**Rosatom Central Europe Kft.**

ORDER

15.09.2021 No. 338/NTs-01.02/29

Budapest

On the notification by the employees of Rosatom Central Europe Kft. about the receipt of a gift associated with protocol events, business trips and other hospitality events, participation in which involves the performance of their official (job) duties, the delivery and evaluation of the gift, the sale (purchase) and crediting of funds received from its sale

In order to ensure the hospitality protocol during business trips, official events, participation in which involves the performance of the employee's official duties,

IT IS HEREBY ORDERED AS FOLLOWS:

1. To approve and put into effect (from the date of this Order) the Regulations on the notification by employees of Rosatom Central Europe Kft. about receiving a gift in connection with hospitality events, business trips and other official events, participation in which involves the performance of their official duties, the delivery and assessment of the gift, the sale (purchase) and crediting of funds received from the sale of the gift, in accordance with Appendix to this Order.
2. L.A. Derzhine-Koval, the Chief Specialist, shall familiarize all employees with this Order.
3. I shall personally supervise the execution of this Order.

Managing Director */signature/* Sergey Margelov

Lyudmila Derzhine-Koval

(36) 1201 1828

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Appendix No. 1

to the Order of Rosatom Central Europe Kft. dated 15.09.2021

No. 338/Ni-01.02/29

REGULATIONS

on the notification by the employees of Rosatom Central Europe Kft. about the receipt of a gift associated with hospitality events, business trips and other official events, participation in which involves the performance of their official (job) duties, the delivery and evaluation of the gift, the sale (purchase) and crediting of funds

received from its sale

1. General Provisions
	1. Regulations on the notification by employees of Rosatom Central Europe Kft. about the receipt of a gift in connection with hospitality events, business trips and other official events, participation in which involves the performance of their official (job) duties, the delivery and evaluation of the gift, the sale (purchase) and crediting of funds received from its sale (hereinafter - the "Regulation"), establishes in Rosatom Central Europe Kft. (hereinafter - "RCE Kft.") the procedure for the delivery and assessment of the gift, the sale (purchase) and crediting of funds received from its sale
	2. The Regulations were developed on the basis of Federal Law No. 14-FZ dated January 26, 2016, Decree of the President of the Russian Federation No. 378 dated June 29, 2018, Resolution of the Government of the Russian Federation No. 10 dated January 9, 2014, and regulations of Hungary.
	3. This Regulations shall apply to all employees of Rosatom Central Europe Kft.
	4. The Asset Protection and Corporate Security Department is responsible for the development, review and amendment of these Regulations.
2. Basic definitions used in these Regulations

For the purposes of these Regulations, the following basic definitions shall be

used:

|  |  |
| --- | --- |
| **Definition** | **Explanation** |
| Gift  | A gift received in connection with hospitality events, business trips and other official events shall refer to a gift received by an employee of Rosatom Central Europe Kft. from individuals (legal entities) who make donations, based on the official position of the donee or the performance of his/her official (job) duties, with the exception of stationery, that, within the framework of hospitality events, business trips and other official events, are provided to each participant in these events in order to fulfill their official (job) duties, flowers and valuable gifts that are presented as an incentive (reward) |
| Receiving a gift | Receiving a gift in connection with protocol events, business trips and other official events, participation in which involves the performance of official (job) duties. |

|  |  |
| --- | --- |
|  | Receiving by the employee of Rosatom Central Europe Kft. a gift, personally or through an intermediary, from individuals (legal entities) in the framework of the activities provided for by the job description, as well as in connection with the performance of official duties in cases established by federal laws and other regulations that determine the legal status and the specifics of the professional activities of these persons. |
| Employee | A private individual who has an employment relationship with the Institution. |
| Department of Operations | Department of Operations of Rosatom Central Europe Kft. |
| Institution | Private institution of Atomic Energy Power Corporation "Rusatom International Network" |

1. **Obligations of the employees of Rosatom Central Europe Kft. during hospitality events, business trips and other official events**
	1. Employees of Rosatom Central Europe Kft. shall not receive gifts from individuals (legal entities) in connection with their official position or the performance of their official (job) duties, with the exception of gifts received in connection with hospitality events, business trips or other official events, participation in which involves the performance of their official (job) duties.
	2. Employees of Rosatom Central Europe Kft. shall, in the manner prescribed by these Regulations, report on all cases of receiving a gift in connection with protocol events, business trips and other official events, participation in which involves the performance of official (job) duties.
2. Procedure for notifying and surrender of a gift by an employee of Rosatom Central Europe Kft.
	1. The employee of Rosatom Central Europe Kft. who has received a gift shall, within 3 business days, draw up a notice of receiving a gift (hereinafter referred to as the "Notice") in two counterparts, according to Appendix No. 1 hereto, submit the Notice and documents confirming the gift value: cashier's check, sales receipt, other

document confirming the payment (purchase) of a gift (if any), to an authorized employee of Rosatom Central Europe Kft.

