"APPROVED"
Chairman of the Management Board
of JSC RSE "Toshkent"
"12" September 2023

Regulations

for receiving and processing reports submitted through communication channels for reporting corrupt practices in Joint Stock Company RSE "Toshkent"

Tashkent - 2023

I. General provisions.

1.1. These Regulations for receiving and processing reports submitted through communication channels for reporting corrupt practices (hereinafter referred to as the “Regulations”) in Joint Stock Company RSE “Toshkent” (hereinafter referred to as the “Exchange”) have been developed for the purpose of identifying, suppressing and minimizing the consequences of violations and abuses among the employees of the Exchange (hereinafter referred to as an “Employee”), improving the level of corporate culture, standards of conduct among Employees and their attitude towards one another.

1.2. These Regulations are aimed at encouraging Employees to report in good faith any violations related to the Exchange, whether actual or potential, alleged unlawful acts and suspicious incidents, including facts of improper conduct leading to unethical business practices, in order to enable the Management of the Exchange to take measures to prevent cases of illegal, unethical or unlawful conduct.

II. Purpose and scope of application.

2.1. The Regulations define the basic principles for working with incoming reports on corrupt conduct committed by Employees through the special and separately organized communication channels of the Exchange, taking into account the specific nature of the Exchange’s activities and the set of rules and general principles set out in the internal documents of the Exchange.

2.2. These Regulations apply to all Employees, regardless of their position and functions performed, and compliance with them is the personal responsibility of each Employee of the Exchange.

III. Terms and Definitions.

3.1. For the purposes of these Regulations, the following main terms and definitions shall be used:

hotline - a system that enables the Exchange to centrally receive, classify and systematize applications received by telephone, as well as to monitor their timely and proper consideration;

applicant - any individual and/or legal entity, or Employee, who submits an application for the provision of information and data regarding any violations or information on corrupt conduct at the Exchange through communication channels;

relevant report - a report containing information about actual or alleged corrupt practices and/or a conflict of interest at the Exchange;

conflict of interest - a situation in which the personal interest, whether direct, indirect or potential, of an employee of the central office, territorial or structural units affects or may affect the proper performance of his/her official or employment duties, and in which a contradiction arises or may arise between the employee’s personal interest and the rights and legitimate interests of the organization, capable of causing harm to the rights and legitimate interests, property and/or business reputation of the Exchange, as well as leading to corrupt practices;

corruption - the unlawful use by a person of his/her official or service position for the purpose of obtaining a material or non-material benefit in his/her own interests or in the interests of other persons, as well as the unlawful provision of such benefit;

corruption offence - an act bearing the characteristics of corruption, for which liability is provided by the legislation of the Republic of Uzbekistan;

corrupt practices - the direct or indirect receipt by an Employee, personally or through third parties, of a material benefit for an act or omission in the interests of the bribe-giver, including the receipt of money, securities, other forms of property and property rights, services of a property nature, receipt,

demand, extortion, offer or giving, giving and/or receiving a bribe or mediation therein, collection of facilitation payments (bribery), and the unlawful use of official duties for other illegal purposes;

corruption risk - the risk of corrupt practices being committed by an Employee or third parties on behalf of the Exchange and/or in its interests;

Employee - a person who carries out employment activities on the basis of an employment contract with the Exchange, regardless of the position held, or provides services on the basis of a civil-law contract for the engagement of a specialist;

Management/Executive Body - persons carrying out employment activities in the position of Chairperson of the Management Board, Deputy Chairperson of the Management Board and/or Members of the Management Board of the Exchange on the basis of an employment contract concluded with the Exchange;

internal anti-corruption control system - a preventive system aimed at identifying and eliminating corruption-prone areas in the activities of the management bodies of the Exchange by controlling and ensuring Employees' compliance with anti-corruption regulatory legal and legislative acts of the Republic of Uzbekistan, the Charter and internal documents of the Exchange regulating exchange activities;

employee of the authorized unit (Compliance Manager) - a person responsible and empowered to exercise control, prevention, and to prevent and investigate corruption-risk situations and their consequences;

personal interest - the possibility for an Employee, a close relative or related persons to receive a personal benefit in the course of performance of official duties (personal, social, property, financial, political and other commercial or non-commercial interests) in the form of money, tangible and intangible valuables, other property, benefits, advantages and privileges, which may affect the proper performance of his/her official duties.

