

REGULATION

on the value (number) of gifts that can be received and given by employees of "Almalyk Mining and Metallurgical Complex" Joint Stock Company in connection with business trips, international, local and other events, as well as the procedure for their disposal

This Regulation regulates the procedure for receiving (accepting) and giving (presenting) gifts by employees of "Almalyk Mining and Metallurgical Complex" JSC (hereinafter referred to as "the Complex") in connection with business trips, international, local and other official events, determines the value of gifts that can be received and given, as well as determines the procedure for disposing of gifts.

The rules and requirements of this Regulation, regardless of the position, status, duties and functions performed applies to all employees of all grades and levels who have labor relations with the Complex, including members of the Board, Deputy chairmen of the board, heads of departments of the executive apparatus, heads of constituent enterprises, officials, employees, workers and servants.

Chapter 1. General rules

1. Employees of the Complex receive gifts and give them in connection with business trips outside the territory of the Republic of Uzbekistan, international, local and other official events, as well as international, local and other official events held in the territory of the Republic of Uzbekistan (hereinafter referred to as International, local and other official events) in accordance with this Regulation.

If it is determined that the value of the gift is equal to or more than 4 (four) times the amount of the minimum basic value, the acceptance or giving of this gift is carried out in agreement with the deputy chairman of the Board of the relevant direction (department).

It is prohibited to receive and give gifts to the employees of the Complex in connection with business trips not related to international, local and other official events.

2. It is prohibited to receive any gifts from the employees of the Complex in exchange for performing or not performing their service powers in the interest of individuals and legal entities.

The provisions of this Regulation does not apply to the gifts received or given by the employees of the Complex for their special services based on the relevant decision (order or decision) of the Trade Union Committee of the Complex, as well as gifts received as a result of awards for achievements in various competitions and contests, public holidays, celebrated dates, and other official events.

3. This Regulation uses the following basic concepts:

A gift— property with material value, provided free of charge, or service rendered indiscriminately by individuals and legal entities in connection with international, local and other official events to the employees of the Complex;

International events— Events organized and held on behalf of the Complex, with the participation of its representatives and representatives of foreign

countries and international organizations, in order to establish mutual cooperation relations, develop relations, exchange experience, in particular, events related to the visit of the delegation of the Republic of Uzbekistan to a foreign country, and the visit of the delegation of a foreign country to the Republic of Uzbekistan;

Events— Events aimed at achieving specific goals, organized on behalf of the Complex, with the participation of its representatives, based on the tasks and functions assigned to the Complex (reception, ceremony, meeting, negotiation, convention, seminar, briefing, symposium, presentation, roundtable and other events);

Business trip— sending the employees of the Complex to a place other than their permanent place of work (within the territory of the Republic of Uzbekistan or outside its territory) for a certain period of time to perform duties and assignments based on the order or decree of the Chairman of the Board of the Complex;

Gift giver— A representative of a natural or legal entity presenting gifts to the employees of the Complex in connection with international, local and other official events;

Gift Registry— List of information on gifts received by the employees of the Complex in connection with international, local and other official events;

A sign of hospitality— Strengthening of bilateral relations in connection with international, local and other official events and invitation to breakfast, coffee-break, lunch, dinner and mass-cultural and concert-viewing events in accordance with the rules of etiquette.

4. Employees of the Complex are not allowed to request or demand gifts for themselves or other persons in connection with international, local and other official events.

An employee of the Complex is not allowed to ask for any gifts for himself or his family members, as well as accept gifts, participate in entertainment events, accept favors or unusual hospitality from the suppliers or customers of the Complex, provided that such a gift (if the favor or hospitality is shown) threatens an employee's ability to make impartial and honest business decisions, impairs such ability, or creates the impression that it may unfairly influence the conduct of mutually honest business, such gift is prohibited.

