

# **JOINT STOCK COMPANY "FUND OF PROBLEM LOANS"**

*Approved by the Board of Directors*

*Protocol No. 7 dated 06/27/2023*

## **ANTI-CORRUPTION STANDARDS**

Almaty city, 2023

## **Chapter 1. General provisions**

1. These Anti-Corruption Standards (hereinafter - the Standards) have been developed in accordance with Article 10 of the Law of the Republic of Kazakhstan "On Combating Corruption" and are aimed at establishing a separate sphere of social relations system of recommendations aimed at preventing corruption in the "Fund of Problem Loans" JSC (hereinafter - the Fund).

2. The objectives of the Standards are:

1) Formation of sustainable anti-corruption behavior and responsibility of employees of the Fund in the performance of official duties;  
2) Timely detection of corrupt practices and prevention of negative consequences.

3. The principles of the Standards are:

1) legality;  
2) transparency;  
3) ethics;  
4) observance of the rights and legitimate interests of individuals and legal entities and their protection from corrupt practices;  
5) avoidance of conflicts of interest.

4. The Standards define recommendations for the Fund's employees aimed at observing anti-corruption behavior and preventing corrupt practices.

5. The Standards are based on direct actions in the performance of official duties in terms of preventing manifestations of corruption in:

1) realization the rights and legitimate interests of individuals and legal entities in the area affected by the anti-corruption standard;

2) preparation and adoption of managerial and other decisions within its competence;

3) preparation of drafts of regulatory legal acts of the Republic of Kazakhstan, internal documents of the Fund;

4) other socially significant relations depending on the specifics of the relevant sphere of life.

## **Chapter 2: Anti-Corruption Restrictions**

6. In order to prevent employees of the Fund from committing acts that may lead to the use of their authority in personal, group and other non-duty interests, it is recommended to:

1) strictly comply with the Constitution, legislation on combating corruption and other normative legal acts of the Republic of Kazakhstan;

2) be honest, fair, modest, comply with generally accepted moral and ethical standards in dealing with individuals, representatives of legal entities and colleagues, be polite and courteous;

3) ensure the transparency of decisions affecting the rights and legitimate interests of individuals and legal entities;

4) not give reasons for criticism from society by their actions and behavior, not to allow persecution for criticism, and to use constructive criticism to eliminate shortcomings and improve their activities;

5) not disseminate information that does not correspond to reality;

6) prevent the commission of misconduct and other offenses for which the law provides for disciplinary, administrative or criminal liability;

7) not to give unlawful preference to individuals or legal entities in the preparation and making of decisions;

8) not make decisions, exercise supervision, conduct internal investigations, or determine the measure of responsibility in relation to:

themselves, with the exception of decisions on business trips or vacations, their close relatives, spouse or in-laws;

individuals and legal entities from whom they, their close relatives, spouse or in-laws receive any type of income;

legal entities in which their close relatives, spouse or in-laws serve (work);

9) prevent the commission of corruption offenses, to resist corruption, to be intolerant of any manifestation thereof, no matter who it comes from;

10) objectively, competently, without bureaucracy and red tape consider appeals and within the time frame established by the legislation of the Republic of Kazakhstan to take necessary measures;

11) refrain from making unlawful requests of colleagues that would violate the established order of the relationship and that might influence their impartial official decision-making;

12) not induce or encourage others to commit corruption offenses;

13) not accept gifts and non-official services for the performance of their official duties;

14) not provide off-duty services to officials in order to obtain property benefits, benefits or advantages using the official powers of these persons;

15) not use official and other information that is not subject to official dissemination in order to obtain or extract property and non-property benefits and advantages;

16) ensure access of individuals and legal entities to information, the provision of which is provided by law, not to delay it, to transmit reliable and complete information;

17) not require information from individuals or legal entities, the provision of which by these persons is not provided for by law;

18) not prevent individuals or legal entities from exercising their rights and legitimate interests;

19) refuse to be appointed to a position if it is related to the direct subordination or control of persons who are in close family and related relationships;

20) do not allow personal loyalty to the leadership, the desire to obtain benefits and advantages at the expense of their official capabilities;

21) be active in countering corruption;

22) refrain from representing or lobbying the interests of third parties, as well as performing actions on their behalf;

23) refrain from financial and business relationships that may affect the impartiality and objectivity of the performance of official duties;

24) when placing certificates, commendations, diplomas and other certificates of personal merits and achievements in the office, observe modesty and a sense of proportion;

25) in case of unjustified public accusation of corruption within a month from the date of discovery of such an accusation, take measures to refute it, including in court;

26) report to the immediate supervisor on the occurrence of a conflict of interest, personal interest in the performance of official duties, on the inclination to corrupt behavior and receiving gifts;

27) do not be guided by personal and selfish interests;

28) not give gifts to colleagues, managers and other officials and not to provide off-duty services for obtaining property benefits, benefits or advantages using official powers;

29) support and demand from colleagues the observance of a high legal and anti-corruption culture;

30) take measures on an ongoing basis to eliminate the causes and conditions of possible conflict of interest, corruption offenses and their consequences;

31) refrain from assisting anyone in carrying out entrepreneurial and other activities related to the extraction of income.