3.2. Terms used but not defined in these Regulations shall be used in the meaning in which they are used in other internal documents of the Exchange and the legislation of the Republic of Uzbekistan.

IV. Procedure.

4.1. Basic principles.

4.1.1. The Exchange organizes the operation of communication channels intended for providing information on corrupt activities based on the following principles:

protection of the rights and freedoms of citizens - the Exchange recognizes and protects the rights, freedoms and legitimate interests of individuals and legal entities;

confidential information - information in any form, the receipt, processing, transfer or use of which is restricted in accordance with the legislation of the Republic of Uzbekistan and/or the internal documents of the Exchange. If the applicant discloses his/her report to another Employee or to third parties at his/her own discretion, including as a result of negligence, the Exchange shall not be liable for such disclosure;

legality - the receipt, registration, processing and consideration of reports submitted through the Exchange's communication channels shall be carried out strictly in accordance with the requirements of the legislation of the Republic of Uzbekistan and these Regulations;

examination of received reports - the Exchange guarantees, to the extent possible, full, comprehensive, objective and timely consideration of all received reports, except in cases provided for by the legislation of the Republic of Uzbekistan;

protection against retaliation of the applicant - an Employee who voluntarily reports possible violations through the established communication channels may not be held liable in any way regardless of the content of the report;

responsibility of the applicant - an individual and/or legal entity, in particular an Employee, who voluntarily reports corrupt practices through communication channels shall not be held liable regardless of the content of the report;

mandatory feedback to the applicant - if the report is not anonymous, the results of its consideration shall be communicated by the authorized Employee to the applicant;

mandatory application of management measures - if the fact of corruption is confirmed, the Exchange shall act in accordance with the legislation of the Republic of Uzbekistan to bring the guilty persons to liability.

4.1.2. These Regulations shall not apply to persons who knowingly provide defamatory or false information.

4.2. Main purpose and scope of application

4.2.1. The purpose of these Regulations is:

- to encourage Employees to immediately and in good faith report violations, alleged unlawful acts and suspicious incidents;

- to inform Employees how they can raise concerns regarding violations, alleged unlawful acts and suspicious incidents without fear of retaliation.

4.2.2. The Exchange undertakes to protect Employees who perform these obligations in good faith from harassment.

V. Communication channels for reporting corrupt practices.

5.1. Reports on violations at the Exchange may be submitted through the following communication channels:

- directly to the head of the structural unit of the Exchange or, if such report concerns the actions of the head of the structural unit of the Exchange, directly to the Head of the Executive Body;

- directly to the employee of the authorized unit (Compliance Manager) at the e-mail address compliance@uzse.uz;

- by e-mail to info@uzse.uz;

- by telephone: +998-71 267-18-21; +998-71 267-18-23;

- by post: 107 Mustaqillik Avenue, Tashkent, Uzbekistan, 100170;

- to the telephone numbers of the Employees of the Exchange;

- through other communication channels not specified in these Regulations.

5.3. The Exchange shall publish information on communication channels on its official website, pages and channels on social networks, include such information in electronic letters and training materials periodically sent to Employees, and display it on thematic posters placed in the Exchange building.

VI. Receipt of relevant reports through communication channels

6.1. Responsibility for the consideration of relevant reports received through the communication channels of the Exchange is assigned to the employee of the authorized unit (Compliance Manager).