5. To an employee of the Complex in connection with a holiday related to his person (in the cases mentioned in paragraph 27 of this Regulation) is strictly forbidden to receive gifts and other tangible and intangible values (courtesy or sign of hospitality) of any kind from representatives of state agencies, enterprises and organizations, suppliers of goods and material assets of the Complex, work/service providers and buyer clients, representatives of individuals and legal entities (from third parties).

6. Providing business gifts, showing signs of hospitality and giving other types of expenses and rewards by the employees of the Company in favor of counterparties or business partners, preventing the Company or its employees from being accused of committing a corruption offense and in order not to harm the business reputation and reputation of the Complex, such actions should be carried out in accordance with the legislation of the Republic of Uzbekistan, the provisions of the Anti-Corruption Policy of the Complex, the Regulations on the Prevention and Management of Conflicts of Interest, the requirements and provisions of the Code of Ethics, and based on the decision (order or decision) of the Deputy Chairman of the Board in the relevant direction (department) in strict compliance with the rules of procedure established in other internal local regulatory documents of the Complex.

7. During international conferences, symposia, business negotiations, meetings, and other events related to the duty of the Company, the procedure for giving gifts by the employees of the Company is carried out on the basis of the order or decree of the Chairman of the Board.

8. The gifts presented to the family members of the employees of the Complex in connection with the international, local and other official events are considered as gifts given to the employees of the Complex.

Chapter 2. Procedure for arranging (organization of) business trips, international, local and other events by employees of the Complex.

9. The holding of international, local and other events at the Complex is carried out in the following sequence (stages):

- Organizational work (draft of the visit program, directions, list of guests and other participants, list of gifts, number and value, criteria and order of presentation or acceptance and other documents);
- To determine the entry-exit mode (procedure) of event guests to the objects of the Complex;
- Ensuring the transparency of the event and preventing conflicts of interest.

10. The program of activities related to the Complex (including their visits to the Complex) by employees of the Complex, representatives of foreign companies, citizens of foreign countries on business trips to foreign countries (including their visits to the Complex) must be agreed with the Department of Foreign Economic Relations of the Complex (hereinafter - the Department).

All official activities by the Department of Foreign Economic Relations of the Complex involving the representatives of enterprises of foreign countries, citizens of foreign countries related to the Complex (including representatives of foreign companies, visits of citizens of foreign countries to the Complex), organizational work (developing the visit program, agreeing on the draft program, approving the draft program to the Chairman of the Board, to constantly

accompany the delegation during the visit, to form a list of gifts to be given on behalf of the Complex, approving by the chairman of the board, clarify the list and value of gifts given by foreign delegations during the visit, clarify the criteria for giving gifts, ensuring that activities such as requesting a sales check or sales receipt or other documents confirming the value of the gift, etc.) are carried out in accordance with the requirements of this Regulation.

The Department provides effective and efficient control over compliance with the requirements of this Regulation by all participants of the event.

In this case, the Department of Foreign Economic Relations before approving all documents related to the holding of any official event (visit program draft, directions, list of guests and other participants, list of gifts, number and value, criteria and procedure for presentation or acceptance, and other documents) by the Chairman of the Board, at first should agree with the Compliance-control service of the Complex.

Business trips, local and other events of the employees of the Complex in the territory of the Republic of Uzbekistan must be agreed with in advance by the Deputy chairman of the board of the relevant direction (department).

Employees responsible for the organization of business trips, local and other events throughout the Republic of Uzbekistan carry out their organizational work and ensure that such events are organized in accordance with the requirements of this Regulation.

Representatives of foreign enterprises, citizens of foreign countries, when conducting any activities related to the Complex (organizing visits, conducting, distributing gifts), comply with the legislation of the Republic of Uzbekistan, as well as must strictly comply with the requirements of this Regulation.

According to this Regulation, the list of gifts given to guests in connection with international, local and other events and their number is confirmed, based on the application submitted by the relevant initiator (host) unit or enterprise, by the Material and Technical Supply Department in accordance with the Regulation on Procurement of JSC "Almaliq MMC" they will be purchased.

