

THE REPUBLIC OF UZBEKISTAN

"NAVOIYURANIUM"

State owned enterprise

210100, Republic of Uzbekistan, Navoiy region, Navoiy city, Inspektorlar street, 7

October 20, 2022

ORDER No. 357

“On ensuring the implementation of the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated October 14, 2022 No. 595”

In accordance with the Law of the Republic of Uzbekistan “On State Civil Service” and the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated October 14, 2022 No. 595, in order to ensure compliance with the rules

of SOE “NAVOIYURANIUM”, employees’ code of conduction on work and off-duty etiquette and public relations.

I ORDER:

1. To accept for review and implementation Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated October 14, 2022 No. 595 “On additional measures to ensure compliance with ethics rules by civil servants.”

2. It should be taken into account that this resolution approved the “Model Rules of Ethics for State Civil Servants” and the “Model Regulations on the Ethics Commission”.

3. Code of conduct for employees of the state enterprise “NAVOIYURANIUM” in accordance with Appendix 1;

- Regulations on the Ethics Commission of the State Enterprise "NAVOIYURANIUM" in accordance with Appendix 2;
- Approve the composition of the ethics commission of the state enterprise "NAVOIYURANIUM" in accordance with Appendix 3.

4. Advisor to the General Director of the State Enterprise “NAVOIYURANIUM” (Sultanov A.), press secretary of the General Director, head of the information PR service (Makhmudov 3), head of the compliance service (M. Sanakulov), head of the personnel department (J. Sharipov) together with the heads of all structural divisions, take appropriate measures to bring the contents of this Resolution to the attention of employees.

5. **Ethics of employees** of the State Enterprise “NAVOIYURANIUM” Deputy general directors, directors, chief specialists, heads of departments, departments and structural units should ensure

that all subordinate employees are familiar with the content and essence **of the “Regulations on the Ethics Commission of the State Enterprise NAVOIYURANIUM”**.

6. It should be noted that violation of the requirements of the rules of conduct of the enterprise entails disciplinary liability in accordance with regulatory documents, which are the basis for appropriate disciplinary and other types of liability.

7. Control over the implementation of this order is carried out by the Deputy General Director for Personnel and Administrative Issues Oltinov A.I. and the head of the Compliance Service M. Sanokulov.

General Director

J. Khasanov

"AGREED"

Chairman of the Committee of the United Trade Unions No. 6

D. N. Temirov

2022

SOE "NAVOIYURIUM"

Appendix 1 to order No. 357 of October 20, 2022

RULES OF ETHICS for employees of the state enterprise "NAVOIYURIUM".

Chapter 1. Basic rules

1. The rules of ethics for employees of the state enterprise "NAVOIYURIUM" (hereinafter referred to as the Rules of Conduct) determine the standard rules of professional culture, manners, appearance and clothing of employees of the enterprise during and outside of work.

The rules of ethics are aimed at creating a highly professional culture at work, increasing respect and trust in the company in the public consciousness, and preventing actions by company employees that contradict the rules of ethics.

2. Employees of the enterprise must carry out their professional activities based on the following principles:

legality;

loyalty to the country and devotion to duty, full fulfillment of assigned functional duties, strict adherence to executive discipline;

priority of the rights, freedoms and legitimate interests of employees;

loyalty to the interests of the state and society;

fairness, honesty and impartiality;

fight corruption without tolerance;

strict observance of official secrets at the enterprise;

do not abuse official powers;

avoiding conflict of interests.

3. Employees of the enterprise must comply with general rules of behavior during work and outside work:

refraining from actions that could harm the reputation of the work, constant adherence to moral standards;

make responsibility, dedication to your profession and honesty your daily motto;

helping colleague complete complex tasks;

generating a sense of trust and respect for the enterprise and the state, politeness, attentiveness and vigilance in employees;

ensuring a healthy environment in the family, caring for family members, developing patriotism and other high moral qualities in children;

regardless of social origin, economic status and other factors, treat employees equally, sincerely, decently;

follow generally accepted rules of ethics in the enterprise.