7. When preparing and making managerial and other decisions within its competence, it is recommended to:

1) refrain from addressing colleagues and managers with unlawful requests that violate the established order of relations, which may influence their adoption of an impartial official decision;

2) report to the member of the Management Board in charge of the structural unit about the facts of corruption that have become known, as well as about the inclination to receive any benefit for expedited consideration of documents or red tape;

3) inform the immediate supervisor in writing about doubts about the legality of the order received for execution;

4) contact the higher management if the direct manager himself is involved in a conflict of interests;

5) refrain from representing or lobbying the interests of third parties, as well as performing actions on their behalf;

### **Chapter 3. Gifts**

8. Under no circumstances should receiving/giving a gift by an employee of the Fund be a hidden reward that can have a negative impact on the reputation of the employee or the Fund as a whole.

9. Employees of the Fund are recommended to:

1) not accept gifts for yourself, your spouse, a close relative, transferred by the client / counterparty of the Fund, other third parties in connection with the commission of such an employee of any actions (inaction) related to his official and functional duties at the Fund;

2) not to ask or force to give gifts.

10. Gifts on behalf of the Fund and its employees to third parties in the form of money are not allowed, regardless of the form (cash/ non-cash) and type of currency.

11. Employees of the Fund have the right, subject to the restrictions provided for in this article, to accept/ give business gifts (advertising, image-making):

1) related to seminars, presentations and other business/corporate events;

2) intended for presentation, such as greeting cards, honorary badges, certificates or souvenirs of the Fund or other legal entity;

3) awards, prizes received for participation in events held by the Fund, the Ministry of Finance of the Republic of Kazakhstan.

### **Chapter 4. Procurement of goods, works, services**

12. When purchasing goods, works and services, it is recommended to:

1) optimally and efficiently spend the money provided for the purposes of procurement of goods, works and services;

- 2) provide potential suppliers with equal opportunities to participate in the procurement procedure, except in cases provided for by legislation and regulatory documents regulating procurement;
- 3) maintain fair competition among potential suppliers;
- 4) promote openness and transparency of the procurement process;
- 5) prevent corruption manifestations;
- 6) not allow close relatives, spouses or relatives (relatives of spouses) of employees of the Fund who have the right to make a decision on the choice of a supplier or who are the initiators or organizers of the procurement to participate in the procurement as a potential supplier;
- 7) prevent participation as a potential supplier and/or subcontractor (co-executor) attracted by him, who have unfulfilled obligations under executive documents and are included in the Unified Register of Debtors, as well as those included in the Register of bad-faith participants in Public Procurement.

## **Chapter 5. Recruitment, staffing and personnel management**

13. In the recruitment, staffing and personnel management, heads of structural divisions are recommended to:

- 1) prevent cases of recruitment and placement of personnel on the basis of kinship, fraternity and personal devotion, to ensure compliance with the principles of meritocracy;
- 2) comply with the requirements of the current labor legislation of the Republic of Kazakhstan;
- 3) when applying for a job in the Fund, explain the main duties, prohibitions and restrictions imposed on the employee;
- 4) prevent unjustified transfer of information about personal data of employees;
- 5) not to demand or apply to the officials of the Fund appointed to positions with a request for the provision of any personal services;
- 6) specifically and clearly define the tasks and scope of official powers of employees;
- 7) prevent uneven distribution of workload between employees;
- 8) not to give clearly impossible orders or beyond the scope of their official duties, as well as contrary to the law;
- 9) not to use the official position to influence the activities of subordinates in solving issues of an off-duty nature;
- 10) not to force subordinates to commit corruption offenses;

11) prevent and combat violations of the norms of the anti-corruption legislation of the Republic of Kazakhstan by subordinates and other persons;

12) timely take comprehensive measures to resolve the conflict of interests that arose among employees of one department during the performance of their official duties;

13) take comprehensive measures to prevent corruption;

14) eliminate the causes and conditions that contribute to the commission of corruption offenses, including with subordinates;

15) not participate in gambling of a monetary or other property nature with a superior or subordinate, or a person who is otherwise dependent on him for work;

16) not allow subordinates to be involved in carrying out official or personal assignments.