11. According to the order or decision, the employees of the Complex who are responsible for conducting business trips, international, local and other events must ensure the following:

ensures that the foreign business trip, program of official events involving foreign companies or foreign citizens, list of visiting participants, route are agreed with the deputy chairman of the board for security, and ensures the preliminary agreement with the Compliance-control service of the list and value of gifts to be given to guests and planned to be received and given to them;

- coordination of the subject of the event, participants, time and order of the event with the participants of the event after the visit and its program have been agreed upon in accordance with Clause 10 of this Regulation;
- development of proposals for the visit and organization of transportation;
- informs the heads of the department based on the visit program;
- compliance with the requirements of this Regulation;
- compliance with the rules and requirements of the instructions on entry and exit and internal order in the objects of the Complex;
- other tasks depending on the visiting program.

Deviations from the visit program will result in liability.

12. The Head of the Department designated as responsible for the organization of the visit based on the order or decision ensures that the visits in the territory of the Complex must first be coordinated with the Secret Service Department and the Departmental Militarized Guard Service.

The compliance-control service and the information service are supervised by the deputy heads of the relevant structural units for the integrity of goods, as well as the deputy chairman of the Board for security.

If the visiting program provides for awarding and distribution of gifts, such activities shall be carried out by the head of the (host) Department designated as responsible for the organization of the visit in accordance with this Regulation, control is carried out by the Compliance-supervision service and the deputies of the heads of the relevant structural units for the integrity of goods and the deputy chairman of the Board for security.

Chapter 3. Requirements for accepting a gift presented in connection with international, domestic and other official events

13. The gifts that can be received and given by the employees of the Complex in connection with international, local and other official events must meet the following requirements:

13.1. compliance with the legislative documents of the Republic of Uzbekistan, the internal local regulatory documents of the Complex and the requirements of this Regulation;

13.2. the fact that the gift was voluntarily presented by the giver and/or receiver in connection with a certain international, local and other official events;

13.3. open and transparent acceptance by the employees of the Complex;

13.4. not to harm the business reputation and prestige of the Complex;

13.5. should not cause conflicts of interest or corruption risks, in particular, it should not create an obligation that affects the decision-making of the employees of the Complex based on the principles of impartiality and honesty in their service activities.

14. In the process of accepting a gift, employees of the Complex may ask the giver for documents confirming the value of the gift (a sales check or sales receipt confirming the value of the gift or other documents).

15. Perishable products (natural bouquets, pieces of sweets), as well as stationery sets (calendars, booklets, plastic pens, daily notebooks and notepads) presented to the employees of the Complex are not recognized and registered as gifts, and these gifts can be disposed of by the employee (employees) of the Complex at their own discretion.

16. The employees of the Complex can accept the offer made to him as a sign of hospitality in connection with international, local and other official events.

In this case, if the employees of the Complex suspect the insincerity of the offer expressed as a sign of hospitality, they should immediately reject this offer and immediately (within one day) through means of communication report to the immediate supervisor and at the same time to the Compliance-control service of the Complex.

If an inappropriate gift (compliment or sign of hospitality) is sent to the employee of the Complex or if it is accepted by mistake, in such a case, the employee of the Complex must immediately (within one day) report to his immediate supervisor and at the same time to the Compliance-control service of the Complex and immediately return the gift to the giver. In the event that the rejection of a gift may be upsetting, provided that it has an average value established by the legislation of the Republic of Uzbekistan, such a gift must be accepted and immediately within three (3) days be officially transferred to the balance (savings) of the Complex through the Department of Social Affairs of the Complex by the Central Accounting.

The employees of the Complex, in connection with the fulfillment of their service, duties and obligations, are restricted to accept any gifts or hospitality, rendering of services, loans, donations, preferential loans, guarantees and pledges, payments, incentives in the form of rewards, cash funds or their equivalent, goods direct or indirect acceptance of material and immaterial support such as property,

securities from Individuals and legal entities, including from citizens or companies of foreign countries.

