

**ALSKOM**<sup>®</sup>  
SUG'URTA KOMPANIYASI  
СТРАХОВАЯ КОМПАНИЯ

**"APPROVED"**  
**By decision of the Supervisory Board**  
**JS IC "ALSKOM"**  
**Appendix № 3**  
**to Protocol No. 43 of 06/06/2017**

**RULES**  
**OF ETHICAL BEHAVIOR OF EMPLOYEES OF JSC SK**  
**“ALSKOM”**

Tashkent – 2019y

## **Section I. General Provisions**

1.1. These Rules on the Ethical Conduct of Employees of IC ALSKOM (hereinafter referred to as the Rules of Ethics) are developed in accordance with the recommendations of the Corporate Governance Code, approved by the minutes of the meeting of the Commission on improving the efficiency of joint stock companies and improving the corporate governance system (No. 02-02 of 02/11/2016 (1-187) and represent a set of general principles of professional ethics and basic rules of conduct for the employees of IC “ALSKOM” (hereinafter referred to as the Company's employees), regardless of their position.

1.2. The rules of ethics are aimed at preventing offenses, eliminating the causes and conditions conducive to their perpetration, educating the Company's employees in the spirit of high legal awareness, strict observance of the Constitution, laws and other legal acts of the Republic of Uzbekistan, the rights and freedoms of citizens.

1.3. Persons entering employment at JSC IC “ALSKOM” (hereinafter referred to as the Company) are familiarized with the provisions of the Rules of Ethics for painting.

1.4. Employees of the Company are obliged to comply with the requirements of legislation and the Rules of Ethics. Compliance with the provisions of the Rules of Ethics is one of the criteria for assessing the quality of professional activity and the ethical behavior of the Company's employees.

## **Section II. Basic principles and rules of ethical behavior of the Company's employees**

2.1. Company employees must carry out their professional activities on the basis of the following principles:

2.1.1. legality;

2.1.2. priority of the rights and legitimate interests of customers;

2.1.3. dedication to the interests of the Company;

2.1.4. justice, fairness and impartiality;

2.1.5. avoiding conflicts of interest.

2.2. Company employees are required to:

2.2.1. in the performance of their duties, strictly follow the laws of the Republic of Uzbekistan, as well as internal regulations of the Company;

2.2.2. perform their duties in good faith and at a high professional level;

2.2.3. timely and efficiently execute decisions (orders) of higher state bodies and officials taken (data) within their authority;

2.2.4. to carry out its activities within the limits of its official powers determined by the legislation and internal documents of the Company;

2.2.5. in the performance of their duties, do not exert or show any preference for any individuals, groups or organizations, be independent of their influence, take into account the rights, obligations and legitimate interests of customers, shareholders and prevent discrimination;

2.2.6. exclude actions related to the influence of any personal, property and other interests that prevent them from fulfilling their duties in good faith;

2.2.7. to observe the restrictions and prohibitions established by the legislation, the Charter and the internal regulatory acts of the Company, to strictly comply with its obligations;

2.2.8. exclude the possibility of any influence on their professional activities;

2.2.9. refrain from behavior that would cause doubt in the faithful performance of their duties, and also avoid conflict situations that could damage the reputation or authority of the Company;

2.2.10. not to use an official position to exert undue influence on the activities of the Company, other organizations, their officials, as well as clients;

2.3. Political, economic expediency, as well as personal motives and other subjective reasons cannot serve as grounds for the Company's employees to violate the requirements of the law, the charter, internal regulations of the Company and the Rules of Ethics.

2.4. Unless otherwise provided by law, Company employees are prohibited from receiving any material assets or other benefits from individuals or legal entities in connection with the performance of their duties.

2.5. Employees of the Company are obliged to counteract manifestations of corruption and actively assist in its prevention.

2.6. Employees of the Company are obliged to notify their supervisor or law enforcement authorities of all cases of any persons referring to them in order to induce them to commit offenses, as well as any facts of offenses known to them committed by other employees of the Company.

2.7. Company executives must ensure the inadmissibility of the dismissal or prosecution of persons in another form in connection with their complaints about violations of the law or for the expressed opinion and criticism contained in the appeal, as well as for speaking with criticism in another form.

