

## **UZAVTOSANOAT JSC**

### **REGULATION ON THE SPECIAL COMMISSION FOR INCENTIVES FOR EMPLOYEES WHO REPORT CORRUPTION-RELATED OFFENSES OR OTHERWISE CONTRIBUTE TO THE FIGHT AGAINST CORRUPTION**

#### **Chapter 1 General provisions**

1.1. This Regulation regulates the activities of the Special Commission (hereinafter referred to as the Commission) of Uzavtosanoat JSC for the for Incentives for employees who report corruption-related offenses or otherwise contribute to the fight against corruption.

1.2. The Commission will be established to consider incentivising for employees of Uzavtosanoat JSC (hereinafter referred to as employees) who report a corruption-related offense or or otherwise contribute to the fight against corruption.

1.3. The activity of the Commission is based on the Constitution and laws of the Republic of Uzbekistan, the Resolutions of the Chambers of the Oliy Majlis, Presidential decrees, Resolutions of the Cabinet of Ministers, Policy on Incentives for employees who report corruption-related offenses or otherwise contribute to the fight against corruption, and is carried out in accordance with this Regulation and other related legal documents.

1.4. The Commission consists of its Chairman and members, the total number of which should not be less than five, and the composition should consist of an odd number.

The composition of the Commission includes experienced, well-respected employees in the labor community.

The composition of the Commission is approved by the decision of the Chairman of the Company and operates continuously.

The composition of the Commission will be changed, taking into account the possibility of conflicts of interest that may affect the decisions taken by the Commission.

The work of the Commission is carried out by a secretary appointed without the right to vote.

#### **Chapter 2**

##### **The main tasks and functions of the Commission**

2.1. The main tasks of the commission are as follows:

- improvement of the company's policy on incentivising the employees who report corruption-related offenses or otherwise contribute to the fight against corruption;
- consideration of issues of compliance with the policy on incentivising the employees who report corruption-related offenses or otherwise contribute to the fight against corruption;
- consideration of received applications (requests);
- analyzing the state of compliance, preparing conclusions, informing the Chairman of the Company about the results regarding the policy on incentivising the employees who report corruption-related offenses or otherwise contribute to the fight against corruption.

2.2. The Commission, within its powers:

- considers of received applications (requests);
- requests necessary information in the process of considering issues related to the policy on incentivising the employees who report corruption-related offenses or otherwise contribute to the fight against corruption;
- provides appropriate advice and explanations to the Company employees on the policy on incentivising the employees who report corruption-related offenses or otherwise contribute to the fight against corruption;
- in necessary cases, makes a proposal to the Chairman of the Company to bring the employee of the Company to disciplinary responsibility on the issues considered by the Commission.

In addition, the Commission can attract experts and specialists to the commission meetings to solve the issues submitted for consideration.

2.3. The commission is the structural units of the Company, other system enterprises, cooperates with state bodies, officials and the public.

### **Chapter 3**

#### **Organization of Commission activity**

3.1. The meetings of the Commission are held as needed.

The meetings of the Commission are held in closed session. In necessary cases, the Commission may decide to hold an open meeting.

3.2. 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.

Minutes will be kept at the meeting of the Commission and the issued resolutions will be documented in this form, with the signature “XDFU”.

The minutes are signed by the Chairman, members and secretary.

Members who do not agree with the resolution of the Commission may sign the minutes by noting their respective comments.

3.3. Commission meetings are considered authorized if at least two-thirds of the total number of Commission members are present.

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

3.5. The resolutions of the Commission are made by majority vote of the members present at the meeting.

In case of equal votes, the vote of the Chairman of the Commission is the deciding vote.

3.6. Chairman of the Commission shall:

- organize the work of the Commission;
- convene and conduct Commission meetings;
- give assignments to Commission members;
- work on behalf of the Commission in relations with structural units of the Company, other system enterprises, state bodies, officials and the public;
- speak at commission meetings with information about the commission's activities;
- annually submit a report on the activity of the Commission to the Chairman of the Company.

3.7. Secretary of the Commission shall:

- solve issues of organizational and technical provision of the commission's activities;
- ensure that all necessary materials are prepared on time for the next meeting of the Commission, request necessary documents and information from the employees;
- organize Commission meetings according to the agenda;

- inform Commission members and invited persons about the place, date and time of the commission meeting and the issues included in the agenda;
- prepare the minutes of the Commission meeting and ensure that the approved minutes are sent to the interested parties.

3.8. Member of the Commission shall:

- vote on all issues considered by the Commission;
- submit issues and proposals for consideration by the Commission;
- participate in the preparation, discussion, adoption of resolutions, as well as in the organization of their implementation and control of their implementation;
- get acquainted with documents, references and other necessary information on the issue under consideration;
- have the right to state his point of view if he disagrees with the commission's decision.

3.9. A member of the Commission must be present at the commission meeting and fulfill the duties assigned to him or her.

A member of the Commission must inform the Chairman of the Commission in advance if he or she is unable to be present at the commission meeting.

3.10. He must recuse himself if the issues discussed at the Commission meeting are directly or indirectly related to the Chairman, secretary and members of the Commission.

## **Chapter 4**

### **Procedure for consideration of issues by the Commission**

4.1. The Commission will address issues related to incentivization and non-retaliation of the employees who report corruption-related offenses or otherwise contribute to the fight against corruption, in the following cases:

- according to the order of the Chairman of the Company;
- based on the application (request) of law enforcement bodies;
- according to the application (request) of the employees of the Company, as well as the authorized structural branches of the Company;
- on its own initiative.

4.2. In order to determine the real circumstances and make an objective decision, the employee of the Company against whom the issue is being considered, and in necessary cases, the applicant and other persons are invited to the commission meeting. The non-appearance of the persons duly informed about the time and place of the commission meeting does not prevent the consideration of the application.

4.3. At the meeting of the Commission:

- the item on the agenda will be announced;
- the application (request) will be announced;
- if necessary, the provided information will be reviewed and explanations will be heard.

4.4. At the end of the meeting, the Commission makes a decision to incentivise the employee, to refuse the incentive.

4.5. If the commission makes a positive decision on the situation, one of the following incentive measures will be applied:

- a one-time monetary award;
- a souvenir;
- a letter of thanks.

4.6. Based on the relevant decision of the commission, the secretary of the commission prepares a draft order of the Chairman of the Company on awarding a one-time monetary reward, a souvenir or a letter of thanks (with the initials "XDFU") within one working day.

The order does not include the reason for the incentive and the statement of the special Commission.

4.7. After confirmation of the order, execution is ensured in accordance with the company's procedure for working with documents for use within the service.

The one-time cash prize is paid by the accounting service within ten working days, and the souvenir is delivered (by the commission) within five working days after the purchase of the gift item in accordance with the legislation.

4.8. The commission will not consider the following applications (requests):

- repeated applications (requests) previously considered by the commission and of the same content;

- anonymous applications;

- applications (requests) contrary to the requirements of the Policy “Incentives for employees who report corruption-related offenses or otherwise contribute to the fight against corruption”.

4.9. The Commission will notify the applicant in writing about the decision.

4.10. Quarterly activity of the Commission is summarized by the secretary of the Commission and approved by the Chairman of the Commission until the 5th of the month following the reporting period.

4.11. A summary report on the activities of the Commission is provided upon request by the Compliance Department.