or organizations that have a significant impact on the decisions made by the Partnership or are influenced by these decisions (for example, employees of the Partnership, customers, contractors, etc.);

4) **Investors** - legal entities and/or individuals making investments, investing their own, borrowed or other attracted funds in investment projects of the Partnership;

**5) Management and management personnel -** Deputy General Directors, management personnel (heads of structural divisions of the Partnership) and management of the mine;

**6) External auditors and consultants** - auditors and consultants engaged by the Participants.

**7) Population** - a set of people living in the regions of the Partnership's presence;

**8) State bodies** - local executive and territorial bodies, local representative body (maslikhat) and local self-government bodies, tax and other state bodies;

**9) Public organizations** - public associations, environmental organizations, local community, non-governmental organizations and others;

**10) Personnel** - the general staff of the Partnership, united by the goals of financial and economic activities and business processes;

**11) A trade union (trade union)** - is an association voluntarily created on the basis of the common labor, industrial and professional interests of the employees of the Partnership;

12) **Suppliers/Consumers** - individuals engaged in entrepreneurial activity, legal entities (with the exception of state institutions, unless otherwise established for them by the laws of the Republic of Kazakhstan), temporary associations of legal entities (consortia) acting as a counterparty of the Partnership in the procurement contract concluded with it;

13) **Mass media** - sources of daily news and analytical information (newspapers and magazines, electronic media - Internet, radio and television);

14) **Creditors** -banks and other credit organizations - organizations participating in the financial and credit system of the Partnership.

**2. Areas and degrees of importance of influence**

6. Identifying stakeholders and working with them is one of the tools that allows you to improve the business reputation of the business, the capitalization of the company, establish effective and balanced relationships with all stakeholders.

7. The Partnership distinguishes between two groups of stakeholders:

1) the inner circle of stakeholders (the area of near influence) who have a direct and legitimate significant influence on the decisions made by the Partnership or are influenced by these decisions;

2) a distant circle of stakeholders (the area of indirect influence) who have an indirect significant influence on the decisions made by the Partnership or are influenced by these decisions.

**8. The inner circle of stakeholders:**

1) Participants;

2) Officials;

3) Investors;

4) Management and management personnel;

5) External auditors and consultants;

6) Creditors;

7) Staff;

8) Suppliers/Consumers;

9) Trade Union;

**9. Дальний круг стейкхолдеров:**

1) State bodies;

2) Local executive and territorial bodies, local representative body (maslikhat) and local self-government bodies;

3) Public, environmental, etc. organizations;

4) Population;

5) Mass media.

10. The stakeholder map allows for the most adequate identification of stakeholders.

11. The level of proximity of stakeholders (areas of influence) expresses the degree of the possibility of the Partnership's influence on one or another interested party. In the figure "Stakeholder Map" (Appendix No. 1), in the table of the degree of influence on the interests of the Partnership (Appendix No. 2), in the table of interests and interaction of stakeholders (Appendix No. 3):

**3. Identification of interests and development of an interaction strategy**

12. The information obtained during the construction of the Stakeholder Map is presented in the Table of interests and interaction of stakeholders (Appendix No. 2).

13. Based on the received assessment of the degree of support/opposition of the Partnership's stakeholder, assessment of the strength of its influence on the Partnership, as well as the parameters of the importance of the stakeholder, a strategy for interaction with this stakeholder is developed.

14. The stakeholder importance parameter is calculated using the formula:

(±х + у ) = d

15. The strategy of interaction with each stakeholder, as well as the instruments of influence are determined by the structural units of the Partnership independently, depending on the specifics of the activity, which are summarized in a single table and approved by the General Director.

16. The values of the table are subject to change (not static), depending on the implementation of the interaction strategy, at least once a year. Based on changes in the indicators of the table, the indicators of the Stakeholder Map are updated.

17. The Stakeholder Card comes into force from the date of approval by the Supervisory Board of the Partnership. Changes and additions to the Stakeholders' Card are made in accordance with the procedure established by the internal documents of the Partnership.