2.8. Employees of the Company are obliged to take all measures to ensure the safety and confidentiality of the information that has become known to them in the course of their professional activities, for which they illegally disclose responsibility in the manner prescribed by law.

2.9. A manager in respect of subordinate employees should be an example of high professionalism, decency and justice, should contribute to the formation of a favorable moral and psychological climate in the Company or its structural subdivision, it should not require the subordinate employees to perform assignments that go beyond their duties, as well as to incline unlawful misconduct.

2.10. The general director is obliged to:

2.10.1. take timely measures to prevent and resolve conflicts of interest;

2.10.2. take measures to prevent corruption;

2.10.3. to effectively manage the staff, carefully and economically treat the property entrusted to it and financial assets. The head is responsible for failure to take measures to prevent actions (inaction) of employees subordinate to him who violate the principles and rules of ethical behavior.

2.11. The employees of the Company are intended to contribute, through their behavior, to the establishment in the team of business relationships and constructive cooperation with other employees of the Company.

2.12. Company employees must be polite, benevolent, correct, attentive, must show tolerance and respect in dealing with customers and colleagues. In relation to their colleagues and clients

Company employees should not be rude, allow cases of humiliation of the honor and dignity of the individual, unreasonable psychological and physical impact.

2.13. The appearance of the Company's employee in the performance of his duties, depending on the working conditions and the form of the event, should promote respectful attitude of the clients (citizens) to the

Company and conform to the generally accepted business style, which is distinguished by formality, restraint and accuracy.

### **Section III. Conflict of interest**

3.1. Employees of the Company in the performance of their duties should not allow self-interest, which leads or may lead to a conflict of interest.

3.2. A conflict of interest arises in such a situation when the Company's employees have a personal interest, which affects or may affect the objective and impartial performance of their duties.

3.3. Personal interest of the Company's employees includes obtaining any benefit or advantage for them personally or for their close relatives, as well as for other persons with whom they have close or business relations.

3.4. In the event of a conflict of interest, Company employees must immediately inform their manager.

3.5. The head, who received information about the presence of a conflict of interest, is obliged to take timely measures to resolve it.

3.6. Employees of the Company should not carry out activities, as well as occupy a position incompatible with the proper performance of their duties, or harm them.

3.7. Under any circumstances, an employee of the Company may not extract personal benefits from his official position.

3.8. Employees of the Company are obliged to notify their supervisor of participation in the authorized capital of commercial organizations, in order to take measures to prevent conflicts of interest.

3.9. When appointing to a position and performing its duties, an employee of the Company is obliged to declare the existence or possibility of his personal interest, which affects or may affect the proper discharge of his duties.

### **Section IV. Responsibility for violation of the provisions of the Rules of Ethics**

4.1. A violation by an employee of the Company of the provisions of the Rules of Ethics may be grounds for bringing a person to responsibility in accordance with the procedure established by law.

4.2. Compliance by the employee of the Company with the provisions of the Rules of Ethics is taken into account when conducting certification, formation of personnel reserve for promotion to higher and other positions.

4.3. Violations of the norms of these Rules of Ethics are considered by a special unit or the Ethics Commission.

4.4. The Ethics Commission is created in the absence of a special unit from among the Company's employees in the number of at least five people. The goals, tasks, functions, rights, responsibilities and other issues of organizing the activities of the Ethics Commission are determined by the Regulations on the Ethics Commission, approved by order of the Director General of the Company.

4.5. Based on the results of consideration of the fact of violation of the rules of ethics, a special subdivision or the Ethics Commission issues an opinion on the presence (absence) of a disciplinary or other violation. At the same time, a proposal is made for consideration by the General Director of the Company to prosecute the employee who committed the violation. Given the nature of the violation, the Commission may limit itself to warning the employee of the Company about non-admission of violations of the Rules of Ethics.

4.6. Employees of the Company have the right to receive information about the violation they have committed, the course of its consideration and the presentation of evidence in their defense, as well as to appeal the decisions of the Company in the prescribed manner.