

Appendix No. 1
to the order of the Ministry of
Ministry of Water Resources of the
Republic of Uzbekistan dated
October 17, 2023 No. 157

REGULATION
on managing conflicts of interest in the ministry of Ministry of Water Resources
of the Republic of Uzbekistan and system organizations

Chapter 1. General rules

1. This Regulation defines the procedure for identifying, preventing and regulating conflicts of interest in the Ministry of Water Resources of the Republic of Uzbekistan (hereinafter referred to as the Ministry) and system organizations.

2. The provisions of this Regulation apply to all employees of the Ministry, regardless of the position they hold and the powers of the service they perform.

3. This Regulation is the main internal document on issues of prevention and management of conflicts of interest that have arisen and may arise in the Ministry and must be strictly followed by all employees.

4. Issues related to the conflict of interests by the employees of the Ministry are coordinated by the Department of Human Resources Development and Management of the Ministry (hereinafter referred to as the Department of Human Resources Development and Management).

5. For the purposes of this Regulation, the following basic concepts are used:

related persons – persons participating in the authorized capital of commercial Ministries with an employee of the Ministry, with the exception of those who own less than five percent of shares in joint-stock companies whose shares are publicly traded on the Republican Stock Exchange;

cronyism – use of power (position) and reputation in order to provide illegal benefits to friends or trusted persons;

conflict of interest – the personal (direct or indirect) interest of the Ministry employee affects or may affect the proper performance of the person's official or service obligations, and the personal interest of citizens, Ministries, society or the state a situation where there is or may be a conflict between rights and legal interests;

disclosure of conflict of interest – the procedure for announcing potential or real conflict of interest by employees;

regulation of conflict of interest – to reduce or eliminate the risk of the Ministry's employees not fulfilling their service obligations properly and (or) in the

event of a conflict of interest, their interests (including personal, social, property, financial and other interests) will prevail over the interests of the Ministry reach;

localism – hiring a person without taking into account whether he meets the qualification requirements for the position due to his descent (representative of a noble or famous dynasty and the fact that he is recognized by the public) and the service position held by his close relatives, rotation and appointment;

nepotism (acquaintance, nepotism; a form of favoritism based on kinship ties) – use of power and (or) influence in order to give illegal benefits to one's close relatives or friends, as well as close Calculating unjustified rewards to relatives and (or) friends, recruiting and appointing close relatives and friends to positions to the detriment of the interests of the Ministry;

potential conflict of interest – personal interests (including personal, social, property, financial and other interests) of the employee, his close relatives and (or) a person related to the Ministry, when certain situations arise, they are contrary to the interests of the Ministry - a situation that may be against and affect the performance of service obligations by the employees of the Ministry;

real conflict of interest – the personal interests of the employee, his close relatives and (or) a person related to the Ministry (including personal, social, property, financial, political and other interests) that directly or indirectly conflict with the interests of the Ministry situation against;

nepotism – the personal interest of a Ministry employee in the form of a subjective, privileged and biased attitude towards third parties based on the same ancestry and belonging to the same dynasty;

favoritism – when an employee of the Ministry gives priority to the interests of one person or group of persons over the interests of another person and/or group of persons, selection and placement of personnel in the Ministry, promotion, awarding of bonus money and recommendation for state awards, granting leave or health care facilities and non-observance of procedures in situations related to sending on foreign trips, applications, as well as establishing sequence in reviewing work and duty schedules;

employee's personal interest – funds, material or immaterial values, which may affect the employee's proper performance of his/her position or service obligations by his/her close relative or persons related to the employee in the course of performing his/her official duties, the possibility of personal gain in the form of other property, wealth and benefits (personal, social, property, financial, political and other interests);

patronage - the protection of an employee of the Ministry by another employee with a higher position in the form of creating favorable working conditions, supporting him;

close relatives – persons related by blood or by god, i.e. parents, biological and step-brothers and sisters, spouse, children, including adopted children, grandparents , grandchildren, as well as the couple's parents, biological and step-brothers and sisters.

