**M E M O**

**An employee of «KAP Technology» LLP cannot:**

* Use powers when solving their material interests or close relatives;
* To show undue preference when preparing and making decisions;
* Use information obtained in the performance of official duties for personal interests;
* Unreasonably refuse information, the provision of which is stipulated by law;
* Demand information, the provision of which is not provided for by law;
* Give, receive gifts and provide unofficial services for the purpose of property gain or advantage;
* Prevent individuals or legal entities;
* In the realization of their rights and legitimate interests;
* Accept any remuneration for the performance of their functions.

**An employee of «KAP Technology» LLP is obliged to:**

* Immediately report known facts of corruption offenses;
* Carry out explanatory work on anti-corruption issues;
* Participate in the formation of an anti-corruption culture;
* Identify processes and procedures vulnerable from the point of view of corporate fraud and / or corruption;
* Assist to employees / commission conducting a preliminary check and / or official investigation by timely provision of the requested materials, or access to premises / facilities.

 **You should know that:**

* We strongly exclude any form of bribery or corruption.
* A person who reported the fact of a corruption offense is under the protection of the state and is encouraged in the manner established by the Government of the Republic of Kazakhstan.
* If you have any information on the manifestation of corruption offenses, please contact the management, the Ombudsman and / or the Chief Risk and Compliance Officer of the Company. The company categorically excludes the adoption of repressive measures in response to employees reporting existing or planned violations.

**Additional:**

* Ombudsman Assel Alipbayeva, # 11744, mobile: +7 708 7777 105
* Chief Risk and Compliance Officer Aidos Demeshev, #11683, mobile: +7 701 761 4757