17. Pursuant to this Regulation:

storage of gifts, keeping the register of gifts is done by the Department of Social Affairs of the Complex;

determination of the value of gifts is done by the Commodity Markets Department (employee) of the Complex;

entering gifts into the balance sheet of the Complex is done by the Central accounting (employee) of the Complex;

control and coordination of issues related to gifts, is carried out by (employee) the Compliance-control service of the Complex.

Chapter 4. The value of the gift presented in connection with international, local and other official events and its disposal

18. Gifts of any type and form received by the employees of the Complex as part of official delegations, at official events, including abroad, regardless of their value and amount, are the property of the Complex and are transferred to its balance sheet.

19. Employees of the Complex shall return the gift presented to them in connection with international, local and other official events within three working days from the day of their return from these events to the balance sheet of the Complex through the Social Affairs Department of the Complex through the Central Accounting, and if there are relevant documents confirming the value of the gift (commercial check or sales receipt or other documents confirming the value of the gift), it will be presented together with these documents, except for the gifts provided for in Clause 15 of this Regulation.

20. A gift received by an employee, until the document of transfer and acceptance (hereinafter referred to as the Document) on the transfer of the Complex to the Department of Social Affairs, Central Accounting is issued, the responsibility for the integrity and preservation of the gift rests with the employee (employees) of the Complex who accepted the gift.

21. A document on any gift submitted by the employees of the Complex to the Department of Social Affairs of the Complex, to the Central Accounting, shall be drawn up in four copies. In this case, the first copy of this certificate with the registration of the gift in the Register of Gifts in the form in accordance with the annex to this Regulation (receiver of the gift) is returned to the employee (employees) of the Complex, the second copy is kept in the Department of Social Affairs, and the third copy is kept in the Central Accounting.

22. If the employee (employees) of the Complex who accepted the gift does not have a document confirming the value of the gift, to determine the value of such a gift, the market price of the gift is studied by the Department of Commodity Markets of the Complex through trade stores, the Internet and other sources and methods, and its average value is determined. If it is not possible to study (determine) the market price of the gift by the above methods, the Department of Commodity Markets can involve specialized evaluation companies.

23. If it is confirmed that the value of the gift is equal to or less than 4 (four) times the amount of the minimum basic value, the gift will be left with the employee (employees) of the Complex and will be disposed of by him at his discretion.

In this case, the Department of Social Affairs, in agreement with the Central Accounting Department, will draw up a document on the transfer of the gift to the employee (employees) of the Complex.

If the value of the gift exceeds 4 (four) times the amount of the minimum basic value, the gift will be included in the balance sheet of the Complex by the Central Accounting of the Complex.

24. It is allowed to use the gift credited (transferred) to the balance of the Complex for the needs of the Complex.

25. When employees of the Complex have any doubts or suspicions about the legality of accepting gifts presented to them in connection with international, local and other official events, they must immediately inform their senior management about this issue.

If there are reasonable doubts about the reliability and validity of the documents confirming the value of the gift, the reliability and validity of the submitted documents can be checked by Compliance-supervision service.

Information entered in the Gift Registry is believed to be correct until proven otherwise. In this case, the employee who received the gift is responsible for the reliability, correctness and authenticity of the documents (trade check, sales receipt, or other) presented by him.

26. The gift presented to the members of his family in connection with the international, local and other official events of the employees of the Complex will be disposed of in accordance with this chapter.

27. Gifts given by colleagues (teammates) to employees of the Complex on the occasion of holidays related to their identity (birthday, child birth, Defender of the Fatherland Day, International Women's Day) and received not related to the performance of service and position (career) obligations are recognized as gifts related to the identity of the employee (his personal).

When giving such gifts, the following requirements and rules must be strictly observed:

Gifts must be given in the presence and direct testimony of at least three impartial employees of the Complex. In this case, in addition to the recipient and the donor, the participation of three more impartial witnesses is required;

the process of giving a gift should be accompanied by a congratulatory speech, the event and situation that led to the giving of a gift should be clearly expressed in the congratulatory speech;

the total value of the gift (including all taxes, fees and mandatory payments) must not exceed the amount of 4 (four) minimum basic value.

