

PROCEDURE for reporting instances of inducement to commit corruption offenses in the system, their registration, review, and rewarding employees for active participation in combating them	Document Code:	
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“APPROVED”
Executive Director of “Directorate of the Technological Park of Software Products and Information Technologies” LLC

_____ **A. Kuchkarov**

2024 “ ____ ” _____

PROCEDURE
for reporting instances of inducement to commit corruption offenses in the system, their registration, review, and rewarding employees for active participation in combating them

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2. Purpose of document development

This Procedure establishes the process for reporting instances of inducement to commit corruption offenses within IT Park, their registration, review, and the rewarding of employees for their active participation in combating such offenses.

3. References to regulatory documents

- ISO 37001:2016 "Anti-Corruption Management System". Requirements.
- "Procedure for reporting instances of inducement to commit corruption offenses in the system, their registration, review, and rewarding employees for active participation in combating them" in the Ministry of Digital Technologies (Appendix No. 14 to the Order of the Ministry of Digital Technologies dated October 28, 2022, No. 513).

4. Responsibility

- The responsibility for implementing this Procedure in operations rests with the senior management of IT Park, as well as the heads of all directorates, departments, and branches.

5. PROCESS

This Procedure has been developed in accordance with the requirements of the Law of the Republic of Uzbekistan "On Combating Corruption," the Decree of the President of the Republic of Uzbekistan No. PP-2752 dated February 2, 2017, "On Measures to Implement the Provisions of the Law of the Republic of Uzbekistan 'On Combating Corruption'," and the Decree of the President of the Republic of Uzbekistan No. UP-6013 dated June 29, 2020, "On Additional Measures to Improve the Anti-Corruption System in the Republic of Uzbekistan," based on the "PROCEDURE for Reporting Instances of Inducement to Commit Corruption Offenses, Their Registration, Consideration, and Rewarding of Employees for Active Participation in Combating Them" in the Ministry of Digital Technologies of the Republic of Uzbekistan (hereinafter referred to as the Ministry).

Chapter 1. General Provisions

1. In this Procedure, the following key concepts are used:

ACMS — Anti-corruption management system;

Authorized employee — employees of the internal control structure for combating corruption at IT Park, who are authorized to review, register, and verify incoming inquiries, messages, data on corruption offenses, or the designated employee responsible for combating corruption;

Rewarding — recognizing an employee for active participation in preventing and combating corruption offenses, demonstrating high professional competence, and setting an example of compliance with legal requirements.

Employee of IT Park — employees who have entered into labor relations with IT Park.

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Chapter 2: Prevention and Counteraction of Corruption Offenses

1. Employee of IT Park (hereinafter referred to as "employee") is obligated to comply with legislation, perform their official or service duties impartially, objectively, conscientiously, in accordance with ethical conduct rules, and refrain from committing any corruption offenses or any other actions that create conditions for such offenses.

2. The senior management of IT Park, heads of structural departments, and branches must take the following measures to prevent corruption offenses:

–Foster a zero-tolerance attitude towards any manifestations of corruption within their supervised department or branch;

–Lead by personal example in identifying instances of corruption among subordinates;

–Prevent instances of leadership (unreasonable encouragement and promotion) of a subordinate, as well as indifference towards their misconduct (failure to take action against performance deficiencies, ignoring unlawful actions);

–Conduct systematic analysis of enterprise activities, identify factors contributing to corruption offenses, and implement effective measures to eliminate conducive conditions.

The senior management of IT Park, within their authority, may also take additional measures to prevent corruption offenses.

Chapter 3. Reporting Instances of Inducement to Commit Corruption Offenses

3. Any attempt to incite employees to commit corruption offenses must be immediately reported directly to the IT Park internal control structure for combating corruption or through the designated anti-corruption officer, with a written notification addressed to the General Director.

4. The report must include:

–The employee's place of service, position, surname, first name, and patronymic;

–Information about the person inciting the commission of corruption offenses, or information aiding in identifying them, and other relevant details;

–The nature of the corruption offense (abuse of official position, inducement to accept bribes and commit other criminal actions, document forgery, etc.);

–The method of incitement to corruption offenses (offering specific services or material values, attempts to bribe, and other circumstances);

–The location where the corruption offense is being prepared, expected, or committed;

–Details of the incitement to the corruption offense (via telephone communication, during an interview process, personal interaction, postal communication, etc.).

5. All available materials related to the incitement of employees to commit corruption offenses must be attached to the report and processed in accordance with the established procedure.

6. An employee may verbally report to the internal control structure for anti-corruption at IT Park or the designated responsible anti-corruption officer about the inducement to commit corruption offenses. In this case, the report is prepared by the internal control structure for anti-corruption at IT Park or the designated responsible anti-corruption officer.

7. If an employee is approached with offers of money, securities, medical treatment, or similar proposals, either directly or through an intermediary or postal communication, in exchange for performing or not performing a specific action in the interest of individuals or legal entities using their official position, the employee must demand the cessation of unlawful actions and warn the person about the corresponding responsibility.

8. In the event of the illegal leaving of money or other material valuables in the office or elsewhere, despite the employee's warning, a report is to be drawn up with the participation of

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responsible persons (security staff or duty officers) and other individuals. This report must be immediately presented to the management along with an attachment to the report.