Appendix No. 1

**The stakeholder map and the degree of influence on the interests of the Partnership**

**THE INNER CIRCLE**

**Partnership**

|  |
| --- |
|  |

**Participants + 5/5**

**THE FAR CIRCLE**

**Officials +5/5**

**Investors +3/3**

**Инвесторы +3/3**

**Government agencies +5/5**

**Management and management personnel**

 **+5/5**

**Руководство и +5/4**

**управленческий персонал**

**External auditors and consultants**

 **+5/5**

**Public, environmental, etc. organizations +1/3**

**Creditors +2/4**

**Staff +5/5**

**Population +3/4**

**Suppliers/Consumers +3/4**

**Mass media +2/4**

**Trade Union +3/4**

 х/у, х = - 5÷+5 - the strength of support/opposition of the interested party (this value on the map is indicated by the first digit in parentheses)

 у = ÷5 - the power of influence of the interested party (this value on the map is indicated by the second digit in parentheses)

 n= I, II, III - the degree of influence of the Partnership (this indicator is shown on the map in the form of one-, two- and three linear links)

Appendix No. 2

**The degree of influence on the interests of the Partnership**

|  |  |
| --- | --- |
| Stakeholders | Sphere of influence on the interests of the Partnership |
| Strategic development | Operational activities | Regulatory regulation | Qualityof project and/or business process management | Operational results | Reputation |
| **The inner circle** |
| Participants | **\*** |  |  |  |  |  |
| Officials | **\*** | \* | **\*** |  | **\*** | \* |
| Investors | **\*** | **\*** | \* | **\*** | **\*** | **\*** |
| Management and management personnel | **\*** | **\*** | \* | **\*** | **\*** | **\*** |
| External auditors and consultants |  | **\*** |  |  |  |  |
| Creditors |  |  |  | **\*** |  |  |
| Staff | \* | **\*** |  |  |  |  |
| Suppliers/Consumers |  |  |  |  |  |  |
| Trade Union |  |  |  |  |  |  |
| **The Far Circle** |
| Government agencies | **\*** |  |  |  | **\*** | **\*** |
| Public organizations |  |  |  |  |  |  |
| Population |  |  |  |  |  |  |
| Mass media |  |  |  |  |  | **\*** |

high degree of influence

|  |  |
| --- | --- |
| \* | low degree of influence |
| **\*** | high degree of interest |

|  |  |
| --- | --- |
| Strategic development | - definition of long-term priorities, strategic directions of development of the Partnership through the adoption of state and industry development programs, development and approval of strategic documents of the Partnership |
| Operational activity | * is a constant daily activity to manage regular, standard processes in Partnership
 |
| Regulatory regulation | - the adoption of regulations directly or indirectly regulating certain aspects of the Partnership's activities |
| Quality of project and/or business process management | - the degree of competence and efficiency of the staff and management of the Partnership in the provision of project and/or business process management services |
| Operational results | - quantitative indicators of the effectiveness of the Partnership's operational activities |
| Reputatio n | - the established public opinion about the qualities, advantages and disadvantages |