If the gift is received during a business trip, the Notice shall be submitted within 3 business days after the employee of Rosatom Central Europe Kft. who received the gift, returns from the business trip. Should the employee of Rosatom Central Europe Kft. fail to submit the Notice within the period specified in paragraphs one and two hereof for a reason beyond his/her control, such employee shall submit the Notice no later than on the business day following the date when the reason is eliminated.

* 1. An authorized employee of Rosatom Central Europe Kft. responsible for receiving and registering notices shall receive and register the Notice in the register of notices. One counterpart of the notice with the registration mark shall be given to the employee of Rosatom Central Europe Kft. who received the gift.
	2. A gift, which value is confirmed by documents and exceeds 3 thousand rubles or which value is unknown to the employee of Rosatom Central Europe Kft. who received it, shall be handed over to an authorized employee of Rosatom Central Europe Kft. who shall accept it for storage under the Acceptance Certificate (Appendix No. 2 to the Order) within 5 business days from the date of registration of the Notice in the register of notices.
	3. Until the gift is transferred under the Acceptance Certificate, the employee of Rosatom Central Europe Kft. who received the gift shall be liable for the loss or damage to the gift in accordance with the legislation of Hungary.
1. Procedure for the assessment, purchase and sale of a gift
	1. In order for the Financial Planning, Accounting and Reporting Department of Rosatom Central Europe Kft. to accept a gift for accounting in accordance with the procedure established by Hungarian law, the Commission shall assess its value based on the market price as on the date of acceptance of the gift, or based on the price of a similar tangible asset in comparable conditions. Information about the market price shall be confirmed by documents, and if documentary confirmation is impossible – by expertise. The gift shall be returned to the employee of Rosatom Central Europe Kft. who surrendered it under the Acceptance Certificate unless its value exceeds 3 thousand rubles. The gift shall be accepted for accounting only if the Commission adopts a positive resolution on the expediency of the gift to support the business of Rosatom Central Europe Kft.
	2. An employee of Rosatom Central Europe Kft. who surrendered the gift shall be entitled to purchase it by sending a free-form purchase application to the Managing Director of Rosatom Central Europe Kft. within two months after the gift was surrendered.
	3. Within three months from the date of receipt of the application specified in Clause 5.2. hereof, the Administrative Manager of Rosatom Central Europe Kft. shall organize the assessment of the value of the gift for sale (purchase) and communicate the assessment results to the employee of Rosatom Central Europe Kft., who submitted the application, after which, the applicant, within a month, shall purchase the gift at the assessed value or refuse to purchase. A notice of the assessment result shall be sent in electronic form with the attached the report on the gift value.
	4. A gift in respect of which no application was received as specified in Clause 5.2 hereof, may be used by the Institution taking into account the opinion of the Commission on its expediency to support the business of Rosatom Central Europe Kft.
	5. If the use of the gift is inexpedient, the Chairman of the Commission of Rosatom Central Europe Kft. shall adopt a resolution to sell the gift and to assess its value for the sale (purchase) through the auction in the manner prescribed by the legislation of the Russian Federation.
	6. The sale (purchase) value of a gift, provided for in Clauses 5.3. and 5.5. hereof shall be assessed by appraisers in accordance with the legislation of Hungary on appraisal activities.
	7. If the gift is not purchased or sold, the Chairman of the Commission of Rosatom Central Europe Kft. shall adopt a resolution to re-sale the gift or to donate it to a charitable organization, or to destroy it in accordance with the legislation of Hungary.
	8. The proceeds from the sale (purchase) of a gift shall be reflected in the income item of Rosatom Central Europe Kft.

Appendix No. 1

to the Regulations

To Managing Director of Rosatom Central Europe Kft.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name)

dated

(position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name)

NOTICE

of receiving a gift\*

I hereby report about the receipt of gifts on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_ at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of the hospitality event, business trip, other official event, place and date of the event)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name of a gift | Characteristics of a gift, its description  | Number of items | Cost in rubles (if supporting documents are available)  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| **Total** |  |  |  |  |

Enclosure: on sheets.

(name of the document)

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in the register of notices

\* A notice of receiving a gift shall be drawn up in two counterparts

Appendix No. 2

to the Regulations

CERTIFICATE

\_\_\_, 20 No. \_\_

of Acceptance of a Gift

Grounds: Order of Rosatom Central Europe Kft. dated \_\_\_\_\_\_\_\_\_\_\_\_\_, 202... No.

Tangible assets shall be deposited in the Department of Operations of Rosatom Central Europe Kft.:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name of a gift | Characteristics of a gift, its description  | Number of items | Cost in rubles (if supporting documents are available)  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

The Certificate is drawn up in 2 counterparts:

1st counterpart - to the Department of Operations

2nd counterpart - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Delivered by: |  | Accepted by: |
| position |  | position |
| Full name |  | Full name |
|  , 20\_\_ |  |  , 20\_\_ |