**MINISTRY OF HEALTH OF THE REPUBLIC OF KAZAKHSTAN**

**RSE on REM**

**"RESEARCH INSTITUTE FOR BIOLOGICAL SAFETY PROBLEMS"**

APPROVED BY

Acting Director General of

"Research Institute for
Biological Safety Problems”

\_\_\_\_\_\_\_\_\_\_\_\_\_ A. Kerimbayev

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***Q U A L I T Y M A N A G E M E N T S Y S T E M***

**INSTRUCTION ON COMBATING CORRUPTION FOR EMPLOYEES**

**OF THE REPUBLICAN STATE ENTERPRISE ON THE RIGHT OF ECONOMIC MANAGEMENT "RESEARCH INSTITUTE OF BIOLOGICAL SAFETY PROBLEMS"**

**OF THE MINISTRY OF HEALTH OF THE REPUBLIC OF KAZAKHSTAN**

**RI-QMS-RIBSP-71-2023**

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|  | Developed by: compliance officer Kalizharova D.Ye. |
|  | Verification period | – | 2025 |

**Gvardeyskiy**

**Zhambyl region, 2023**

**1 GENERAL PROVISIONS**

1.1. Anti-Corruption Instruction (hereinafter referred to as the Instruction) is an internal document of the Republican State Enterprise on the right of economic management "Research Institute for Biological Safety Problems" of the Ministry of Health of the Republic of Kazakhstan (hereinafter referred to as the Enterprise), which was developed in accordance with the Law of the Republic of Kazakhstan "On Combating Corruption" (hereinafter referred to as the Law) and other regulatory legal acts of the Republic of Kazakhstan.

1.2. The instruction defines the algorithm of actions of employees in the event of a corruption situation.

1.3. The recommendations given in the Instructions are not exhaustive or limiting in a particular case.

1.4. The requirements of this Instruction apply to all employees of the Enterprise.

1.5. The instruction is to be posted on the Enterprise's website.

1.6. Terms and definitions used in these Instructions:

1) **conflict of interest** - a contradiction between the personal interests of persons holding a responsible public position, persons authorized to perform state 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;

2) **corruption** - illegal use by persons holding a responsible public position, persons authorized to perform state functions, persons equated to persons authorized to perform state functions, officials of their official (official) powers and related opportunities in order to obtain or extract personally or through intermediaries property (non-property) benefits and advantages for themselves or third parties persons, as well as bribery of these persons by providing benefits and advantages;

3) **anti-corruption policy -** legal, administrative and organizational measures aimed at reducing corruption risks, increasing public confidence in the activities of state bodies, and other measures in accordance with this Law;

4) **anti-corruption** restrictions - restrictions established by this Law and aimed at preventing corruption offenses;

5**) corruption offense** - an unlawful offence (action or inaction) that has signs of corruption, for which administrative or criminal liability is established by law;

6)  **corruption risk** - the possibility of occurrence of causes and conditions conducive to the commission of corruption offenses;

7) **prevention of corruption - the**  activities of anti-corruption entities to study, identify, limit and eliminate the causes and conditions conducive to the commission of corruption offenses, through the development and implementation of a system of preventive measures;

8**) compliance service (compliance officer) - a structural unit (responsible person)**  of the Enterprise performing the functions of anti-corruption compliance services, the main task of which is to ensure compliance by the relevant organization and its employees with the legislation of the Republic of Kazakhstan on combating corruption.

**2 MAIN CORRUPTION RISKS**

Corruption risk is the possibility of the occurrence of causes and conditions conducive to the commission of corruption offenses

2.1. The subject of the Enterprise's activity is activities in the field of scientific research. In the course of work, employees of the Enterprise may encounter obvious corrupt actions on the part of both individuals and legal entities. (An example would be the following: individuals and (or) legal entities may ask for acts, protocols of scientific research for certain fees, such as: money, including currency, bank checks and securities, products made of precious metals and stones, cars, food, video equipment, household appliances and other goods, apartments, cottages, country houses, garages, land and other real estate; • services and benefits - treatment, repair and construction work, sanatorium and tourist vouchers, trips abroad and other expenses; • disguised (veiled) form of bribe - payment for goods purchased at a reduced price, purchase of goods at an inflated price, conclusion of fictitious employment contracts with payment of salaries to the bribe-taker, his relatives, friends, overstatement of fees for lectures, articles, and books, etc.)

2.2. In accordance with the legislation of the Republic of Kazakhstan, liability is provided for both the recipient of the bribe and the bribe-giver.

2.3. In addition to the main activity of the Enterprise, there may also be corruption risks in the field of personnel management (labor legislation), financial and economic activities, and in the field of public procurement.

 2.4. In accordance with Article 26 of the Law, transactions, contracts committed as a result of corruption offenses are recognized by the court as invalid in accordance with the procedure established by the law of the Republic of Kazakhstan, at the suit of authorized state bodies, interested parties or the prosecutor.

2.5. The adoption of acts and the commission of actions as a result of corruption offenses are the grounds for their cancellation (invalidation) by persons authorized to cancel (terminate) the relevant acts, or in court at the suit of interested parties or the prosecutor.

2.6. All employees of the Enterprise, in order to avoid provocations to receive bribes, first of all, relying on their moral and volitional qualities, are obliged to know and comply with their functional duties provided for by job descriptions, to comply with the requirements of the Corporate Code of Ethics and Conduct of the Enterprise's employees.

 2.7. Managers structural subdivisions of the Enterprise on On an ongoing basis, in compliance with the established requirements of the Corporate Code of Ethics and Conduct of Employees, they are obliged to monitor subordinates, provide all possible assistance to young employees and newly hired personnel, and warn subordinates against illegal actions.