4. Employees of the enterprise, when exercising their powers, are guided by the Constitution and laws of the Republic of Uzbekistan, the Laws of the Republic of Uzbekistan, decisions of the Chambers of Oliy Majlis of the Republic of Uzbekistan, resolutions and orders of the President of the Republic of Uzbekistan, decisions and orders of the Cabinet of Ministers, these Rules of Conduct and other legal documents.

5. The managers of the enterprise are obliged to comply with the rules of ethics, and employees have the right to demand from the managers of the enterprise a professional culture that complies with these rules.

6. Compliance by the company's employees with ethical rules is one of the main criteria for assessing their activities and ethical work.

Compliance with the Code of Conduct by company employees will be taken into account when appointing them to higher positions in the future and forming a reserve of management personnel.

Chapter 2. General rules of ethics regarding professional culture

7. Enterprise employees:

not to allow measures of influence and actions (inaction) that lead to discrimination on the basis of gender, race, nationality, citizenship, language, religion, social origin, faith, personal and social status of workers in the workforce;

be honest, fair and modest, show a polite, restrained and sincere attitude in dealing with employees;

ensure the legality, fairness and transparency of decisions affecting the rights and legitimate interests of employees;

refrain from actions (inaction) that harm the interests of the state and society, reducing the efficiency of the enterprise.;

take measures to ensure that you are not criticized by team members for your behavior and moral qualities, do not allow persecution for criticism, use reasonable and constructive criticism to eliminate shortcomings and defects in your work;

not to influence the enterprise, employees of the enterprise and other persons on issues of a personal nature using one's official position;

not receive any remuneration, benefits or gifts from them in exchange for performance or non-performance of their duties in the interests of employees, individuals and legal entities;

ensure the safety of the enterprise's property, use the entrusted property of the enterprise only for official purposes;

strict adherence to labor discipline, rational and efficient use of working time;

prevent violations and other actions for which the law provides for disciplinary, administrative and criminal liability;

maintaining professional ethics and work ethics;

must not use the position and capabilities of the Service in the interests of political parties, public associations and other non-governmental organizations at the enterprise;

8. Employees of enterprise are not allowed to request their subordinates to engage in political activities on behalf of the party, or to invite or force them to participate in the activities of political parties, public associations and other non-governmental organizations while performing their job duties.

Chapter 3. Rules of code of conduction at work place

9. Employees of the enterprise are obliged to: unconditionally comply with the Constitution, laws and other legal documents of the Republic of Uzbekistan when carrying out official activities;

honor the values of the country and the enterprise, be faithful to state policy; strict protection of state interests in the field of foreign policy;

carry out your official duties conscientiously, honestly and at a high professional level, avoid formalism, fraud and abuse;

continuous improvement of knowledge and skills necessary for the effective performance of job duties;

timely and high-quality execution of decisions made by higher state bodies and organizations, officials and management of enterprises within the limits of their powers and instructions;

not to approach the regulatory legal and other documents developed at the enterprise from the point of view of the interests of any person, group or department and not to allow the expression of their interests;

combat any violations of the law, especially cases of corruption, without tolerance;

not to incur any work-related expenses during business trips or control activities at the expense of other persons;

immediately report to your manager about requests from employees of the enterprise or other persons inciting the commission of a crime or other offense, as well as about violations committed or being prepared by colleagues;

not to enter into communication with foreign citizens directly or through other persons in violation of separately established rules;

not to discriminate against other employees and persons when performing their labor duties, to avoid their influence, to take into account the rights, responsibilities and legitimate interests of employees and citizens;

refrain from actions that may interfere with the conscientious performance of their job duties;

take all measures to ensure non-disclosure of state and business secrets protected by law and other information related to work activities, and not use them in violation of the law;

compliance with the rules of information dissemination, compliance with the established procedure for ensuring information security when using the global information network "Internet" and means of information transmission;

ensure secure storage of official information on office computers and electronic media attached to it and take measures to prevent its distribution among other employees and individuals;

do not discuss the activities of government bodies, organizations and officials on social networks, do not use unethical expressions, do not post materials that may cause people to feel mistrust regarding the reforms being implemented in the country;

