

"APPROVED"

According to the minutes of the
meeting of the Supervisory Board of
the State Enterprise "NavoiyUran"
No. 4, dated " 14 ____" May 2022

**CODE OF ETHICS for employees of the State Enterprise
"NavoiyUran"**

SE " NavoiyUran "
Navoiy - 2022

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1. General rules

1.1. The Code of Conduct for Employees (hereinafter referred to as the “Code”) of the state enterprise “NavoiyUran” (hereinafter referred to as the “Enterprise”) consists of a set of principles of professional ethics and basic rules of conduct for employees of the enterprise, regardless of their position.

1.2. The Code of Ethics is aimed at preventing offenses, eliminating the causes and conditions for their commission, increasing the legal literacy of the Enterprise’s employees, educating them in the spirit of strict compliance with the legislation of the Republic of Uzbekistan and other internal regulations. documents of the Enterprise, rights and freedoms of citizens.

1.3. All employees of the enterprise, including every person entering work, must be formally familiarized with the Code of Conduct.

1.4. Each structural unit of the enterprise includes an “Ethics and Conduct Commission”. This commission ensures compliance with the requirements of the Code locally.

1.5 The main goals of the Enterprise Code:

ensuring legal and fair relationships between employees, other contractors, business partners, government agencies and executors;

identifying the professional and ethical qualities of employees in the process of performing their official duties, as well as the formation of an appropriate corporate culture;

strengthening the enterprise’s reputation as a reliable partner and highly responsible participant in public life;

crime (law breaking) prevention and conflict resolution.

1.6. . Employees of the Enterprise and members of the Supervisory Board, regardless of their position and other factors, bear personal responsibility for strict compliance with the principles and requirements of these regulations. Compliance with the Code is included in the assessment of the professional activities of the enterprise's employees and their behavior.

Violations of the requirements of this Code by employees are subject to review by the Ethics and Conduct Commission created specifically for this purpose at the enterprise.

1.7. Each person hired by the enterprise must familiarize itself with the requirements of this Code and confirm their compliance in the process of work.

1. 8. Compliance with the code is considered mandatory for all employees of the central office of the enterprise and structural divisions, and its requirements must be strictly followed.

1.9. SE "NavoiyUran " is one of the leading enterprises of the Republic of Uzbekistan, and its contractors and third-party organizations are required to comply with this Code on an equal basis with the Enterprise.

2. Terms and abbreviations

2.1. The following terms and definitions are used in the Code:

The enterprise is a state enterprise "NavoiyUran".

Top management - the Founder of the Enterprise (Agency for Management of State Assets), members of the Supervisory Board, the General Director of the Enterprise and his deputies.

An employee of enterprise is an employee of enterprise who performs functional duties established on the basis of an employment contract.

State body , enterprise and institutions - State bodies , enterprises and institutions - based on the purpose of the Code, public authorities (ministries, state committees, services, agencies, centers, inspections, state companies, concerns), self-government bodies of citizens and their components , as well as legal entities directly or indirectly controlled by the state .

Official person:

any person holding a position in the legislative, executive or judicial power of the Republic of Uzbekistan or another state, appointed or elected to this position;

any person performing government functions for the benefit of the Republic of Uzbekistan or another state, including the interests of government bodies, enterprises or institutions; any representative of official or international organizations; politicians, officials of political parties, including candidates for political office.

Counterparty is any legal or natural person establishing a contractual relationship with the Enterprise (excluding labor relations).

Confidential information – information, the use, processing, transfer or use of which is limited in accordance with the legislation of the Republic of Uzbekistan or the internal regulations of the owner of the information, including:

State secret - information protected by the state and limited to special lists, including important, absolutely secret and secret military, political, economic, scientific, technical and other data of the Republic of Uzbekistan;

Trade secret is information that has commercial value in the fields of science and engineering, technology, production, finance and economics, which is not available to third parties and in respect of which the owner of the information takes measures to protect its confidentiality.

Conflict of interest is a situation in which the personal (direct or indirect) interests of an employee may affect the proper performance of his official duties or create a conflict between the personal interests of the employee and the rights and legitimate interests of the Enterprise.

Corruption is the use by an official of his powers or official position to obtain personal benefit or benefit for others, as well as the offer of such benefit in violation of the law.

