

**Financial Settlement
Center of Renewable
Energy Sources**

Annex 2 to the Solution of Supervisory
board of «FSC of RES» LLP
May 31, 2023, (protocol №3)

APPROVED
by the Solution of Supervisory
board of «FSC of RES» LLP
May 31, 2023, (protocol №3)

**Regulation
on Anti-corruption Compliance Service
(compliance officer) of «FSC of RES» LLP**

Astana, 2023

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2 nd revision	Sheet 2 of 12

Chapter 1. General provisions

1. This Regulation has been developed in accordance with paragraph 3 of Article 16 of the Law of the Republic of Kazakhstan «On Combating Corruption» (hereinafter - Law), A standard regulation on anti-corruption compliance services in the subjects of the quasi-public sector, approved by the Order of Chairman of the Anti-Corruption Agency (Anti-corruption Service) of the Republic of Kazakhstan №112 March 31,2023, subparagraph 13) of paragraph 7 of Article 8 of the Charter of the Financial Settlement Center of Renewable Energy LLP (hereinafter referred to as the Partnership) approved by Order of the Minister of Energy № 201 of June 07, 2022, and determines the competence, organization and procedure of the Partnership's anticorruption compliance service (hereinafter referred to as the Service).

2. This Regulation will be placed on the official web-resource of the Partnership and communicated to all its employees.

3. The definitions contained in this Regulation are used to mean the following:

1) anti-corruption compliance – the function of ensuring compliance by the Partnership and its employees with the anti-corruption legislation of the Republic of Kazakhstan assigned to the Service;

2) internal analysis of corruption risks – identification and study of the causes and conditions that contribute to the Commission of corruption offenses;

3) conflict of interest – a contradiction between the personal interests of persons holding a responsible public position, persons authorized to perform public functions, persons equated to them, officials and their official powers, in which the personal interests of these persons may lead to non-performance and/or improper performance of their official duties;

4) a corruption offence – an unlawful guilty act (action or omission) with signs of corruption, for which administrative or criminal liability is established by law;

5) corruption risk – the possibility of occurrence of causes and conditions that contribute to the commission of corruption offences;

6) prevention of corruption – the activities of anti-corruption subjects to study, identify, limit and eliminate the causes and conditions that contribute to the commission of corruption offences by developing and implementing a system of preventive measures;

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2nd revision	Sheet 3 of 12

7) authorized body for combating corruption - a state body that carries out the formation and implementation of the anti-corruption policy of the Republic of Kazakhstan and coordination in the field of combating corruption, as well as the prevention, detection, suppression, disclosure and investigation of corruption offences, and its territorial divisions.

4. The Partnership defines a structural subdivision or responsible individual performing the functions of the Service, the main task of which is to ensure compliance by the Partnership and its employees with the legislation of the Republic of Kazakhstan on combating corruption.

At the same time, the responsible individual performing the functions of the anti-corruption compliance service is defined by a potential conflict of interest.

5. The structural subdivision or responsible individual performing the functions of the Service shall be determined by the decision of the Supervisory Board of the Partnership when it approves the organizational structure of the Partnership.

6. The Service is independent in the adoption and implementation of measures to ensure compliance in the Partnership with the requirements of anti-corruption legislation of the Republic of Kazakhstan, anti-corruption policy, as well as in monitoring the implementation of anti-corruption measures, including the assessment of corruption risks.

7. Methodological support to the Service is provided by the authorized anti-corruption body and its territorial divisions.

8. The functions of the Service can not be combined with those of other structural divisions of the Partnership.

9. When performing its powers, the Service shall be guided by:

1) regulatory legal acts of the Republic of Kazakhstan;
2) international standards and conventions in the field of combating corruption ratified in the Republic of Kazakhstan;

3) international, interstate and national standards, rules, directives and norms establishing requirements in the field of energy and renewable energy sources;

4) the Charter and internal regulatory documents of the Partnership, including this Regulation.

10. In the event that the Law and anti-corruption standards establish requirements and approaches to the organization of anti-corruption compliance which are not provided for by this Regulation, the mentioned requirements and approaches shall be approved by the Supervisory Board of the Partnership.

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2 nd revision	Sheet 4 of 12

Chapter 2. Aims, objectives, principles, functions, rights and duties of the Service

11. The main objective of the Service is to ensure that the Partnership and its employees comply with the Law, anti-corruption policy, and to monitor the implementation of measures to counteract and prevent corruption.

12. The aims of the Service are:

- 1) ensuring the introduction of tools for preventing and preventing corruption offenses by the Partnership and its employees;
- 2) effective implementation of the system of anti-corruption measures in the Partnership;
- 3) ensuring the internal analysis of corruption risks in the Partnership;
- 4) ensuring compliance with external regulatory requirements and best international practices on anti-corruption issues;
- 5) ensuring compliance with the basic principles of combating corruption in accordance with the Law.