do not disseminate information, slander, incitement and fabrications that discredit the honor and dignity of citizens and colleagues;

follow up and performance discipline, strict adherence to internal rules, as well as the culture of talking on the phone and dressing;

treat the property and financial resources entrusted to him carefully and economically;

taking measures to maintain a healthy moral environment in society;

legal, reasonable and fair resolution of appeals from individuals and legal entities within the powers of responsible persons in the manner and within the time limits established by law;

creating a working environment in the workforce and promoting its strengthening;

in an informal setting, you should refrain from discussing personal and professional qualities that discredit the honor and dignity of colleagues.

10. Managers are obliged to:

show example of professionalism, honesty, impartiality and fairness towards subordinates;

formation of a healthy moral environment and working mood in the team;

do not encourage employees of the enterprise to commit illegal actions and do not require them to commit such actions;

avoid the selection, appointment or recommendation of personnel on the basis of parochialism, tribalism, familiarity or personal loyalty;

preventing group and favoritism (bringing together and supporting individual employees) in the team, as well as preventing other negative factors in the process of performing official duties;

making legal, reasonable and fair decisions when assessing the performance of company employees;

taking measures to prevent corruption and other abuses by company employees;

take measures for legal and social security of employees of subordinate enterprises;

impartial, fair and legal approach to issues of concluding contracts, holding competitions or giving consent within the limits of authority.

11. Enterprise managers are prohibited from being rude to subordinate employees, insulting them, insulting their personality, unreasonably reprimanding or blaming them, or humiliating them.

Chapter 4. Rules of etiquette outside of work

12. Employees of the enterprise must comply with generally accepted ethical standards and refrain from behavior and actions that contradict them in their free time.

13. Employees of the enterprise are obliged to:

avoid pompousness, ambition, groupism, promiscuity, drunkenness and other negative vices;

do not discuss issues related to the company's activities, except for officially announced information; observe the rules of behavior in public places (cafes, restaurants and other entertainment venues), avoid excessive and negative actions that attract the attention of others;

not to commit actions against public order and safety, not to involve others in such illegal actions or to encourage them;

not to receive valuable gifts from managers and employees of institutions and organizations related to the performance of work duties, other officials;

strictly adhere to the procedure for storing and using service IDs and permits, do not use them in cases not related to the provision of services, including not abusing the position by presenting the service ID and permit to authorized persons;

do not use company vehicles for personal or other purposes outside of official activities;

do not discuss work-related information in the presence of other persons not related to work;

compliance with the rules for the use of personal transport, strict adherence to traffic rules;

refrain from actions that discredit the name of the company or division in which he works;

keep your appearance within established standards, do not dress in such a way as to attract the attention of others.

Chapter 5. Rules of etiquette in relationships with representatives of the public and media

14. Responsible employees of the enterprise are obliged to cooperate with the media and support coverage of the enterprise's activities in the media.

15. Public statements about the activities of the enterprise are made by the head of the enterprise or the responsible person of the enterprise in this direction.

16. A public statement cannot be made in the following cases:

if the text and content of the public statement are not related to government policy or business activities;

if the information presented in a public notice relates to a state secret or a secret of an enterprise;

if the public statement is aimed at lowering the prestige of the enterprise and other government bodies and organizations or at humiliating their officials.

17. In order to ensure public control over the activities of an enterprise, the public should express accusations or criticism of the activities of the enterprise. In this case, the enterprise must provide a public comment or refutation of the accusations or criticism brought against it.

18. If a public statement contains expressions that humiliate the honor and dignity of citizens or employees of an enterprise, responsible employees of the enterprise are obliged to admit the error or inaccuracy of their opinion and ask the citizen or employee whose honor, value and professional reputation has been damaged, unless other consequences are provided for by law. In this case, he must apologize.

Chapter 6. Ethics rules regarding appearance and dress code at work.

19. The appearance and style of clothing of enterprise employees during their official activities should serve to increase the respect and prestige of citizens for the activities of the enterprise.