2.8. The management of the Enterprise is obliged to take measures on the received message about a corruption offense, in accordance with the laws of the Republic of Kazakhstan.

**3 SECURITY MEASURES AGAINST PROVOCATION, BRIBERY AND OTHER CORRUPTION OFFENSES**

3.1. In order to protect himself from provocation of a bribe or an attempt to induce him to a corruption offense, an employee of the Enterprise must strictly adhere to the general principles of official behavior, as well as follow certain rules, the main of which are the following:

2) remove documents and other items from the desktop under which you can discreetly put a bribe;

3) in the event that an employee against his will is trying to transfer money, give a gift - openly, loudly, with words and gestures, express his negative attitude to corruption offenses (it must be remembered that a bribe provocateur can make a hidden audio recording or video recording of your conversation with him);

4) listen carefully and accurately remember the conditions offered to you (the amount of amounts, the name of goods and the nature of services, terms and methods

transfer of bribes) for the transfer of information in accordance with clause 5.1, chapter 5 of these Instructions;

5) do not take the initiative in the conversation, "work for the reception" more, allow the potential bribe-giver to "speak out", tell you as much information as possible;

6) if you find on your desktop, in the closet, in the drawer, in the pockets of clothes, etc. any unfamiliar object (package, envelope, box, bundle, etc.), in no case touching it, invite one of your colleagues to see together what is inside. If there is something that can be considered a bribe, immediately inform your immediate supervisor;

8) inform your immediate supervisor in writing about all received offers and attempts to give you a bribe;

9) if you have a voice recorder, try to record (covertly) an offer of a bribe;

10) not agree to proposals to meet to discuss any official issues outside the office (on the street, in public transport, in a car, in a café, etc.);

11) categorically prohibit your relatives without your knowledge to accept any material values (money, gifts, etc.) from other persons if the transfer of material assets is due to the performance of your official duties.

**4 INDIRECT SIGNS OF OFFERING A BRIBE**

4.1. The following signs indicating the offer of a bribe can be distinguished:

1) the conversation of the bribe-giver consists of monosyllabic sentences that do not contain open statements that if the dispute is resolved positively, he will give you money or provide any services;

2) during the conversation, the bribe-giver, in the presence of witnesses or audio-video equipment, makes it clear by gestures or facial expressions that he is ready to discuss the possibilities of resolving the issue in another setting (at another time, in another place);

3) the amount or nature of the bribe is not announced, but the corresponding figures can be written on a piece of paper, typed on a calculator or on a computer, or demonstrated to a potential bribe recipient in other ways;

4) the bribe-giver may unexpectedly redirect the continuation of the contact to another person who is not directly related to the solution of the issue.

**5 ACTIONS OF AN EMPLOYEE WHO HAS INFORMATION ABOUT AN IMMINENT, ONGOING OR COMMITTED CORRUPTION OFFENSE, AS WELL AS INCENTIVES FOR PERSONS WHO REPORTED THE FACT OF A CORRUPTION OFFENSE**

5.1. A person who has information about an imminent, ongoing or committed corruption offense must submit a written or oral application to the authorized anti-corruption body or to the Call Center 1424.

5.2. One of the forms of reporting an offense of a corruption nature is an anonymous appeal. Although in this case, the applicant cannot, due to anonymity, expect to receive a response, and the anonymous appeal about the crime itself cannot serve as a reason for initiating a criminal case, except in cases where such an appeal contains information about impending or committed criminal offenses.

5.3. Along with applying to the authorized anti-corruption body, employees in accordance with this instruction must take measures to notify management. Employees, as far as possible, provide evidence based on their arguments (witnesses, documents, correspondence, including through instant messengers, audio and video materials, etc.) and transfer it to the authorized body and higher management in accordance with the algorithm of actions of employees in a situation of a corrupt nature.

 5.4. The management of the Enterprise must take measures response to the received report of a corruption offense, in accordance with the laws of the Republic of Kazakhstan.

5.5. A person who reported the fact of a corruption offense or otherwise assists in combating corruption is under the protection of the state and is encouraged in accordance with the procedure established by the Government of the Republic of Kazakhstan.

The provisions of this paragraph shall not apply to persons who have reported knowingly false information about the fact of a corruption offense, who are liable in accordance with the law.

 5.6. Information about a person assisting in combating corruption is a state secret and is provided in accordance with the procedure established by law. Disclosure of this information entails liability established by law.

 5.7. Rules of encouragement of persons who reported on the fact of corruption offense or otherwise assisting in combating corruption, approved by the order of the Government of the Republic of Kazakhstan of December 30, 2015 No. 1131, for persons who reported about the fact of a corruption offense or otherwise assisting in anti-corruption, incentives are established, carried out in in the form of a one-time monetary reward.

**6 LIABILITY**

6.1. Failure to comply with the norms and failure to comply with the requirements of these Instructions entail liability in accordance with the legislation of the Republic of Kazakhstan.

6.2. For committing corruption offenses , the law establishes administrative and criminal liability.

**7 FINAL PROVISIONS**

7.1. This instruction is developed in accordance with the legislation of the Republic of Kazakhstan, valid after approval by the director of the Enterprise.

7.2. Changes and additions to these Instructions are made in accordance with the legislation of the Republic of Kazakhstan.

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Appendix E

**CHANGE REGISTRATION SHEET**

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| **№****p / n** | **Decision to amend** | **No. of the section, subsection, paragraph to which the changes apply** | **Sheet numbers** | **Total sheets** | **Page Number** | **Date of modification**  | **The person making the changes** |
| **The document on the basis of which the changes are made** | **Identification** **code** | **Changed** | **New** | **Cancelled** | **Full name** | **Signature** |
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Appendix D

**REVIEW WORKSHEET**

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