Appendix No. 3

**Table of stakeholders' interests and interactions**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **List of stakeholders (groups)** | **Degree of support/opposition** | **Interests/motives** | **The power of influence** | **Parameters of the importance****of the interested****party** | **Tools of influence** | **Interaction strategy** |
| 1 | Participants | +5 | Compliance with the interestsof the participants of the Partnership | 5 | 10 | Charter, Memorandum, CodeCorporate Governance of the Partnership | Ensuring the implementation of the rights of Participants within the framework of corporate governance principles aimed at effective key decision-making inaccordance with the legislation of the Republic of Kazakhstan and the Charter of the Partnership.Provision of reliable information on the results of financial and economic activities in accordance with the requirements of the legislation of the Republic of Kazakhstan, the Charter, internal documents of the Partnership. |
| 2 | Officials | +5 | Control/General managementof the Partnership's activities | 5 | 10 | Charter, definition of priority areas of activity, control of the activities of the General Director,decisions of the SB,internal documents of the Partnership | Implementation of general managementof the Partnership's activities, with the exception of resolving issues referred by the legislation of the Republic of Kazakhstan and (or) the Charter to the exclusive competence of the General Meeting of the Partnership Participants. Timely provision of reliable information on the results of financial and economic activities, execution of decisions of the SB, ensuring the achievement of set goals. |
| 3 | Management and management personnel | + 5 | Managing the current activities of the Partnership, making decisions on issues of activity that are not within the competence of other bodies and officials of the Partnership | 4 | 9 | Charter, internal documents of the Partnership | Execution of decisions of the General Meeting of Participants and Officials of the Partnership. Preparation and implementation of the Development Plan and other issues related to the activities of the Partnership. |
| 4 | External auditors and consultants | + 5 | Compliance with the interests of participants | 3 | 8 | Agreements | Conducting an audit of financial statements and other information related to financial statements, and providing services in the field of activity. |
| 5 | Staff | +5 | Employment relations withthe employer. Directly performs work under an employment contract | 4 | 9 | Labor Code,employment contracts, civil law contracts | Execution of official powersaimed at the implementation of the tasks and functions of the Partnership. Conducting an open, transparent, personnel policy aimed at the formation of qualified and motivated personnel. Ensuring equal opportunities for all employees to realize their potential in the course of their work, an impartial and fair assessment of their results, the selection and career growth of employees solely on the basis of professional abilities, knowledge and skills. |
| 6 | Trade Union | +3 | 1. Compliance by the employer with the established obligations in relation to employees; 2. Ensuring that employees respect their rights. | 4 | 7 | 1. Collective bargaining; 2. Collective agreement. | Protection of workers' rights. |
| 7 | Governmentagencies | +5 | ImplementationLegislative, executive and supervisory functions | 5 | 10 | Legislation of the Republic of Kazakhstan,state programs of socio-economic development. | Participation in working groups, forums,conferences. Coordination of the main activities of the Partnership. |
| 8 | Investors | +3 | Investing for profit | 3 | 6 | Memoranda,contracts. | Attracting investments for the implementation of projects andcore activities. |
| 9 | Creditors | +2 | Placement of freefunds on deposit accounts, maintenance of special accounts | 4 | 6 | Contracts.Qualifications and professionalism сотрудников. | Conclusion of contracts, control over the executionof contractual relations. Improvement of financial indicators. |
| 10 | Suppliers/Consumers | +3 | Commercial interests | 4 | 7 | Contracts. | Conclusion of contracts, control over the executionof contractual relations. |
| 11 | Население | +3 | Transparencyof the Partnership's activities | 4 | 7 | Public opinion.Appeals to higher and regulatory authorities, the media. | Reputation audit, publicopinion polls, PR strategy implementation. Publication of financial and non-financial reports on its activities; demonstration of practical commitment to the principles of social responsibility, transparency of activities and sustainable development; striving to comply with generally accepted moral and ethical standards. |
| 12 | Public organizations | +3 | Implementation of the goals and objectives of public organizations | 3 | 6 | The Charter of the Partnership, contractual relations under concluded contracts. Holding meetings,seminars, conferences, etc. | Compliance with legal norms, charity and sponsorship. Mutual agreement on general issues. Conducting joint events with associations and associations. |
| 13 | Mass media | +3 | Publications andinformation about the activities of the Partnership | 3 | 6 | Publications andinformationabout the activities of the Partnership: organization of interviews, distribution of press releases, etc. | Organization of information activities by:Implementation of PR programs;Communicating the strengths and opportunities of the Partnership to the target audience;Creating a positive public opinion; Ensuring transparency of the Partnership's activities through reliable, regular, continuous and timely disclosure of information;Maintaining brand awareness of the Partnership; Presenting to the public the results of activities in the main areas of the Partnership. |

***The Stakeholder Card is an open document and is freely distributed by the Partnership to any interested parties.***

**General director**

**LLP "MC"ORTALYK" Zh. Markenbayev**