6.2. Relevant reports received through the following communication channels of the Exchange shall be registered in accordance with the requirements of these Regulations and forwarded to the Head of the Executive Body and/or his/her deputy for decision-making:

- via the Virtual Reception Office of the President of the Republic of Uzbekistan;
- via the official website of the Exchange or by e-mail;
- by telephone numbers of the Exchange (office telephones);
- oral application to the Exchange (in person);
- via law enforcement authorities;
- via state bodies directly carrying out anti-corruption activities, including reports received through the Anti-Corruption Agency of the Republic of Uzbekistan.

6.3. In this case, upon receipt of a relevant report, the employee of the authorized unit (Compliance Manager) shall contact the applicant by e-mail and/or telephone to clarify the necessary information, register the report in the Register and transmit the information to the Head of the Executive Body and/or his/her deputy.

6.4. The Head of the Executive Body shall sign and forward an instruction (resolution) to the employee of the authorized unit (Compliance Manager) for prompt analysis and consideration of the relevant report, indicating the full name of the head of the relevant structural executive unit of the Exchange.

6.5. The employee of the authorized unit (Compliance Manager) shall analyze incoming reports from Monday to Friday from 09:00 to 18:00. If a report is received outside working hours, the report shall be retained for clarification on the next working day.

6.6. If the applicant has additional materials to substantiate his/her report, such as photographs, documents, audio and video recordings, the employee of the authorized unit (Compliance Manager) responsible for receiving the report shall indicate the communication channels (Telegram bot or e-mail) used for their submission and the confidentiality of the information provided. Such information shall be formalized as an attachment to the relevant report.

6.7. The Head of the Executive Body and/or his/her deputy shall send an instruction to the employee of the authorized unit (Compliance Manager) for immediate analysis and consideration of the relevant report.

6.8. Within 1 (one) hour after receiving the relevant report, the employee of the authorized unit (Compliance Manager) shall register it in the register of received reports on corrupt practices at the Exchange (hereinafter referred to as the “Register”) in accordance with the attached form and consider it in accordance with Chapter 7 of these Regulations.

6.9. Based on the results of the consideration of relevant reports, the employee of the authorized unit (Compliance Manager) shall be responsible for preparing and providing the applicant with a letter indicating the results of the review and the management measures applied, in written or electronic form using the contact details provided and the appropriate communication channel.

VII. Receipt and registration of reports on corrupt practices and offences submitted through communication channels.

7.1. All relevant reports received by the Exchange shall be considered by the employee of the authorized unit (Compliance Manager) and/or other structural units of the Exchange on the basis of an instruction of the Head of the Executive Body and/or his/her deputy.

7.2. It is prohibited to involve in the process of considering reports on corrupt practices those Employees whose actions are the subject of the report or who may have a conflict of interest in the course of the consideration.

7.3. Upon receipt of a relevant report, the employee of the authorized unit (Compliance Manager) shall conduct a preliminary investigation and analyze its relevance, i.e. verify whether the information specified in the report relates to a corruption offence or a conflict of interest connected with the Exchange. This shall be carried out within 5 (five) business days from the date of receipt of the relevant report.

7.4. Irrespective of the results of the preliminary review provided for in paragraph 7.3 of these Regulations, information on the review shall be entered into the Register in accordance with Appendix No. 1.

7.5. The employee of the authorized unit (Compliance Manager) shall:

clarify, to the maximum extent possible, the following information from the applicant:

about the organization and/or unit in which he/she works;

a brief description of the conflict of interest or corruption offence, including specific important facts and possible causes;

the period during which the offence was committed or allegedly committed and its regularity, whether a single or repeated occurrence;

full names and positions of the persons allegedly involved;

full names and positions of Employees who may know about the offence and confirm it and/or provide the necessary information;

full name and contact details of the applicant, if desired.