20. The appearance of the enterprise's employees, depending on the working conditions and type of service when performing their official duties, should help citizens treat the state organization with respect and should comply with generally accepted standards. work style and should demonstrate formality, impartiality, modesty and discipline.

Chapter 7. Conflict of interest

21. Employees of the enterprise must not allow personal interests that lead or may lead to a conflict of interest in the performance of official or official duties.

22. If a conflict of interest arises, employees must immediately notify their supervisor.

A manager who has received information about a conflict of interest is obliged to take timely measures to prevent or eliminate this conflict.

Chapter 8. Monitoring compliance with the rules of etiquette

23. Protection of enterprise employees from threats, insults, slander and other unlawful actions related to the performance of official duties is carried out by the head of the enterprise.

24. Measures will be taken to protect workers from threats and dangers that may arise in connection with requests to prevent them from performing their duties, to induce them to commit a crime or

other offense, as well as to report violations committed by their colleagues or willing to assume obligations.

Chapter 9. Protecting the interests of company employees

25. Control over compliance with ethical rules by employees of the enterprise is carried out by the Enterprise Ethics Commission.

26. Employees assigned to positions in the premises will be familiarized with these Rules of Conduct by signing them.

27. Inspection of the service in cases of violation of these rules of ethics is carried out by ethics commissions on behalf of the head of the enterprise.

The procedure for internal inspection is determined by the head of the enterprise.

Chapter 10. Responsibility for non-compliance with the rules of conduct

28. Failure to comply with the Code of Conduct by employees of the enterprise is the basis for the application of moral and disciplinary measures to them.

29. For non-compliance with ethical rules, the Ethics Commission applies moral measures to employees of the enterprise:

warning;

demand an apology or formal apology;

reprimand at collective meetings of the enterprise.

30. The Ethics Commission may submit a report to the head of the enterprise on the application of disciplinary measures to an employee of the enterprise.

In case of violation of the rules of conduct by the head of the enterprise, the ethics commission sends proposals to the head of the highest government body and organization on the issue of taking appropriate measures against them.

31. Violation of the rules of conduct by an employee of an enterprise is grounds for bringing him to disciplinary and other liability in accordance with the law.

Chapter 11. Final rules

This Code of Conduct is an internal regulatory document that is valid and comes into force from the moment it is approved by order of the General Director of the enterprise and is valid until it is canceled or a new edition is approved.

Improvements and changes are made in the following cases:

If there is a need to review existing practice from an ethical point of view, when changing the legislation of the Republic of Uzbekistan or leading international practice;

When the company's strategy and goals change;

when ineffective measures and practices are identified and when there is a need to improve them;

When changing the organizational structure or specific aspects of the enterprise's activities, etc.

REGULATIONS on the ethics commission of the state enterprise "Navoiyuranium"

Chapter 1. Basic Rules

1. These Regulations regulate the activities of the ethics commissions (hereinafter referred to as the Commission) at the state enterprise "Navoiyuranium".
2. The commission is created for the purpose of monitoring compliance by employees of the enterprise with the rules of ethics, preventing their behavior that contradicts the rules of ethics, as well as considering disputes related to compliance with the rules of ethics.
3. The activities of the commission are carried out in accordance with the Constitution and laws of the Republic of Uzbekistan, decisions of the chambers of "Oliy Majlis" (parliament) of the Republic of Uzbekistan, decrees and orders of the President of the Republic of Uzbekistan, resolutions and orders of the Cabinet of Ministers, rules of conduct for employees of the state enterprise "Navoiyuranium", this Regulation and other regulatory documents.
4. The commission consists of a chairman, a secretary and members of the commission, the total number of which must not be less than five and must be an odd number.

The commission consists of experienced employees of the enterprise who have proven themselves in the workforce.

The composition of the commission is approved by order of the head of the enterprise and is permanent.

The composition of the commission influences the decisions made by the commission and will be changed to take into account possible conflicts of interest.

