Anti-corruption policy

Kazaeronavigatsia RSE

**1.General Regulations**

1. The policy of the RSE "Kazaeronavigatsia" (hereinafter referred to as the Enterprise) in the area of anti-corruption work (hereinafter referred to as the Anti-Corruption Policy) sets out the main principles governing the anti-corruption at the Enterprise, as well as managerial base for preventing and combating corruption, minimizing and (or) eliminating the corruption offenses. Specified regulations of the anti-corruption policy are aimed at preventing possible facts of corruption, providing an atmosphere of tough anti-corruption at the Enterprise.

2. Anti-corruption policy is aimed at creating an effective anti-corruption system.

3. Anti-corruption work is activity of the Enterprise's officials within their authority limits:

1) efforts to prevent corruption, including an identification and subsequent elimination of the corruption causes (corruption prevention);

2) to identify, prevent, suppress and disclose corruption offenses (anti-corruption).

4. Regulations of the Anti-Corruption Policy apply to all employees of the Enterprise.

2.The purpose and objectives of the Anti-Corruption Policy

5. Creating a legal culture of the Enterprise's employees is the main goal of the Anti-Corruption Policy that rejects corruption and ensures the principles of honesty and incorruptibility in the performance of their official duties.

6. Objectives of the Anti-Corruption Policy are:

1) to eliminate the causes and conditions that generate corruption;

2) to prevent corruption offenses;

3) strict compliance with legal acts of the Republic of Kazakhstan and internal regulations governing the Enterprise's activities by employees.

3. Measures to prevent corruption

7. Preventive measures on corruption are carried out by applying the following principles:

1) intolerance to corrupt behavior among the employees of the Enterprise, through:

- employees' awareness of legislative and other acts of the Republic of Kazakhstan in the area of anti-corruption work;

- informing the employees about the revealed facts of corruption at the Enterprise and other state bodies and organizations of the quasi-public sector;

- awareness-raising conversations with the employees of the Enterprise.

2) competency requirements for officials and employees of the Enterprise, including candidates for a vacant position;

3) introduction in personnel practice of regulations governing the long-term and efficient performance by an official of his official duties; it must be taken into account when he is appointed to a higher position or when he is awarded;

4) giving to employees of the Enterprise, as well as third parties, the right to report facts or suspicions about committing fraud, abuse and other illegal actions that do not contradict the legislation of the Republic of Kazakhstan.

4. The main directions of the anti-corruption

8. The main directions of the anti-corruption are:

- an unified policy of the Enterprise in the field of combating corruption;

- collective arrangement of the Enterprise on anti-corruption issues with government bodies, external organizations, as well as with citizens and civil society institutions.

- adoption of administrative and other measures, aimed at attracting employees of the Enterprise in combating the corruption, keeping in their minds a negative attitude towards corrupt behavior.

- ensuring honesty, openness, fair competition and objectivity in the provision of services.

9. In case of any suspicious facts, involving another employee of the Enterprise or a third party in committing the corruption offense and / or having information related to suspicions facts, employees are obliged to immediately notify the Enterprise's leadership.

10. Applications of such actions will be investigated and brought to their logical conclusion, including accountability and notifying the authorized state bodies.

5. Prevention and Conflict of Interests

11. Employees of the Enterprise are obliged to:

1) take actions to prevent any possibility of a conflict of interest;

2) to notify his immediate supervisor of a conflict of interest that has arisen or about its possibility, as soon as he becomes aware of it.

3) take other actions to prevent and resolve conflicts of interest.

12. Prevention or conflict of interest may consist in changing the official or official position of an employee of the Enterprise who is a party of the conflict of interest, including his removal from the performance of his official duties in accordance with the procedure.

6. Responsibility for corruption offenses

13. Employees of the Enterprise are subject to criminal, administrative and civil liability in accordance with the legislation of the Republic of Kazakhstan for committing corruption offenses.