28. The total amount of expenses spent by an employee of the Complex for a gift to another employee of the Complex, in any case, should not exceed the amount of 1 (one) basic salary established by legislation and effective on the day of the gift.

29. Receiving and giving money and property from representatives of state agencies, enterprises and organizations, suppliers of goods and material assets of the Complex, providers of work or services and/or customers of buyers, from external sources from representatives of individuals and legal entities (third parties), must be officially agreed with the chairman of the board or the deputy of the chairman of the relevant field.

Chapter 5. Final Rules

30. Employees of the Complex who are found guilty of violating the requirements of this Regulation shall be held responsible in accordance with the procedure established by the legislative documents and the internal local regulatory documents of the Complex.

31. Members of the management of the Complex, deputy chairman of the management, heads of departments (department, dimension, service, sector, office, bureau, etc.) in the executive apparatus, heads of structural enterprises (plant, factory, directorate, workshops, laboratory and other structures) protect the rights, freedoms and legally protected interests of workers and employees under his leadership and guarantees that employees who report suspicious behavior or violations of the principles and requirements of this Regulation by another employee of the Company will not be subjected to harassment, dismissal, humiliation, discrimination, etc. in any form.

32. Cases and appeals of knowingly misrepresenting, misinforming, or slander as considered a violation of this Regulation and an example of unethical behavior, and the person who submitted such a message may be held accountable in accordance with the provisions established by the legislation of the Republic of Uzbekistan and the internal local regulatory documents of the Complex.

33. On the basis of the relevant order or decision of the Complex, a leading employee assigned to accompany the delegation as part of the visit, are personally responsible for ensuring compliance with these Regulations, as well as instructions

for entering and exiting the Complex's facilities, and other requirements and rules (restrictions) related to taking photos and video recordings by the guests visiting the territory of the Complex, including foreign guests, by guests (members of the delegation) during the visit.

34. The Complex and its employees has the rights to direct any questions related to the practical application and implementation of this Regulation, as well as justified proposals for improving the existing compliance-control system to combat corruption, directly to the Compliance-control service of the Complex <https://agmk.uz/oz/menu/korrupsiya-oldini-olish-boyycha-murojaat>), as well as contact for advice and suggestions.

APPENDIX to the Regulation
 "On the value of gifts that can be received
 and given by employees of Almalyk MMC JSC
 in connection with business trips, international,
 local and other official events,
 as well as the procedure for its disposal"

"Almalyk Mining and Metallurgical Complex" JSC									
Gifts received and given by the employees of the Complex in connection with business trips, international, local and other official events									
REGISTRY									
No.	The date of receipt of the gift by the employee of the Complex will be indicated in full	Full name and position of the employee of the Complex who accepted or gave the gift, registration number, name of the company, department	Gift description	The reason/basis/attitude for giving the gift	Information about the donor and/or recipient_	The value of the gift**	Disposal of the gift***	Signature and date of the Employee who transferred the gift to the balance of the Complex	Signature of the responsible employee of the social affairs department (head) (full name) and date
1	2	3	4	5	6	7	8	9	10
2									
3									

"Almalyk MMC" JSC

Head of the Department of Social Affairs _____ Full name
 _____ Signature

"Almalyk MMC" JSC

Head of central accounting _____ Full name
 _____ Signature

Note:

* name of the foreign country and organization, Full name and position of the donor, registration number;

**if there is a sales check or sales receipt or other documents confirming the value of the gift, on the basis of these documents, if there are no documents confirming the price, the value of such a gift is determined by the Social Affairs Department of the Complex by studying the market price of the gift through trade stores, the Internet and other sources and methods and its average value is determined. If it is not possible to study (determine) the market price of the gift by the above methods, in such a case, the Department of Social Affairs may involve specialized assessment companies;

***information about the transfer of the gift to the staff of the Complex or the transfer to the Balance of the Complex is written.