Chapter 2. Main tasks and functions of the commission

5. The main tasks of the commission are:

development of rules of conduct for company employees;

consideration of issues of compliance with ethical rules by employees of the enterprise, conducting internal audits;

implementation of a set of measures aimed at preventing actions contrary to moral standards among employees of the enterprise;

consideration of complaints regarding the behavior of company employees;

consideration of issues related to the protection of the honor and dignity of company employees;

development of proposals to improve the rules of conduct of company employees;

analysis of the state of compliance with the rules of conduct by enterprise employees, informing the head of the enterprise and the workforce about the results.

6. The commission, within its powers:

monitors compliance with the rules of conduct by employees of the enterprise;

prepares opinions on issues related to violations of ethical rules by employees of the enterprise;

questions related to the rules and code of conduct of company employees

requests necessary information during the review process;

attracts relevant experts to the meetings of the Commission to resolve issues submitted for consideration;

gives appropriate advice and explanations to the company's employees on issues related to the rules of etiquette;

if necessary, makes a proposal to the head of the enterprise to bring the employee of the enterprise to disciplinary liability on issues considered by the commission.

7. The commission interacts with the head of the enterprise, officials, other government bodies and organizations, and the public.

8. The organization of the Commission's activities and consideration of issues related to violations of ethics rules by civil servants is carried out in accordance with the scheme presented in the appendix to these Regulations.

Chapter 3. Organization of the commission's activities

9. Meetings of the commission are held as necessary.

Meetings of the commission are held publicly. If necessary, the Commission may decide to hold a closed meeting.

10. The meeting of the Commission is chaired by the Chairman of the Commission, and in his absence - by one of the members of the Commission. At the meeting of the Commission, minutes are kept, which are signed by the chairman and secretary of the Commission.

11. Meetings of the commission are considered valid if at least two thirds of the total number of members of the commission are present.

12. Its chairman informs the members of the Commission in writing about the next meeting of the Commission, as a rule, at least two days in advance, and also informs other participants in the meeting in advance.

13. Decisions of the Commission are made by a majority vote of the members of the Commission present at the meeting. In case of equality of votes, the vote of the Chairman of the Commission is decisive.

Decisions of the Commission are signed by the Chairman of the Commission.

14. Chairman of the Commission:

organizes the work of the commission; convenes and conducts meetings of commissions; sets tasks for members of the commission; works on behalf of the Commission in relations with structural

divisions of the enterprise, other government bodies and organizations, officials and the public; speaks at meetings of the Commission with information about the activities of the Commission; annually submits a report on the activities of the commission to the head of the enterprise.

15. Secretary of the Commission:

resolves issues of organizational and technical support for the activities of the Commission; ensures the timely preparation of all necessary materials for the next meeting of the commission, requests the necessary documents and information from the relevant departments of the enterprise; organizes meetings of the Commission in accordance with the agenda; Notifies members of the Commission and invited persons about the place, date and time of the meeting of the Commission, as well as the issues included in the agenda; Prepares the minutes of the commission meeting and ensures that the approved minutes are sent to the appropriate experts.

16. Member of the commission:

vote on all issues considered by the Commission; submit questions and proposals for consideration by the commission; participate in the preparation, discussion, decision-making, as well as in organizing their implementation and monitoring their implementation; get acquainted with documents, certificates and other necessary information on the issue under consideration; If you do not agree with the decision of the commission, you have the right to express your opinion.

17. Commission

A member of the Commission is obliged to attend the meeting of the Commission and perform the duties assigned to him.

A member of the Commission is obliged to notify the Chairman of the Commission in advance if he is unable to attend a meeting of the Commission.

18. He is obliged to recuse himself if the issues discussed at a meeting of the Commission directly or indirectly concern the chairman, secretary and members of the Commission.

Chapter 4. Taking measures to prevent (prevent) violations of the rules of conduct by employees of the enterprise.