9. Employees must promptly report any attempt to induce them to commit corruption offenses, whether outside of work hours or while absent from the workplace, to the employees of the internal control structure for anti-corruption at IT Park using any means of communication. This must be followed by a written report to the General Director within 24 hours.

10. If another IT Park employee was aware of preparations, anticipated or committed corruption offenses involving employees, but fails to promptly notify the internal control structure for anti-corruption, they will be held accountable in accordance with the provisions of current legislation.

11. The report for verifying received information about a planned, anticipated, or committed corruption offense and for making a lawful decision, along with all attached documents, is handed over to the authorized employee with the General Director's endorsement.

12. В целях регистрации, учета обращений о фактах побуждения сотрудников к совершению коррупционных правонарушений в процессе исполнения служебных обязанностей, ведется и хранится в установленном порядке в структуре внутреннего контроля по противодействию коррупции IT Park или в реестре приема сообщений о коррупционных действиях у ответственного сотрудника по противодействию коррупции (далее — Реестр).

13. The Registry is a document of strict accountability and is maintained according to the rules of office management.

14. The Registry records the surname, first name, and patronymic of the reporting employee, a brief description of the inducement to commit corruption offenses, the amount of material or property benefits, the authorized employee conducting the situation review, the final decision made, and the report presented by the employees.

15. The authorized employee is not permitted to refuse to accept or register the report.

16. It is prohibited to reflect disclosed information about personal life, personal, or family secrets of the reporting employee in the Registry.

17. The Registry, once its maintenance is discontinued, is stored for ten years within the internal control structure for anti-corruption and is transferred to the archive in the prescribed manner.

18. To prevent the persecution of employees who report instances of inducement to commit corruption offenses, the disclosure of information about them is prohibited.

Chapter 4. Procedure for Organizing the Review of Information on Inducement to Commit Corruption Offenses

19. The verification of the information reflected in the report is conducted by order of the General Director.

20. The primary objectives of reviewing the information detailed in the report are:

–Legal assessment of the employee's actions, determination of the individuals and facts involved in the inducement to commit corruption offenses;

–Determination of the amount of material or property benefits, the method of inducement to receive a bribe, and its timely identification;

–Taking measures aimed at preventing the occurrence of inducement to commit corruption offenses, preventing employees from engaging in illegal actions;

–Determination of the public danger of inducing corruption offenses.

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21. During the verification process, the report is examined for signs of inducing an employee to commit corruption offenses, and clarifications may be obtained from the employee who reported the inducement to commit such offenses.

22. The information outlined in the report is reviewed accordingly by an authorized employee.

23. If necessary, upon the instruction of the General Director, authorized state bodies may be involved in reviewing the information contained in the report.

24. Verification of the information outlined in the report must be completed within ten days. If additional verification is required, the review of the information provided in the report may be extended by the General Director up to one month.

25. Following the review of the report by authorized personnel, an internal investigation is conducted, and its findings, along with collected documents, are forwarded to the relevant law enforcement agencies for oversight in accordance with established procedures.

26. In case signs of a serious or especially serious crime are identified in the report, the relevant law enforcement agencies are informed in accordance with established procedures.

Chapter 5. Rewarding Employees for Active Participation in Preventing and Counteracting Corruption Offenses

27. The primary objectives for rewarding active participation of employees in the prevention and counteraction of corruption offenses are as follows:

–Recognizing employees who have actively participated in preventing and combating corruption offenses within IT Park, provided well-founded proposals and initiatives to management for eliminating the causes of offenses and the conditions conducive to them, significantly contributed scientifically to the improvement of this field, demonstrated exemplary behavior in their professional duties, and diligently fulfilled their assigned tasks;

–Further increasing the activity of employees in preventing and combating corruption offenses.

28. For active participation in preventing, suppressing, and fully uncovering corruption offenses (crimes) by reporting corruption offenses, employees are rewarded based on a report submitted to the General Director by the internal control structure for combating corruption at IT Park or the designated anti-corruption officer. Employee rewards are carried out within the General Director's competence and in accordance with established procedures.

29. Employees are rewarded upon the presence of one of the following grounds:

–Prevention or cessation of an intentional corruption offense planned to be committed against employees;

–Disclosure of a crime as a result of reporting impending corruption or other offenses;

–Active assistance to law enforcement agencies in preventing and fully uncovering a crime;

–Active participation in propaganda and preventive measures against corruption offenses and crime among the population;

–Providing management with proposals and initiatives to eliminate the causes of corruption offenses and the conditions conducive to them, as well as implementing these proposals in practice.

31. When rewarding an employee, recommendations for high positions or state awards primarily consider their active participation in preventing and combating corruption offenses.

32. For active participation in preventing, suppressing, and fully uncovering offenses (crimes), and providing substantiated information, the employee is granted a reward based on a recommendation from the Ministry and in accordance with the procedures established by IT Park.

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Chapter 6. Final provisions

33. Persons found guilty of violating the requirements of this Procedure shall be held accountable in accordance with the law.

6. Storage

The original versions of this document, in both electronic and paper forms, are stored by the designated person responsible for combating corruption in the activities of IT Park.