Corruption actions are illegal actions aimed at influencing a public official (bribe, corruption), a representative of a commercial organization (bribe for commercial purposes) or another person, with the aim of influencing his actions (or inaction) or failure to properly perform official duties, as well as offering, promising, providing, transferring benefits for the purpose of obtaining commercial privileges, including:

making payments to reduce bureaucracy;

illegal use of official authority, abuse of official position and authority, as well as illegal use of official position in the interests of the Enterprise, including obtaining illegal benefits for oneself or third parties, or agreeing to receive illegal benefits;

assistance in accepting bribes or commercial bribery, including assistance in transferring illegal benefits to the recipient or supplier, as well as the agreement and execution of agreements on illegal benefits;

actions or inactions leading to corruption or creating conditions for its commission, including manifestations of a conflict of interest.

Personal interest of an employee is the possibility for an employee of the Enterprise of receiving personal benefits in the form of money, tangible or intangible assets, other property, wealth or privileges that may affect the performance of his official duties provided by his close relatives or related persons (including personal, social, financial, political and other commercial or non-commercial interests).

Unlawful benefit - money or other property, property rights, privileges, services, intangible assets, as well as any other tangible or intangible benefit promised, offered, provided or received without legal grounds.

Favoritism is a situation when an employee of the Enterprise gives preference to the interests of one person or group of persons over the interests of other persons or groups, which is manifested in the selection, appointment, promotion of personnel, the provision of bonuses, recommendations for state awards, the provision of vacations, sanatorium and resort vouchers, foreign trips, consideration of appeals, as well as in organizing work and duty schedules in violation of established procedures.

Cronyism (a form of favoritism based on friendships) is the use of one's power and/or reputation to grant illegal benefits to friends or trusted individuals.

Nepotism (forms of favoritism based on family ties) is the use of authority to provide illegal benefits to one's close relatives or friends, as well as unreasonable awards to relatives and friends, hiring and appointment to positions to the detriment of the interests of the Enterprise.

Localism is behavior focused exclusively on local interests, when the selection of candidates for positions, rotation or appointment to positions is carried out taking into account their origin (aristocratic or famous family) or because of the official position of their immediate relatives, without regard to compliance with qualification requirements.;

Family ties - personal interest in the form of a subjective, privileged and biased attitude towards third parties, based on belonging to the same dynasty, the presence of the same ancestors;

Protectionism is the protection of a Enterprise employee by a colleague with a higher position, providing him with comfortable working conditions, support and patronage.

Close relatives - persons who have family or close ties to each other, namely: parents, siblings and half-brothers, spouses, children (including adopted children), grandparents, grandchildren, as well as parents of spouses, siblings and half-brothers and sisters of the spouses.

Personal interest of an employee - funds, tangible or intangible assets, other property, material assets that may affect the proper performance by the employee of his position or official duties by his close relatives, representatives of commercial or organizations associated with him or shareholders in the performance of his official duties and personal benefit in the form of benefits;

Employee ethics – norms and principles of professional ethics that employees are required to observe regardless of their position, as well as a general set of rules of conduct.

Signs of hospitality in the work process are the actions of employees in the course of their work activities related to the reimbursement by others of expenses for lunch, dinner, transportation, accommodation and other expenses in their favor;

Gift – any property given to employees free of charge; **Harassment** – psychological persecution in the form of harassment of an employee in a team, usually with the aim of his subsequent dismissal;

Connections – using an employee’s authority to provide unjustified privileges to relatives or friends and influence others.

3. Basic principles of the Code

3.1. The enterprise adheres to the Code in its activities, and employees are required to adhere to the following principles:

- **Priority of workers' rights and freedoms**

The enterprise respects the rights and freedoms of employees, trusts employees and provides them with equal opportunities. They will not be discriminated against or harassed on the basis of gender, race, religion, nationality or any other ground.

- **Legality**

The enterprise ensures compliance with the requirements of the legislation of the Republic of Uzbekistan, laws and regulations governing its activities, including all necessary opportunities for carrying out work activities

The enterprise strives to be guided by the true meaning of the law and prevents the use of situations that do not comply with the requirements of the law.

to achieve goals that do not comply with ethical standards. It does not use formal procedures to achieve goals that do not meet moral and ethical standards.

- **Fairness, honesty and integrity**

The enterprise follows the principles of honest and fair business and does not resort to illegal forms of competition; any form of corruption is prohibited at the enterprise.