Chapter 2. Principles of conflict of interest management

6. Employees of the Ministry must observe the following basic principles in matters of conflict of interest management:

- the priority of rights, freedoms and legal interests of citizens;
- putting state interests ahead of personal interests;
- making decisions on the basis of transparency, conscientiousness, impartiality;
- the requirement to disclose information about potential or real conflicts of interest;
- priority of preventive measures to avoid conflict of interests;
- consider cases of conflict of interest and adhere to collective action in resolving conflict of interest;
- unbiased approach to review, assessment and resolution of situations characterized by signs of conflict of interest;
- ensuring the confidentiality of information about the existence of a conflict of interest in the prescribed manner;
- if the employee has duly informed about the conflict of interest before making any decision or performing the functions assigned to him and is ready to give up his personal interests in favor of the interests of the Ministry, he is considered real or potential non-dismissal due to conflict of interest;
- transparency and accountability;
- personal responsibility and the inevitability of punishment.

Chapter 3. Duties and powers of employees of responsible structural structures

7. Employees of the Ministry must adhere to the principles set forth in this Regulation when performing their service obligations and (or) representing the interests of the Ministry, as well as refrain from situations that lead to conflicts of interest.

8. In order to prevent conflicts of interest in the performance of official duties, employees of the Ministry:

- compliance with the requirements of this Regulation;
- to look after the interests of the Ministry only;
- to use his position and official position only for the interests of the Ministry;
- Notifying the Anti-Corruption and Compliance Control Department of the Ministry (hereinafter - the Anti-Corruption and Compliance Control Department) about personal interests that conflict or may conflict with the interests of the Ministry;

strictly put an end to the manifestations of nepotism (nepotism), patronage, favoritism, cronyism, localism, and clannishness;

timely and complete disclosure of information about potential or real conflicts of interest;

honestly, completely and conscientiously disclose a complete list of information about his close relatives and related persons, information about his and their participation in non-governmental, non-profit Ministries;

if he has information about the existence of a conflict of interest among other employees of the ministry, he must report it in accordance with the procedure specified in the internal documents.

9. In order to prevent a conflict of interest, an employee of the Ministry must report a conflict of interest in the following cases, if:

if the employee has close relatives and (or) related persons under his direct control;

if the employee's close relatives and (or) related persons work in the Ministry whose activity is being studied in the prescribed manner, or if the official whose activity is being studied in the prescribed manner is a close relative and (or) related person of the employee;

if the employee participates in making decisions related to employees (including calculation and payment of wages, presentation of bonuses, bonuses and determination of their amount) in relation to close relatives and (or) related persons.

This list is not final. The situation of making any decisions (granting privileges, providing licenses, purchasing products, etc.) in relation to close relatives and (or) related persons (to the Ministries in which they operate) may cause a potential conflict of interest. In such cases, the employee of the Ministry should report the conflict of interest.

10. In order to determine the situations related to the conflict of interests mentioned in paragraph 10 of this Regulation, the employee should ask himself the following questions before making a decision or performing service obligations: "?" and "If another employee had made this decision, would he have made the same decision that I made?". If the employee answers "No" to even one of these questions, there is a risk of a conflict of interest.

11. The following shall be carried out in relation to the determination of conflicts of interest in the Ministry:

information that causes a conflict of interest is gathered during recruitment or appointment of employees, as well as in other cases;

each employee determines the situation of conflict of interest that has arisen or may arise in the performance of professional or service obligations and informs his supervisor and the Department of Human Resources Development and Management;

every information or message that may cause a conflict of interest is investigated collegially and its impact is determined. Other methods of identifying conflicts of interest may be used within the framework of legal requirements.

12. Conflict of interest is managed as follows:

when hiring employees, they are introduced to the requirements of this Regulation with their signatures;

Explanations and advice to employees are carried out according to the requirements of the regulations;

cases of identified conflicts of interest are registered;

the study of cases of conflict of interests, their assessment and the determination of measures aimed at preventing the conflict of interests are carried out by the Department of Human Resources Development and Management;

observation and monitoring are carried out in order to ensure the effectiveness of the conflict of interest prevention process.

In the management of conflicts of interest, other management methods may be used based on the requirements of legal documents.

13. In cases where a conflict of interest has occurred or may occur, the following measures may be taken:

permission for the employee to voluntarily not participate in the implementation of relevant activities or decision-making

Chapter 4. Information about conflicts of interest disclosure and review procedure

§ 1. General rules for declaration of conflict of interest

14. Prevention of conflicts of interest in the Ministry is carried out using the following forms of conflict of interest declaration:

Preliminary disclosure of conflicts of interest in the appointment and rotation of candidates for vacancies in the ministry system;

annual disclosure of information on conflicts of interest (annual declaration);

disclosure of information on the fact of a real or potential conflict of interest.

