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## 1. General Provisions

1. This Anti-Bribery and Corruption Policy in Limited Liability Partnership "Samruk-Kazyna Invest" (hereafter - Policy) has been developed in accordance with the Criminal Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On anticorruption efforts", other legislative acts of the Republic of Kazakhstan in the area of counteraction to acts of corruption, theft of property, as well as the internal regulations governing the activities of the Limited Liability Partnership "Samruk-Kazyna Invest" (hereinafter - the Partnership).

2. Policy of the Partnership in the area of Anti-Bribery and Corruption establishes:

- 1) the basic principles of anti-corruption in the Partnership;
- 2) management and organizational bases for the prevention of corruptive law violations;
- 3) measures on combatting, minimization and (or) liquidation of consequences of acts of corruption;
- 4) measures to ensure the strict compliance by the Employees of the Partnership the legislative acts of the Republic of Kazakhstan, as well as internal documents regulating the activities of the Partnership.

3. Formation of legal culture of the Employees of the Partnership, ensuring the principles of fairness and transparency in the performance of official duties, is the main purpose of this Policy.

## 2. Scope of application

4. The rules of this Policy are extended to officers, employees of the Partnership, as well as to third parties – contracting agents, working in the framework of contractual relations, or on behalf of the parent organization (auditors, agents, consultants, etc.).

## 3. Definitions and abbreviated terms

5. In this Policy the following definitions and abbreviated terms are used:

**1) Anti-Corruption Policy** is activity, aimed at creating of an effective system of anti-corruption;

**2) Officials** are Member of the Supervisory Board of the Partnership, the Chief Executive Officer of the Partnership, Managerial employees of the Partnership;

**3) Sole participant** is Joint Stock Company "National Wealth Fund" Samruk-Kazyna";

**4) Interested Party** is natural persons, legal entities, groups of natural persons or legal entities that affect or can be affected by the activities of the Fund and / or the Partnership, their products or services, and related activities by virtue of the legislation entered into agreements (contracts) or indirectly (not immediately) ; this definition does not apply to all those who may be unfamiliar with the Fund and the Partnership, or to express an opinion about them; the main representatives of the interested parties are the shareholders, employees, customers, suppliers, government agencies, subsidiaries, bondholders, creditors, investors, non-governmental organizations, the population of regions where the activities of the Fund or the Partnership are carried

out;

**5) Acts of corruption** are intentional acts, committed by an official of the Partnership with usage of their official position in order to obtain benefits in the form of property or other benefits;

**6) Corruption** is an acceptance personally or through the intermediaries the property benefits, prescribed by law by Officials of the Partnership with the usage of their official authorities and opportunities, related to them, or any other usage of their authorities to obtain property benefit, as well as bribery of such persons by unlawful provision to them by natural persons and legal entities referred to benefits and advantages;

**7) Fraudulent actions** are intentional acts or act of omissions of natural persons and / or legal entities in order to obtain the profit at the expense of the company and / or cause her physical and / or non-material damage;

**8) Fraud** is theft of another's property or acquisition of another's property by deception or abuse of trust;

**8) Fraud and corruption management** is an activity of Officials, employees of the Partnership within the limits of their authorities:

a) to prevent corruption, that include identifying and eliminating the causes (prevention);

b) the identification, prevention, suppression, detection and investigation of acts of corruption (combatting);

9) **Employee** is natural person who is employed by the Partnership under the terms of the employment contract;

10) **The authorized body** is the government agencies of the Republic of Kazakhstan and foreign countries, carrying out the implementation of policies in the area of combating fraud and corruption, as well as the Sole participant.

11) **Managers** are Deputy Chief Executive Officer, Managing Directors;

12) **Theft** is committed for pecuniary purpose the unlawful uncompensated seizure, and (or) treatment of another's property in favor of the perpetrator or of other persons, causing damage to the owner or other owner of the property.

#### **4. The main principles of Anti-Bribery and Corruption**

6. Fraud and corruption management in the Partnership is based on the following principles:

1) legality;

2) publicity and openness of activities;

3) the complex usage of administrative, organizational, informational, social and economic, legal, special and other measures;

4) assistance to formation legal culture to Employees of the Partnership, that reject fraud and corruption, and ensuring the principles of honesty and integrity during the performance of official duties;

5) the implementation of anti-corruption propaganda;

6) cooperation in the area of anti-corruption activities with the competent authorities, as well as Interested parties of the Partnership

7. The Partnership follows a policy of peremptory intolerance to the commission or concealment of fraudulent and corruption and other illegal actions.

8. Statement on such actions commitment will be investigated and brought to its logical

conclusion, that includes, if it is necessary, the nomination of legal actions, accountability to disciplinary responsibility and announcement of the authorized bodies for initiation of criminal case.

9. During carrying out of investigations, the work experience, the position of audited persons, their relationship with the Partnership is not taken into account.