13. When implementing and executing anti-corruption compliance functions, the Partnership is guided by the following principles:

- 1) sufficiency of powers and resources allocated to perform the functions of anti-corruption compliance;
- 2) management's interest in the effectiveness of anti-corruption compliance;
- 3) information openness of the Service's activities;
- 4) independence of the Service;
- 5) continuity of implementation of anti-corruption compliance;
- 6) improvement of anti-corruption compliance;
- 7) non stop improvement of skills of specialists performing the functions of anti-corruption compliance.

14. In order to achieve the purpose and fulfill the assigned tasks, the Service performs the following functions:

- 1) provides development of:
anti-corruption policies in the Partnership (anti-corruption policy);
anti-corruption instructions for employees of the Partnership;
policies to identify and resolve conflicts of interest in the Partnership;
anti-corruption standard, in accordance with anti-corruption legislation;

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2nd revision	Sheet 5 of 12

- anti-corruption action plan in the Partnership;
policies of initiative information in the Partnership;
the Code of Business Ethics of the Partnership;
- 2) collects, processes, summarizes, analyzes and evaluates the information concerning the effectiveness of the anti-corruption policy in the Partnership;
- 3) coordinates the internal analysis of corruption risks in the activities of a subject of the quasi-public sector in accordance with the Standard Rules for the Internal Analysis of Corruption Risks, approved by Order of the Chairman of the Agency of the Republic of Kazakhstan for Civil Service Affairs and Anti-Corruption dated October 19, 2016, № 12 «On Approval of the Standard Rules for the Internal Analysis of Corruption Risks» (registered in the Register of State Registration of Regulatory Legal Acts under № 14441);
- 4) participates in the external analysis of corruption risks in the activities of the Partnership, carried out by joint decision of the first heads of the authorized anti-corruption body and the Partnership;
- 5) monitors the identified corruption risks in the Partnership and the measures taken to mitigate and eliminate them;
- 6) carries out explanatory measures on the issues of combating corruption and the formation of an anti-corruption culture in the Partnership;
- 7) organizes anti-corruption training seminars for employees of the Partnership;
- 8) ensures control over compliance of employees of the Partnership with anti-corruption policy and corporate ethics and behavior;
- 9) promotes the formation of a culture of relationships that meets generally accepted moral and ethical standards in the Partnership's team;
- 10) ensures compliance by persons equated to the persons authorized for performance of the state functions, with financial control measures and anti-corruption restrictions established by the Law within the competence of the Service;
- 11) develops and monitors the implementation by the structural units of the Partnership of an action plan on anti-corruption issues in the Partnership;

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2nd revision	Sheet 6 of 12

12) takes measures to identify, monitor and resolve conflicts of interest, including in matters of employment, procurement and business processes of the Partnership;

13) takes measures to resolve the issues of giving and receiving gifts in the Partnership;

14) carries out a comprehensive due diligence of counterparties;

15) carries out official inspections on the basis of appeals (complaints) on the facts of corruption in the Partnership and/or participates in them;

16) monitors and analyzes changes in anti-corruption legislation, judicial practice in cases related to corruption in the Partnership;

17) assess the effectiveness of the implementation of anti-corruption measures by structural units and employees of the Partnership;

18) hear information from structural units and employees of the Partnership on anti-corruption issues;

19) make recommendations to the Head of the Partnership to eliminate the identified corruption risks, improve the efficiency of the internal processes of the organization of the Partnership's activities;

20) performs functions related to compliance issues;

21) interacts with the authorized anti-corruption body and state bodies, entities of the quasi-public sector, public associations, as well as other individuals and legal entities.

15. By the decision of the Supervisory Board of the Partnership, the head of the Service (or a compliance officer if one employee is provided for in the Service) is appointed and his term of office, the amount of his official salary and the terms of remuneration are defined.

16. The Head of the Service (or compliance officer if the Service has one employee only) shall ensure that the tasks assigned to the Service are fulfilled.

17. By the decision of the Head of the Partnership, on the proposal of the Head of the Service, the structure, staffing (number of employees), term of office, procedure of work and other conditions of remuneration of employees of the Service are determined and their appointment is carried out.

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2nd revision	Sheet 7 of 12

18. The functional duties, rights and liability of the head and employees of the Service (or the compliance officer if only one person is employed in the Service) are determined by job descriptions or documents defining the employee's official rights and obligations, developed on the basis of these Regulation and approved by the head of the Partnership.

19. The Head of the Service shall submit to the Supervisory Board of the Partnership a proposal on the structure and staffing of the Service.