19. The Commission, together with the Committee of the United Trade Union No. 6, regularly implements comprehensive preventive measures aimed at preventing violations of the rules of conduct by employees of the enterprise, which include the following:

formation of a high professional culture, healthy moral environment and working mood among company employees:

to instill in the employees of the enterprise a “vaccine of honesty”, that is, to instill in them honesty in their minds, to form in them an attitude of intolerance towards corruption through education;

organize meetings at the enterprise, attracting famous intellectuals, creative people, prominent representatives of the field of spirituality and enlightenment, labor veterans who have achieved high results in their field:

ensure the growth of professional and managerial skills of company employees, as well as continuous improvement of their qualifications, monitor their compliance with the rules of etiquette;

organization of economic and legal classes in order to increase economic knowledge, legal literacy, legal culture and legal awareness, intellectual and spiritual development of enterprise employees;

organizing preventive interviews with newly hired employees to ensure strict adherence to etiquette rules;

sending company employees to advanced training courses, international seminars, conferences and other similar events, through which they can improve their professional level

create conditions for them to independently improve their level and moral qualities.

20. The Commission carries out its activities to prevent (prevent) violations of ethical rules by employees of the enterprise on the basis of quarterly work plans approved by the Commission.

21. Measures to prevent (prevent) violations of the rules of conduct by employees of the enterprise are organized by the commission together with the heads of the relevant structural divisions of the enterprise and trade union committees.

22. The effectiveness of measures to prevent (prevent) violations of ethical rules by employees of the enterprise will be discussed at a meeting of the Commission, which will take place at the end of the year.

Chapter 5. Procedure for considering issues related to violation of etiquette rules by company employees

23. The commission will consider issues related to violations of the rules of etiquette by employees of the enterprise:

on behalf of the head of the enterprise;

at the request of law enforcement agencies;

upon requests from employees of the enterprise, as well as individuals and legal entities;

considers on his own initiative.

24. In order to clarify the real circumstances and make an objective decision, an employee of the enterprise in respect of whom the issue is being considered, and, if necessary, the applicant and other persons, are invited to the commission meeting. The failure of persons duly notified of the time and place of the commission meeting to appear does not prevent the consideration of the complaint.

25. At the commission meeting:

the agenda is announced;

the request of the head of the enterprise or an appeal regarding violation of the rules of etiquette by the employee of the enterprise is announced;

explanations of the enterprise employee and applicants accused of non-compliance with the rules of etiquette will be heard.

26. An enterprise has the right to defend itself in accordance with current legal documents, to submit to the Commission the necessary materials and other information in accordance with current legislation regarding appeals affecting its rights, honor and dignity, and business reputation.

27. Based on the results of the meeting, the commission makes a decision on the presence or absence of a violation of the rules of ethics in the actions of an employee of the enterprise.

28. If a violation of ethical rules is revealed, the Commission applies the following moral measures to the employees of the enterprise:

warning;

demand an apology or formal apology;

reprimand at collective meetings of the enterprise.

29. The commission may submit a report to the head of the enterprise on the application of disciplinary measures to an employee of the enterprise.

30. The Commission does not consider the following requests:

an appeal previously considered by the commission and repetition of the same content

appeals;

anonymous requests;

applications that do not meet other requirements established by law.

31. The commission informs in writing the applicant, the employee of the enterprise in respect of whom the issue is being considered, and the head of the enterprise about the decision made.

32. In case of violation of the rules of conduct by the head of the enterprise, the commission sends proposals to the head of the highest government body and organization on the issue of taking appropriate measures against him.

33. The decision of the commission can be appealed to the head of the enterprise or to the court.

34. An appeal about violation of ethics rules by employees of an enterprise may be withdrawn by its initiator before the Commission makes a decision.

35. In cases where the parties have reconciled, and the employees of the enterprise voluntarily apologize to the applicant, no sanctions can be applied to him.

