

**Instructions
on the procedure of checking
candidates employed by JSC
“Almalyk MMC”**

Chapter 1. General

This Instruction (hereinafter referred to as the Instruction) is an internal regulatory document that determines the principles, requirements, criteria, procedure and timing for conducting the check of candidates when employing in divisions (departments, directorates, divisions, services, sectors, offices, bureaus and others) of the Executive Office, as well as structural divisions (enterprises, workshops specialized in production and maintenance, etc.) of Joint-Stock Company "Almalyk Mining and Metallurgical Company".

2. The purpose of this Instruction is:

Verification of the data submitted by the candidate about his personal, professional activities, his relationship and commercial relations with other individuals;

ensuring the achievement of formalization of labor relations with honest citizens who have leading professional skills, have practical work experience and skills, with higher education, who have carefully mastered foreign languages, are able to efficiently and promptly fulfill the tasks and instructions assigned to the Plant on the basis of open and transparent competitions, also competitive fighting in the executive office and structural divisions of the Company in accordance with the requirements of the legislation of the Republic of Uzbekistan and the internal regulatory documents of the Company;

minimizing the risks of entering into labor relations with candidates who do not have sufficient knowledge and experience to perform their duties in the executive office and its structural divisions of the Company, who are prone to commit offenses, the hiring of which leads to undermining the business reputation of the Company, corruption or other offenses;

ensuring the selection of competent, honest, conscientious, responsible and law-abiding employees for management positions and positions related to financial responsibility.

3. This instruction does not apply to positions for which a special procedure is defined by the legislative acts of the Republic of Uzbekistan.

Chapter 2. Basic notions

4. For the purposes of this Instruction, the following basic concepts are used:

corrupt actions - illegal use by the employee of the Company of his official powers in order to obtain material benefits for the action or inaction in the way of the interests of the bribe, directly or indirectly, personally or through third parties, including the collection (reception of a bribe) of payments and other illegal purposes to simplify formalities in case of receiving, claiming, collecting, offering money, securities, property and non-property rights in a different form, services of a property nature, or when transferring, receiving a bribe or mediation in this case;

conflict of interest – situations in which the direct or indirect personal interest of a person holding a certain position in the executive office of the Company or its structural divisions affects or may affect the objective and impartial performance of official (service) obligations;

candidate – an individual who expresses a desire to participate in open and transparent competitions for vacant positions available in the executive office of the

Company and its structural divisions, applying for it in an official form, providing a package of documents confirming his/her compliance with the required qualification requirements and other requirements;

illegal profit – promised, offered, presented or legally unreasonably received money or other property, or property rights, benefits, services, intangible assets, any other tangible or intangible profit;

personal interest of an employee – the possibility of personal benefit (personal, social, property, financial, political and other interests) of an employee in the form of cash, tangible or intangible assets, other property, wealth and benefits that may affect the proper performance by the employee of his official or official duties within the framework of the performance of their official duties by a close relative or other persons related to the employee;

close relatives - persons who are relatives or relatives on the part of matchmakers, that is, parents, born and half-siblings, a married couple, a child, including adopted children, grandparents, grandchildren, as well as parents of a married couple, relatives and half-brothers brothers and sisters.

Chapter 3. General requirements for the check of candidates for employment and their terms

5. The Human Resources Service, the Compliance Control Service (an internal control structure for combating corruption) and the Secret Regime Department are the units responsible for verifying candidates.

6. Verification is carried out in relation to candidates for all permanent and fixed-term positions, as well as candidates who are accepted under civil law contracts.

7. Check of the candidate is carried out within a period of up to 10 (ten) working days.

8. If it is impossible to verify a candidate within the specified timeframe for objective reasons, the verification period may be extended for up to 10 (ten) additional working days.

Chapter 4. Procedure for obtaining documents and data for verification

9. To verify the candidate, the Plant is assigned to the HR Service of the Executive Office (hereinafter referred to as the Contractor), the candidate submits the following package of documents:

copies of documents required for employment in accordance with Article 80 of the Labor Code of the Republic of Uzbekistan;

a copy of the declaration filled out and signed by the candidate in accordance with the form in accordance with the internal regulatory document on the management of conflicts of interest in the divisions and structures of the executive office of the Company.

10. If there are blank items at the time of receipt of the certificate, the Contractor may request from the candidate the missing information.

11. The contractor has the right to ask the candidate for clarifications and additions on the submitted documents.

12. If the candidate refuses to provide the requested documents or information, the verification of the candidate can be carried out on the basis of information that is in

the public domain and data at the disposal of the Contractor, also by sending an official request. At the same time, the Contractor makes a corresponding note in the conclusion on the results of the audit.

13. The candidate's refusal to submit documents not provided for in Article 80 of the Labor Code of the Republic of Uzbekistan cannot be a basis for refusing to employ him.

