

**APPROVED**

by the Order of the Acting General Director of the  
LLP «Synergized Gas Technology Kazakhstan»

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**REGULATIONS**  
**on moral behavior of employees of the**  
**LLP «Synergized Gas Technology Kazakhstan»**

**1. General provisions**

1.1. These regulations on moral behavior of the partnership's employees (hereinafter - Regulations) shall be a system of moral and ethical norms, obligations and requirements of the conscientious behavior of employees of the partnership (hereinafter - employees).

1.2. The Regulations are intended to contribute to the flawless performance of assigned duties by the employees, promote the increase of legal and moral culture of employees.

**2. Scope and purpose of these Regulations**

2.1. The citizen upon entry into employment to the partnership, shall get acquainted with the present Regulations against signature, and abide by them in the course of work in the partnership.

2.2. Regulations shall determine:

2.2.1. basic moral and ethical principles of behavior to be followed by employees, regardless of their position in the discharge of official duties;

2.2.2. the aim of this Regulations shall be strengthening of official discipline, establishment of rules of professional behavior of employees for decent performance of official duties, exception of abuse of power.

**3. Basic moral and ethical principles of behavior**

Basic moral and ethical principles of behavior of employees shall be the following principles:

of justice;

of serving the public interest;

of professionalism and competence;

of loyalty;

of political neutrality;

of respect for the individual.

**3.1. Principle of justice**

3.1.1. Employee is obliged to observe and defend by his/her actions the laws and other regulatory legal acts of the Republic of Kazakhstan;

3.1.2. Morally unacceptable to violate the laws on the grounds of political, economic feasibility, as well as on any other grounds. The principle of justice of own activities, of own official behavior shall be the moral code of employee.

3.1.3. The moral obligation of the employee commits not only him to strictly observe the laws, but also to actively oppose violations of the laws by colleagues and managers of any rank.

### **3.2. Principle of serving the public interest**

3.2.1. Employee shall not exercise influence and power in the interests of any (one or more) persons, by the interests of other employees.

3.2.2. The conflict between the interests of employees shall be considered in the context of legal rights, social, political and economic expediency, social perceptions of justice, generally accepted moral values.

3.2.3. The interests of the partnership generally shall be the highest criterion and the ultimate purpose of professional employment activity.

3.2.4. Moral, civic and professional duty of employees - to be guided by the interests of the partnership and to defend them in the process of adoption and implementation of practical solutions.

### **3.3. Professionalism and competence.**

3.3.1. Employee is obliged to perform official duties in good faith, in a professional manner, as well as to maintain the level of qualification required for the proper performance of official duties.

3.3.2. The moral duty of employee shall be a pursuance of continuous improvement of professional skills, improvement of qualification and acquiring of new knowledge in order to ensure the operational efficiency of the partnership.

### **3.4. Principle of royalty**

3.4.1. Employee is obliged to observe the principle of loyalty: knowingly, voluntarily comply with the established regulations in the partnership.

3.4.2. The principle of loyalty extends to:

all branches of government of the partnership;

all employees of the partnership.

3.4.3. Employee shall not have to speak to the media, give an interview and in any other way express own opinion which is fundamentally different from the policy of the partnership.

3.4.4. Employee is obliged to have a discussion in the correct form, without undermining the authority of other employees of the partnership.

### **3.5. Principle of respect for the individual**

Employee shall not discriminate any employees by granting benefits and privileges to another employees.

Employee shall not allow discrimination on the grounds of gender identity, race, nationality, religion, age or politics.

It is necessary to avoid demonstrations of religious and political symbols, given the way that it may offend people of other faiths and beliefs.

### **3.6. Compliance with the general ethical principles**

3.6.1. Employee in his/her work shall be guided by ethical standards which are based on the principles of humanism, social justice, human rights.

3.6.2. Honesty and disinterestedness - are the mandatory rules of ethical behavior of employees, the essential conditions of their employment activity.