10. The main activities on fraud and corruption management to counter fraud and corruption are:

- 1) implementation of a uniform policy of the Partnership in the area of combating corruption;
- 2) the taking of administrative and other measures, directed to the involvement of employees of the Partnership to participate more actively in combating with unlawful acts;
- 3) ensuring the good faith, openness, transparency, fair competition and objectivity in the performance of works and provision of services.

## **5. Types of fraudulent and corruptive delinquencies**

11. The following types of fraudulent actions can occur in the Partnership:

1) internal:

a) distortion of financial statement is deliberate acts, committed by one or more persons from among the officials and / or employees by virtue of illegal actions (inactivity) for the extraction of unlawful advantage;

b) unauthorized use of monetary funds/embezzlement/theft of assets of the Partnership is theft and intentional damage of the fixed assets, inventory items;

c) acts of corruption, abuse of authorities and exceeding of official powers is the usage of their official powers and opportunities, related to them for obtaining of property benefit, violation in the implementation of purchases of goods / works / services, including forgery / falsification of documents, special overstating or understating prices for goods, works and services for monetary remuneration, expensive presents or profitable services.

2) external:

a) acts, committed by Interested parties to obtain additional income, including tax evasion and obligatory payments to the budget, as a result of which may be prejudiced the Partnership and / or the state;

b) provision by Interested parties misleading, altered or distorted information in order to deceit or misrepresentation, and making a profit at the expense of the Partnership;

c) actions, aimed at unauthorized penetration of information systems of the Partnership or taking confidential information with the aim of harming the activities and / or negative impact on the reputation of the Partnership;

d) misuse / impropriation / embezzlement of assets of the Partnership;

e) theft and intentional damage of fixed assets, inventory items and inventory of the Partnership.

12. Corruption legal offences are:

- 1) intentional acts committed during giving or receiving a bribe;
- 2) commercial bribery or other illegal use by the Employee of the Partnership his official duties contrary to the legitimate interests of the Partnership and its

- members in order to obtain benefits in the form of money, values, presents and other property or property services;
- 3) obtaining of other property rights for themselves or for third parties, or illegal provision of such benefits to the said person by other natural persons;
  - 4) obtaining of other property benefits and advantages, according to the legislation of the Republic of Kazakhstan on corruption.

## **6. Methods of control of fraud and corruption**

13. In order to prevent or detect the facts of fraudulent and corruption actions the Supervisory Board and / or the Chief Executive Officer of the Partnership carry out the following events:

- 1) initiates the carrying out official investigation / audit / verification of the information received in the Partnership;
- 2) in the case of necessity checks the amortization, utilization, storage of property of the Partnership;
- 3) check that all residues and excess inventory items and inventory, and fixed assets and other property;
- 4) carries out within the legislation the acts in order to prevent, deter, detect and investigate acts of corruption and fraud;
- 5) on a regular basis carries out anti-corruption expertise of internal regulatory documents of the Partnership for the presence of these rules, contributing to fraudulent and corruption acts.

14. Officials and Employees of the Partnership are entitled to inform the authorized body about their suspicions or provide information, received from other parties about possible fraudulent and corruption acts, committed by any Official or Employee, as well as by the interested person who has any relation to the Partnership.

15. Any person who has sufficient grounds to believe that an illegal act has been committed, should not attempt to conduct an investigation by himself, to discuss the information with other persons.

16. The Partnership reserves the right not to carry out the inspection or official investigation according to received anonymous messages of fraud and corruption as well as the information received may be false or fictitious in order to defame someone's name or activity.

17. In order to clarify the circumstances, the Chief Executive Officer of the Partnership independently or together with the structural units of the Partnership may establish a commission, or send the employee (s) of the respective structural units of the Partnership to conduct an official investigation / inspection of fraudulent or corruption acts.

18. Members of the Commission, as part of an official investigation have free and unhindered access to all documents of the Partnership and all objects, regardless of whether they are owned or leased by the Partnership. As well as, Members of Committee have the right within the scope of the investigation to check, pictures, video shooting and copy in whole or in part the documents that are stored in folders, desktops

or other storage places on objects of the Partnership, including confidential nature.

19. Employees of the Partnership who conducted the internal investigation are obliged to respect the confidentiality of the information received and to protect the reputation of all related parties, providing access to information relating to the statements and investigation, only persons who have the legal right to such access.

20. In the event of detection of fraudulent and corruption nature on the part of the officials and Employees of the Partnership on the basis of investigations and audits, the corresponding results are sent by the Partnership to the authorized body in the order, established by the legislation of the Republic of Kazakhstan.

21. The Partnership is entitled to provide the Authorized and the courts bodies available materials, collected in the course of an official investigation / testing, with taking into account the requirements of the legislation of the Republic of Kazakhstan.

22. In all cases where the evidence is sufficient to bring natural persons to disciplinary responsibility, it will be done in compliance with the current legislation of the Republic of Kazakhstan.