- **Openness and transparency**

The enterprise adheres to the principles of openness and transparency of its activities, using available channels of information disclosure for counterparties, business partners and other persons, within the framework of the requirements of legislation and internal regulations of the Republic of Uzbekistan, and ensures freedom of public information about the enterprise.

- **Loyalty to the interests of the state and enterprise**

In its activities, the enterprise takes into account the interests of the state and the enterprise, demonstrates its loyalty to patriotism and state values.

- **Avoiding conflicts of interest**

The enterprise prohibits contracts that lead to or create a risk of a conflict of interest between the enterprise's activities and the personal interests of employees.

4. Respect for employee rights

4.1. Understanding and recognizing the value of employees, the enterprise strives to create working conditions and a corporate culture that support, develop and guarantee comfortable performance of assigned tasks.

The enterprise recognizes workers as an integral part of labor and human rights and ensures their observance, and also guarantees the following:

- compliance with labor legislation, prevention of forced labor, child labor;
- selection, bonuses, remuneration and implementation of personnel are based only on the professional qualities of employees, which do not allow giving preference based on kinship, favoritism or other unreasonable factors;
- to not allow discrimination, psychological pressure and harassment in the work process;
- ensuring the right of workers to receive decent remuneration for the results of their work;
- providing conditions for safe work and rest, social protection and support in accordance with the legislation of the Republic of Uzbekistan and internal regulatory documents of the Enterprise;
- training and advanced training of employees;
- maintaining an effective work environment based on mutual trust and respect;

- Ensuring open and constant access for employees to the top management of the enterprise

5. Responsibilities of the enterprise's management and employees

5.1. The management of the enterprise and its employees carry out their activities on the basis of respect for individual and mutual responsibility and conscientiously fulfill their obligations to each other, including:

- Treat enterprise employees, contractors and business partners with respect, regardless of their nationality, gender and religion;

- Respect for the traditions of the peoples of the Republic of Uzbekistan and other countries, taking into account the cultural and other characteristics of various ethnic, social groups and faiths;

- to not spread rumors, insults, or defamatory information about employees, contractors, or representatives of business partners;

- use their time of work and colleagues wisely and for the benefit of the Enterprise;

- If you suspect a violation of the rights of employees of the enterprise, their personnel or this Code, immediately inform the management of the enterprise about it through notification channels.

5.2. Responsibilities of managers:

Compliance with Established Policies and Standards: Managers must adhere to established policies, model moral behavior, professionalism and fairness, and monitor employee compliance with the Code.

Participate in the development of measures to reduce ethical and other risks: Managers should participate in the development of measures to reduce moral and other risks, and also create a corporate culture based on the principles of these rules.

Preventing unfounded accusations and violations of human dignity: Managers should not tolerate unfounded accusations, rudeness, humiliation of human dignity and situations of negligence towards employees.

No Coercion of Illegal Acts: Managers should not coerce employees into performing actions or behavior that are contrary to generally accepted ethical standards and laws.

Attention to employee questions and suggestions: Managers should be attentive to employee questions, suggestions and complaints, and provide information and advice on issues that arise.

Reporting Violations and Actively Assisting: Managers have a responsibility to report violations to the Ethics Commission and actively assist in identifying violations and taking action against violators.

Preventing Corruption and Conflicts of Interest: Managers should take appropriate measures in a timely manner to prevent and manage corruption and conflicts of interest.

Base Decisions on Employee Competencies: Managers should make decisions about hiring, pay, and other matters based on employees' competencies rather than their self-interest.

Use only ethical forms of criticism: Leaders should use only ethical forms of criticism, avoiding aggressive tones, cruelty, and degrading words.

Responsibility for violation of principles of conduct: Managers are responsible for the lack of measures to prevent actions or inactions of employees who violate the principles and rules of conduct in the service.

5.3. Responsibilities of employees:

Compliance with laws and regulations: Employees are required to strictly comply with the laws of the Republic of Uzbekistan, government principles and requirements, as well as regulatory documents of the Enterprise when performing their official duties.

Performing official duties at a high professional level: Employees must perform their official duties conscientiously and at a high professional level.

Independence from External Influences: Employees must avoid favoring any individual, group or organization and maintain independence from their influence in the performance of their duties.

Refusal of actions that interfere with the performance of duties: Employees must eliminate any personal, property or other interests that may affect the performance of official duties.