3.6.3. In the performance of official duties the employee is obliged to adhere to the impeccable standards of personal and professional behavior, to be independent in own findings and decisions, to conscientiously perform own official duties. The basis for employee's conclusions shall be only reliable information.

3.6.4. Moral obligation and professional duty of employee shall be the polite and the benevolence towards the partnership's staff.

3.6.5. Employee shall fully promote a building of positive image of the partnership, and refrain from behavior which may prejudice to its authority.

3.6.6. In the performance of official duties the employee shall observe the rules of business and professional etiquette, as well as adhere to the business style of dress.

### **3.7. Performance of official duties**

3.7.1. Moral obligation and professional duty of employee shall be to ensure the availability of information about the activities of the partnership in the manner and order established by the relevant regulatory legal acts.

3.7.2. Employee shall not shift responsibility on decision of questions which is subject to the general jurisdiction of employee to another employee.

3.7.3. Employee shall use only legitimate and ethical ways of promotion.

### **3.8. Abuse of power**

Employee shall not try to influence on own account any person using his/her official position.

### **3.9. Usage of information**

3.9.1. Employee shall not endeavor to obtain the access to internal information which is not relevant to his/her competence.

3.9.2. Employee shall not also delay any official information that may or should be made public, shall not distribute information which is known to him/her or there is the reason to believe that information is inaccurate or false.

## **4. Ethics of relationships with colleagues and subordinates**

4.1. Employee shall contribute to the establishment of business and friendly relations in the staff. Their constructive cooperation with each other is the basis of the effective activity of the partnership.

4.2. Employee conferred with large powers in comparison with colleagues, shall treat with understanding the colleagues who have their own professional judgment.

4.3. Employee conferred with organizational and administrative powers in relation to other employees, shall be for them a model of professionalism, excellent reputation, be an example of kindness and care for the people, promote the formation in the team of favorable moral and psychological climate for effective work.

## **5. Ethical conflicts**

5.1. Ethical conflict is a situation where there is a contradiction between the norms of professional ethics and the circumstances occurred during the employment activity.

5.2. Ethical uncertainty occurs when an employee is unable to determine the degree of conformity of his/her behavior to basic principles of professional ethics.

5.3. Employee in the course of performance of duties may be in a situation of ethical conflict which is induced by:

5.3.1. the family or personal relationships used to affect his/her official duties;

5.3.2. the illegal pressure from the management;

5.3.3. the requests and demands of other persons aimed at forcing him/her to act contrary to his/her official duties, including those in the form of influence by threats, rumors, extortion, moral and physical pressure.

In all these and other similar situations the employee shall behave consistently and decently, act strictly in accordance with official regulations and ethical principles of these Regulations.

5.4. Employee shall avoid situations that could damage his/her reputation or authority of the partnership.

5.5. If employee was unable to avoid a conflict situation, it is necessary to discuss the problem with the supervisor.

The immediate supervisor shall be notified if the participation of the immediate supervisor does not lead to solution of the problem and the employee decides to address the management of higher level.

5.6. It is necessary for the management of the partnership to take timely measures to prevent and resolve potential ethical conflicts.

## **12. Compliance with these Regulations**

12.1. Necessity for compliance with these Regulations shall be one of the conditions of the agreement with the employees. Employee is obliged to behave in accordance with these Regulations, get acquainted with the changes in them and take the necessary measures to comply with its requirements.

12.2. Compliance with these Regulations shall be the subject of the internal service control.

## **13. Responsibility for violation of the Regulations**

13.1. Violations of these Regulations by employees shall be considered in accordance with established procedure in committee meetings on compliance with the requirements of official behavior of civil employees and settlement of conflict of interest.

13.2. Employee bears moral responsibility before the partnership, staff and the conscience for violation of business ethics standards, as well as bears legal responsibility - according to the current legislation.

13.3. Employee has to understand that obvious and systematic violation of these Regulations is incompatible with further employment activity in the partnership.