The SCHEME for organizing the activities of the ethics commission at the state enterprise “Navoiyuranium” and considering issues related to violations of ethical rules by employees

Steps	Subjects	Events	Term execution
1 st step	Head of company	<ol style="list-style-type: none"> 1. Formation of ethics commissions (hereinafter referred to as the Commission) at the state enterprise "Navoiyuranium" consisting of a chairman, secretary and commission members, with a total number of at least five people in an odd number. 2. Include experienced, respected employees in the commission. 3. Statement composition commissions. 	During two weeks
		<ol style="list-style-type: none"> 4. The composition of the commission will be changed to take into account the possibility of a conflict of interest that could affect the decisions made by the commission. 	By least necessity
2 nd step	Chairman commission of	<p>Organizes the work of the commission, convenes and conducts meetings of the commission, presides over the meeting. Acts on behalf of the Commission, speaks at meetings of the Commission with information about the activities of the Commission.</p> <p>The commission submits a report on the activities of the enterprise to the head of the enterprise.</p>	<p>From the moment of entry</p> <p>Every year until the end of the year</p>
	Secretary Commission	<p>Organizes the commission according to the agenda.</p> <p>Notifies members of the Commission and invited persons about the place, date and time of the meeting of the Commission and the issues included in the agenda.</p>	
		Resolves issues of organizational and technical support for the activities of the Commission, ensures timely preparation of all necessary materials for the next meeting.	
Taking measures to prevent (prophylactics) violations of the code of ethics.			
1 st step	<p>Commission</p> <p>Structural divisions of the</p>	<p>The Commission regularly implements comprehensive preventive measures aimed at preventing compliance with the rules of conduct by company employees and their violation:</p> <p>formation of a high professional culture, healthy moral environment and working mood among company employees;</p>	Based on quarterly work plans approved by the Commission.

	enterprise	inoculate the employees of the enterprise with the “vaccine of honesty”, i.e. to instill Honesty in their minds, to form in them an attitude of intolerance towards corruption through education; organize meetings at the enterprise, attracting famous intellectuals, creators, prominent representatives of the field of spirituality and enlightenment, as well as the religious sphere, labor veterans who have achieved high results in their field; ensure the growth of professional and managerial skills of the enterprise’s employees, as well as continuous improvement of their qualifications, monitor their compliance with the rules of etiquette; organization of economic and legal training in order to ensure economic knowledge, legal literacy, legal culture and legal awareness, intellectual and spiritual development of enterprise employees; Organization of preventive interviews with NEW employees regarding their strict COMPLIANCE with the rules in code of conduct; sending company employees to advanced training courses, international seminars, conferences and other similar events, creating conditions for them to independently improve their professional level and moral qualities.	
2nd step	Commission	At the Commission meeting, the Commission will discuss the effectiveness of measures to prevent violations rules ethics with sides employees Commissions.	By results at the end of each year
III. Consideration of issues related to violations of the rules of conduct			
1st step	Commission	The commission deals with issues related to violations of the rules of conduct by employees of the enterprise: Carry out the tasks of the head of the enterprise; at the request of law enforcement agencies; upon requests from employees of the enterprise, as well as individuals and legal entities; review on your own initiative.	By least necessity
2nd step	Members and Chairman of commission	At the commission meeting: the agenda item is announced; An appeal about violation of the rules of etiquette by a government body and the head of an enterprise or an employee of an enterprise will be read and heard; Explanations of the enterprise employee	The day of the meeting

		and applicants accused of non-compliance with ethics rules will be heard	
	Employee companies	The right to defense, provision of necessary materials and other information to the Commission in accordance with current legal documents regarding an appeal affecting his rights, honor and dignity, and business reputation.	
3rd step	Commission	<p>1. Based on the results of the meeting, the enterprise makes a decision on the presence or absence of a violation of the rules of ethics in the actions of the employee.</p> <p>2. If a violation of ethical rules is detected, the company applies moral measures to the company's employees: Warning; demand an apology or formal apology; Reprimand at an extended meeting of the enterprise.</p> <p>3. The company may submit a report to the head of the company on the application of a disciplinary sanction to the employee.</p> <p>4. The applicant, the employee of the enterprise at which the issue was considered in relation to him, and the head of the enterprise are notified in writing about the decision made.</p>	The day of the meeting
4th step	Commission	In case of violation of the rules of conduct by the head of the enterprise, he sends proposals to the head of the highest government body and organization on the issue of taking appropriate measures against him.	By least necessity
5th step	Employee companies	The decision of the commission can be appealed to the head of the enterprise (state body or organization) or to the court.	By least necessity