Avoidance of Questionable Moral Acts: Employees are required to avoid behavior that may cast doubt on their moral character and avoid situations that could harm the reputation or status of the Enterprise.

Compliance with labor discipline and efficient use of working time: Employees must unquestioningly adhere to work discipline, carry out their duties conscientiously and impartially, and use working time effectively.

Achieving a high level of professionalism: Employees are required to make every effort to achieve a high level of professionalism, use effective and economical methods to solve problems, take care of government property, and use it rationally and effectively.

Fighting corruption and maintaining state interests: Employees must resist manifestations of corruption, prevent support for interests that are harmful to state interests, and actively contribute to the fight against corruption and its prevention.

Confidentiality of Information: Employees are required not to disclose information that has limited use and not to use such information for personal gain or other personal gain.

Openness to Constructive Criticism and Professional Improvement: Employees should be open to valid criticism from management and others, address identified deficiencies, and use criticism to improve their professional performance.

Prohibition on receiving material benefits and gifts: Unless otherwise provided by law, employees must not accept material benefits or gifts from individuals or legal entities in connection with the performance of official duties. .

6. Occupational safety, labor and environmental protection

6.1. Responsibilities of employees in the field of safety and environmental protection:

The Enterprise considers the safety of employees, contractors and environmental protection to be strategic values, therefore employees are required to comply with labor protection requirements.

To ensure compliance with established requirements, Enterprise employees are required to:

Strictly comply with safety rules, labor protection and environmental standards, maintain safe working conditions and not create a threat to your own health and safety, as well as the health and safety of colleagues and other people.

Complete training courses and instructions in a timely manner, provide information at meetings and events of the Enterprise in accordance with established requirements and rules.

6.2. Reporting accidents and violations:

Employees must report accidents, injuries, unsafe work practices, working conditions and equipment, and violations of regulations that occur during production to management. This applies to both the Enterprise's employees and representatives of subcontractors or other workers located at the production facility.

7. Use of enterprise property

7. Responsibilities of employees regarding property and its use

7.1. Responsibilities of employees in relation to corporate property:

The enterprise connects its stable and efficient activities with the use of its and other property on the basis of rights. Therefore, employees are required to:

Accept personal or financial responsibility for the safety and proper use of entrusted property.

Handle property with responsibility and care, avoid its misuse and loss.

Do not make unreasonable decisions that could result in destruction, illegal use, loss of property or risk to reputation.

Report cases of property abuse, theft, damage, waste and other violations through established information channels of the Enterprise.

7.2. Use of property in exceptional cases:

The use of the Enterprise's property for personal purposes may only be allowed with the permission of the General Director of the Enterprise, provided that such use does not disrupt technological processes or cause damage.

It is prohibited to use the Enterprise's property for personal commercial purposes unrelated to the Enterprise's activities.

8. Information security, confidentiality and protection of personal data

8.1. Protection of confidential information:

The Enterprise protects confidential information belonging to it or its counterparties and business partners. Employees must understand the need to protect personal data and confidential information, including data from contractors and partners.

The Enterprise strives to protect not only internal confidential information, but also information transmitted by counterparties, business partners and third parties, since the disclosure of such information could be used to damage the financial and economic activities of the Enterprise, its reputation or the interests of counterparties and partners.

8.2. Restricting access to confidential information:

The Enterprise is required to protect secret and confidential information, including information from contractors and business partners, by providing access only to those employees who need it to perform their job duties and only to the extent necessary to perform those duties.

9. Fight against corruption

9.1. Basic principles of the anti-corruption policy:

The Enterprise is committed to conducting its financial and business activities in an ethical, conscientious and socially oriented manner, with particular attention to the development, implementation and ongoing monitoring of anti-corruption policies and processes. Anti-corruption policies include:

Complete intransigence of the Enterprise's employees towards corruption offenses in their activities.

Taking measures to prevent and combat corruption.

9.2. Anti-corruption goals:

Achieving the complete elimination of corruption in the Enterprise and its system enterprises.

Increasing the legal awareness and culture of employees, developing an uncompromising attitude towards corruption.

Taking measures to prevent corruption in all areas and sectors.

Detection of corruption offenses in a timely manner, elimination of their consequences, causes and factors, as well as ensuring the principle of the inevitability of punishment for committing corruption crimes.