20. Documents and requests sent on behalf of the Service on issues within the competence of the Service shall be signed by the head of the Service (or a compliance officer if the Service has one employee only).

21. The Head and employees of the Service (or the compliance officer if only one person is employed in the Service) should constantly improve their professional qualifications by participating in training activities conducted by authorized bodies and professional organizations in the field of compliance.

22. Service as part of its activities:

1) requests and receives information and materials from the structural divisions of the Partnership, including those constituting commercial and official secrets;

2) initiates the submission of issues related to the competence of the Service for consideration by the Supervisory Board of the Partnership;

3) carries out official checks on incoming reports of possible corruption offenses or violations of the legislation of the Republic of Kazakhstan on combating corruption;

4) requires managers and other employees of the Partnership to provide written explanations as part of internal audits;

5) develop proposals to improve the anti-corruption legislation of the Republic of Kazakhstan and send them to the authorized anti-corruption body;

6) participates in the development of draft internal documents within its competence;

7) creates information channels for informing the employees of the Partnership about the facts of the presence or potential possibility of violation of anti-corruption legislation in the Partnership, or making proposals by them to improve the effectiveness of anti-corruption measures in the Partnership.

23. In carrying out its activities, the Service:

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2nd revision	Sheet 8 of 12

1) complies with the confidentiality of information about the Partnership and its affiliates, insider information that has become known during the period of performance of anti-corruption compliance functions, if it does not contain data on an impending and (or) committed corruption offense;

2) ensures confidentiality of persons who have applied for alleged or actual facts of corruption, violations of the corporate code of ethics and other internal documents on anti-corruption issues in the Partnership;

3) timely informs the Supervisory Board of the Partnership about any situations related to the presence or potential violation of anti-corruption legislation;

4) informs the authorized anti-corruption body about known cases of preparing, committed or committed corruption offenses;

5) does not interfere with the established operating mode of the Partnership;

6) complies with official and professional ethics.

24. Head and employees of the Service (or compliance officer if the Service has one employee) shall not:

1) participate in inspections of the processes in which they participated during the previous three years;

2) engage in activities that could prejudice the impartiality of the audit or be perceived as causing such damage;

3) use confidential information for personal interests;

4) violate the norms of business ethics;

5) accept gifts and use services that may result in damage to the independence, objectivity and impartiality of the Service or that may be perceived as causing such damage;

6) take part in inspections, internal investigations and other activities that may lead to a conflict of interest.

25. The management of the Partnership shall:

1) contribute to the creation of an effective environment for the implementation of the Service's activities, assist in the fulfillment of its goal, tasks, functions and responsibilities, in the implementation of rights;

2) provide administrative (organizational and technical) support for the Service's activities, including providing opportunities, assets and resources necessary for its activities, including information systems and applications (access to the necessary databases) and other goods, works, services;

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2nd revision	Sheet 9 of 12

3) provide the head and employees of the Service (or the compliance officer if the Service provides for one employee) with the possibility of training and certification on the activities of the Service, social and communication skills.

26. The interaction of the Service with the structural units of the Partnership is based on mutual courtesy and correctness in the work.

27. Employees of structural subdivisions of the Partnership assist the Service by:

- 1) provision of documents and information necessary for the implementation of the tasks and functions of the Service, taking into account the features established by paragraph 1) of paragraph 13 of this Regulation;
- 2) objective discussion regarding identified risks and violations;
- 3) work together on new issues and problems.

Chapter 3. Accountability of the Service

28. The Service sends quarterly information on anti-corruption measures taken in the Partnership to the authorized anti-corruption body.

At the request of the authorized anti-corruption body, additional information on the anti-corruption measures taken is sent to the Partnership.

30. The Service periodically reports to the Supervisory Board of the Partnership.

In the event of possible corruption offenses by the head of the Partnership, the Service shall apply to the authorized state bodies in accordance with paragraph 1 of Article 24 of the Law.

Chapter 4. Final provisions

31. Issues not regulated by this Regulation are regulated by the legislation of the Republic of Kazakhstan and the internal regulatory documents of the Partnership.

32. If, as a result of a change in the legislation of the Republic of Kazakhstan, the Charter of the Partnership, certain clauses of this Regulation conflict with them, this Regulation shall apply in part not contradicting them.

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2nd revision	Sheet 10 of 12

33. Before making appropriate amendments to this Regulation, it is necessary to be guided by the legislation of the Republic of Kazakhstan and the Charter of the Partnership.

Financial Settlement Center of Renewable Energy Sources	Regulation on Anti-corruption Compliance Service of «FSC of RES» LLP	
	2nd revision	Sheet 11 of 12

Approval list

Position	Full name	Date	Signature
General director	Nalibayeva G.K.		
Compliance-officer of anti-corruption compliance service	Mukusheva M.Sh.		