- register the report in the Register of reports on conflicts of interest and corrupt practices in accordance with Appendix 1 to the Regulations within 1 (one) hour after receiving the report or memorandum during the established working hours. If the report is received outside working hours, it shall be retained for subsequent registration by the authorized employee;

- take measures to establish feedback with the applicant by e-mail correspondence or by telephone, if contact details are available, within 1 (one) hour;

- prepare and send a report or memorandum addressed to the employee of the authorized unit (Compliance Manager) within 1 (one) day.

The report or memorandum shall contain the following information:

name of the applicant’s organization and/or unit;

communication channel through which the report was received;

full name and contact details of the applicant, if available;

description of the report;

additional information, if any, including specific important facts, possible causes, period of commission or alleged commission of the offence, full names and positions of the persons allegedly involved, etc.

7.6. If the employee of the authorized unit (Compliance Manager) concludes that the report is irrelevant, such report shall be forwarded to the structural unit of the Exchange within one business day on the basis of a notification.

7.7. If the report contains information on corrupt practices or a conflict of interest and there are sufficient grounds for conducting an internal review, the employee of the authorized unit (Compliance Manager) shall initiate an internal review in the manner established by the internal document of the Exchange.

7.8. Relevant reports shall be considered within one month from the date of their receipt by the Exchange. Where it is necessary to conduct a review, request additional materials or take other measures, the period for their consideration may, by way of exception, be extended for one month by the Head of the Executive Body and/or his/her deputy, of which the applicant shall be notified, except in the case of anonymous applications.

7.9. The response to the application shall be prepared by the employee of the authorized unit (Compliance Manager) and formalized by the signature of the Head of the Executive Body and/or his/her deputy.

7.10. Based on the results of the consideration of the relevant reports, a response letter shall be prepared indicating the results of the review and the measures applied, and shall be sent to the applicant in the established manner. A response to a relevant report received through social network channels and pages and a Telegram bot shall be sent to the applicant electronically through social network channels and pages or the Telegram bot.

VIII. Accountability.

8.1. The Register of reports (registration journal) may be used by the employee of the authorized unit (Compliance Manager) and other Employees involved in the consideration of reports, only in relation to such reports, as well as by the Head of the Executive Body and/or his/her deputy and the Supervisory Board.

8.2. Based on the data in the Register, the employee of the authorized unit (Compliance Manager) shall submit a quarterly report to the Head of the Executive Body and/or his/her deputy on received reports of corrupt practices/violations, if any.

8.3. Reporting on received reports on corruption issues shall include the following information:

- channels for transmitting information;
- number of relevant reports received and number of relevant reports reviewed;
- number of relevant reports for which the consideration deadlines were violated;
- content of the reports;
- number of confirmed facts;
- management measures taken, etc.

and shall indicate the following:

number of relevant reports on confirmed cases of corruption and conflicts of interest;

average processing time for relevant reports;

communication channels most frequently used by applicants and other statistical information.

IX. Final provisions.

9.1. For non-compliance with the requirements of these Regulations, the Management of the Executive Body and Employees shall bear disciplinary and other liability in accordance with the legislation of the Republic of Uzbekistan and the internal documents of the Exchange.

9.2. These Regulations shall be subject to review in the event of amendments to the legislation of the Republic of Uzbekistan in the field of appeals and anti-corruption.

Appendix № 1

Register of reports on conflicts of interest, corrupt practices and offences

№	Date of receipt of the report	Report category (corrupt practice, conflict of interest)	Date and number registered in the appeals handling system	Communication channel through which the report was sent	Applicant details (individual or legal entity, feedback contact details)	Brief content of the report	Relevant structure concerned by the report	Results of consideration: satisfied / explained / not considered	Date and number of the response letter to the applicant	Executor	Head of the structure that considered the appeal	Note

(1) If the report was rejected as irrelevant, it is necessary to indicate: "rejected". If an internal review has been assigned, the number and date of the order must be indicated. If the results have been sent to the relevant unit, the name of the unit must be indicated.