10. Conflict of interest

10.1. Avoiding conflicts of interest:

Employees of the Enterprise must avoid situations of personal interest that could lead to a conflict of interest in the performance of official duties. A conflict of interest arises when the personal interests of an employee may affect the objectivity and impartiality of the performance of their official duties.

10.2. Disclosure of conflict of interest:

In the event of a conflict of interest, an employee must immediately notify his supervisor or provide information through established communication channels within the Enterprise.

10.3. Prohibition of personal gain:

An employee of the Enterprise is not entitled to receive personal benefits from his official position under any circumstances.

10.4. Declaration of personal interests:

When appointed to a position and during the performance of official duties, an employee is obliged to notify of the presence of personal interests that may affect the performance of official duties.

11. Interaction with contractors and third parties

11.1. Principles of interaction:

The Enterprise in relations with counterparties and third parties:

Complies with the principles of legality and transparency.

Avoids actions that could lead to corruption risks.

11.2. Selection and assessment of counterparties:

The Enterprise provides a fair, open and transparent process for selecting and evaluating counterparties, suppliers and contractors in accordance with the legislation of the Republic of Uzbekistan and the Enterprise's internal regulations.

11.3. Charity and sponsorship:

The Enterprise may engage in charitable activities and sponsorship in cases provided for by current legislation. In such cases, the Enterprise must avoid conflicts of interest, ensure that funds are used effectively in accordance with the law or contract, and, if necessary, prepare a report on activities that can be published on the official website for public inspection.

12. Interaction with government agencies, officials and the mass media

12.1. Basic principles of interaction with government agencies:

The Enterprise interacts with government bodies, enterprises, institutions and government officials in accordance with the legislation of the Republic of Uzbekistan and adheres to high standards of corporate and business ethics.

12.2. Prohibition of Undue Influence:

The Enterprise complies with all legal requirements and does not unduly influence government officials to obtain undue privileges or competitive advantages.

12.3. Political and religious neutrality:

The Enterprise does not participate in and does not support political or religious associations and movements. It is also prohibited to campaign in favor of political parties or candidates, as well as to disseminate religious views and beliefs.

12.4. Openness and provision of information:

The Enterprise has the right to comment and publish information about its activities in open sources, such as the media, the official website of the Enterprise and social networks. Coordination of requests and responses is carried out by the enterprise's information service.

13. Reporting corruption offenses

13.1. Employee Responsibilities and Notification Mechanism:

Enterprise employees, as well as individuals and legal entities, can report possible or detected corruption offenses and violations of the Code through established communication channels, sending information to management and the Compliance service. The compliance service undertakes to ensure the confidentiality of the person who made the report (except for cases provided for by law).

13.2. Responsibility for false reports:

Providing knowingly false information about corruption offenses is considered a violation of the Code and entails disciplinary measures in accordance with the internal regulations of the enterprise.

13.3. Reward for conscientious messages:

Employees who report cases of corruption in good faith and provide confirmed data may be rewarded in accordance with the established procedure.

14. Liability for violation of the Code

14.1. Grounds for liability:

Violation of the Code by employees of the enterprise may serve as grounds for holding them accountable in the manner prescribed by current legislation.

14.2. Consideration when assessing:

Compliance with the Code is taken into account when conducting certifications, appointments to senior positions and the formation of a personnel reserve (pool).

14.3. Consideration of violations:

Violations of the Code are reviewed by the Enterprise's Ethics Commission. Based on the results of the review, a conclusion is issued on the presence or absence of violations. Depending on the nature of the violation, the director of the enterprise may propose measures to hold the employee accountable. The commission may limit itself to a warning.

14.4. Employee rights:

Employees have the right to receive information about the misconduct process, provide evidence of their defense, and file complaints about corporate decisions in the prescribed manner.

15. Final provisions

15.1. Introduction and operation of the Code:

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

The Code is subject to revision and amendment in the following cases:

When there is a need to review existing practices in the field of ethics and morality, or if the legislation of the Republic of Uzbekistan or leading international practices change;

When the strategy and goals of the Enterprise change;

If ineffective measures and practices are identified that require improvement;

When the organizational structure of the Enterprise or the specifics of its activities change, and in other cases requiring revision.

15.2. Procedure for making changes:

Changes and additions to this Code are made by order of the General Director of the Enterprise.