23. Employees of the Partnership in the event of evidence of decline by other Employee of the Partnership, as well as by the Interested person to commit the offense of corruption and / or having information about known facts or suspicions of declination Employee Partnership to commit a corruption offense, shall immediately notify the superior Officers or Employees of the Partnership.

## **7. Mutual cooperation**

24. Partnership on the basis of principle of reciprocity, cooperates in the area of Anti-Bribery and Corruption with the competent authorities, organizations, associations and non-governmental organizations in order to:

- 1) identify the persons suspected (accused) in committing fraud and / or corruption acts, as well as the location of other persons involved in such acts;
- 2) identify and transfer back or to the property of the state, obtained from the commitment of corruption acts;
- 3) exchange of information, information on anti-fraud and corruption;
- 4) coordination of activities and the development of joint activities to prevent and combat fraud and corruption.

## **8 Measures, aimed at corruption prevention**

25. Prevention of corruption in the Partnership is carried out through the usage of on a regular basis of the following key measures:

- 1) the formation to the Employees of the Partnership intolerance to corruption behavior by:
  - a) carrying out by the management of the Partnership the explanatory conversations with Employees of supervised structural divisions. The explanatory conversations with the Employees are spent at least one (1) once a month and with obligatory record-keeping of the conversation;
  - b) bringing by the management to the attention of the Employees of the Partnership the facts identified in the Partnership and judicial decisions, if any;
  - c) the conducting of the annual training seminar for the Employees of the

Partnership to explain the rules of anti-corruption legislation of the Republic of Kazakhstan;

d) implementation in practice of staff management rules, according to which long-term and effective performance by the Officer of his official duties should necessarily be taken into account when assigning it to a higher position or at its promotion;

2)provision to Employees of the Partnership, as well as to third parties the right to inform the known facts or suspicions of corruption offenses, abuse and other illegal activities by any means not contradicting the legislation of the Republic of Kazakhstan methods.

## **9. Responsibility**

26. Supervision over the implementation of the requirements specified in this Policy bears the Chief Executive Officer of the Partnership.

27. Officers of the Partnership for committing of corruptive acts bear criminal, administrative and disciplinary responsibility in accordance with the current legislation of the Republic of Kazakhstan.

28. All heads of structural divisions of the Partnership within the limits of its competences bear the responsibility for the organization and coordination of activity on implementation of this Policy provisions, including Officers of the Partnership, as well as Heads/Representatives of Interested Parties.

29. The legal department of the Partnership is responsible for support the Policy in current status.

## **10. Final Provisions**

29. This Policy is approved by the decision of the Supervisory Board of the Partnership.

30. Amendments to the policy are made based on the decision of the Supervisory Board of the Partnership.

Updating of Policy is made in the following cases:

- alterations of applicable legislation;
- alterations of the organizational structure, competences of management authority and authorities of the Head of the Partnership;
- disclosure of the lack of effectiveness of this Policy;
- compliance with other internal documents of the Partnership;
- in other cases, in order to improve the system of regulatory support of the activity of the Partnership.

31. The initiators of the amendments to the Policy are the Supervisory Board of the Partnership, Chief Executive Officer, as well as other structural units of the Partnership in coordination with the Chief Executive Officer.

32. Officials and employees of the Partnership undertake an obligation to study carefully, to understand, and strictly follow the requirements, setting in this Policy. After getting acquainted with the provisions of this Policy, Officers and Employees of the Partnership must fill out the appropriate form "Confirmation", which will be kept in the personal file of Officials and Employees of the Partnership (Exhibit No. 1).



Exhibit No. 1  
to Anti-Bribery and Corruption  
Policy in Limited Liability  
Partnership  
“Samruk-Kazyna Invest”

*Use this form to confirm that you have studied carefully, understood and you are obliged to follow with good faith the principles of business ethics and rules of conduct established by the Anti-Bribery and Corruption Policy in Limited Liability Partnership “Samruk-Kazyna Invest”*

*The filled out and signed form of confirmation from the date of execution of labor and / or office duties in the Partnership is kept in the personal file of each Employee of the Partnership.*

### **CONFIRMATION**

*Please, tick the appropriate cells*

- I confirm that I have studied and I have understood the Anti-Bribery and Corruption Policy in Limited Liability Partnership “Samruk-Kazyna Invest”.
- I am obliged to follow strictly the requirements, established by Anti-Bribery and Corruption Policy in Limited Liability Partnership “Samruk-Kazyna Invest”.
- I agree once a year during the period of performance of labor and / or official duties in the Partnership to confirm that I have studied, I have understood and I am obliged to follow the requirements, established by Anti-Bribery and Corruption Policy in Limited Liability Partnership “Samruk-Kazyna Invest”
- I am informed that in the case of the violation by me Anti-Bribery and Corruption Policy in Limited Liability Partnership “Samruk-Kazyna Invest” I can be brought to disciplinary, administrative and criminal liability, which include dismissal, in the manner, established by legislative acts of the Republic of Kazakhstan.

*Please sign here*

**Name, surname, middle name**

**Signature**

**Date**