Chapter 5. Data Sources for Verification of Employable Candidates

14. Verification of a candidate applying for employment is carried out by analyzing the data received from the candidate, also from open sources (candidate's social media account) or by sending official requests (previous place of work, educational institution where he studied, a meeting of citizens of the microdistrict on place of residence, etc.).

15. Collecting data about the candidate applying for a job, forming a general and objective opinion about the employed candidate, noted in the certificate of the candidate, assessing the reliability of the documents and data of the candidate in his personal profile on the website <https://vacancy.argos.uz/vacancies/vacancy-list>, as well as the analysis of the absence of signs of concealment or falsification of data about oneself, is carried out using all open sources of information.

16. Sources of information for verification of an employed candidate must comply with the requirements of legality and objectivity. The contractor has the right to send an official request for verification of the submitted data to state bodies and organizations, previous places of work and study of the candidate, etc.

17. The contractor must check the candidate's previous conviction, involvement in cases related to fraud, corruption and violence by sending a request to law enforcement agencies.

Chapter 6. Directions for the check of candidates for employment

18. Verification of candidates is carried out in the following main areas:

- lack of information about the fact that the candidate has facts of his disciplinary, administrative or criminal liability in connection with the situation of an unfinished conviction or violations of an economic, including corruption nature;

- the absence of prohibition for holding leadership positions imposed by the judiciary – for a candidate for a leadership position;

- lack of information about the candidate or his close relatives regarding their corrupt, fraudulent or other illegal activities;

- no negative references from previous jobs;

- absence of signs of a conflict of interest in the candidate;

- the absence of other risk indicators in relation to the candidate (discrepancy between the lifestyle demonstrated in social networks and the media, official salaries and incomes, etc.).

19. Conducting a mandatory audit in these areas is mandatory. At the same time, if necessary, the list of areas of verification can be expanded in each specific case.

Chapter 7. Results of the check of candidates for employment

20. Based on the results of the candidate's examination, a report is drawn up on the verification of the candidate by the executor (in accordance with the form in Appendix 1 to these instructions), which is stored in the Human Resources Service. Data relating to the verification carried out and its results are entered in the Register of verification of candidates applying for work (Appendix 2 to this instruction).

21. Services (subdivisions) for work with the personnel of the divisions of the executive office) of the structural divisions of the Company are responsible for collecting data included in the Register of verification of candidates at the Plant and regular updating (the most important / up-to-date storage) of this register.

22. Answers to the questions in points 3.1, 3.2, 3.3 or 3.4 of the section of the report on the results of the examination in the presence of one or more risk indicators (answers "yes"), a negative conclusion is made on the results of the candidate's examination for employment.

23. If there is a positive answer (answers "yes") to at least one of the questions in paragraphs 3.5 or 3.6 in section 3 of the Report, the Contractor conducting the verification of risk indicators will assess the situation for the presence or absence of corruption risks.

24. If there are corruption risks, the person conducting the inspection proposes measures to reduce them, or gives a negative opinion based on the results of the candidate's inspection if it is impossible to reduce the level of such risks.

25. If a candidate is hired for whom corruption risks have been identified and measures have been proposed to reduce them, the head of the employee is personally responsible for monitoring the timely and effective implementation of the proposed measures.

Chapter 8. Verification documentation and retention periods of documents

26. The results of the check of the employed candidate (report on the results of the exam and other documents) are confidential, and it is prohibited to disclose information about the candidate applying for a job to the employees of the Company and other third parties not participating in the selection and verification process.

27. The register of check of employed candidates can only be used by Contractors (Appendix 1 to the Instructions).

28. In order to fulfill their duties, other employees who need to use such information must submit an official application to the head of the Compliance Control Service with a cover letter and obtain his written consent.

29. In the event of a candidate being hired, the original verification report must be kept in the employee's personal folder for the period and in the manner established by the legislation of the Republic of Uzbekistan.

30. A copy of the check report, as well as documents and information confirming the data contained in the report (for example, screenshots, extracts, requests sent to authorized institutions and responses received from them, etc.) must be stored in the Work Service with the personnel of the Executive Office of the Company for at least 10 (ten) years.

31. The results of the check of candidates who could not get a job in the subdivisions of the executive office and structural subdivisions of the Company are stored for five years in the Service for Work with Employees of the Executive office.

32. In the event that a candidate applies for work in the divisions of the executive office and structural divisions of the Company within 2 (two) years after the last verification (except for verification of a conflict of interest), a second verification is not required. In the event that more than two years have passed since the last review, the current candidate must be re-considered in the general manner.

Chapter 9. Final provisions

33. In the event of changes and additions to the legislation of the Republic of Uzbekistan or if there is a need to improve the process of verification of candidates, this Instruction should be reviewed and amended.

34. Employees found guilty of violating the provisions of this instruction may be subject to disciplinary and other liability in the manner and on the grounds established by the legislation of the Republic of Uzbekistan and the internal regulations of the Company.