§ 2. Declaration of conflict of interest in the appointment and rotation of candidates for vacant positions

15. Preliminary declaration of conflicts of interest in the appointment of candidates and employees for vacancies in the Ministry system and their rotation is carried out by submitting the following documents to the Department of Human Resources Development and Management of the Ministry:

a certificate filled in according to the form in accordance with Appendix 1 of this Regulation;

In the process of recruitment, appointment and rotation, an application form is filled out in accordance with Annexes 2 and 3 of this Regulation on the presence/absence of a conflict of interest.

The documents submitted by the employee are checked by the Department of Human Resources Development and Management for the presence or absence of conflicts of interest. When a conflict of interest is detected, the Department of Human Resources Development and Management notifies the head of the Ministry or the deputy head coordinating the activities of the structural unit where the candidate is to be hired or rotated.

Based on the instructions of the head, the Department of Human Resources Development and Management takes measures to resolve the conflict of interests in cooperation with the relevant structures of the Ministry.

§ 3. Annual declaration of conflicts of interest

16. The annual declaration of information on conflicts of interest is carried out in the following order:

Employees of the Ministry must fill out the application about the presence/absence of conflict of interest in the form in accordance with Appendix 3 of this Regulation by February 15 of each year, and the completed application must be submitted to Human Resources Development and Management. should be submitted to the department;

The Department of Human Resources Development and Management will analyze the applications received about the presence/absence of a conflict of interest to identify employees who have indicated the existence of a conflict of interest by March 10;

if, as a result of the analysis, employees whose activities may have a conflict of interest are identified, information about such employees will be submitted to the Ethics Commission of the Ministry;

The Ethics Commission of the Ministry will review the situation of conflict of interest with the direct supervisor of the employee and (if necessary) the employee until March 20 and develop measures to resolve situations characterized by a conflict of interest. or decides that there is no conflict of interest. This decision will be included in the minutes of the commission. The structure (official) responsible for the development of measures is determined in the protocol;

The Department of Human Resources Development and Management compiles and stores electronic information on conflict of interest cases, which are entered into the Conflict of Interest Register in the form in accordance with Appendix 4 of this Regulation by March 25;

Every year in the first quarter, the Department of Human Resources Development and Management of the Ministry submits a statistical analysis on the

declaration, identification and resolution of conflicts of interest to the Department of Anti-Corruption and Compliance Control and submits to the ministr.

§ 4. Filling out a declaration on the fact of the origin of a real or potential conflict of interest

17. Declaration of information on the fact of the origin of a real or potential conflict of interest is carried out in the following order:

When an employee of the Ministry has a conflict of interest, he/she shall inform his/her immediate superior within one working day of the moment when this situation became known to him/her in detail about the situation described as a real or potential conflict of interest, in accordance with Appendix 5 of this Regulation. must report in the form;

the employee's direct supervisor shall review the information about the conflict of interest within three working days from the moment of receiving the written notification from the employee and register the notification with the proposal to eliminate the conflict of interest to the Department of Human Resources Development and Management is obliged to present it for carrying out and taking appropriate measures;

The Department of Human Resources Development and Management, in cooperation with the employee's immediate supervisor, takes measures to eliminate the conflict of interest, or when it is concluded that there is no conflict of interest, the Anti-Corruption and Compliance Control Department provides the appropriate information to the Head of the Ministry in writing. information is entered.

Chapter 5. Measures to resolve conflicts of interest

18. In order to prevent the violation of the interests of the Ministry, measures to resolve the real conflict of interests should be implemented as soon as possible.

19. The following measures should be established in the management of conflicts of interest in the Ministry:

transferring a directly subordinate employee to another person who is not a close relative;

the employee's voluntary withdrawal, self-rejection, or forced (permanent or temporary) exclusion from participating in the discussion of issues that are the subject of a conflict of interest and in the decision-making process;

review the scope of the employee's job duties to avoid conflicts of interest;

restricting the employee's use of information and documents of the Ministry that are of his personal interest and are the subject of a conflict of interest;

promotion, evaluation of performance, payment of bonuses and salary increases, sending abroad for study and training and on various issues, work leave ensure collective decision-making on exit consent and wage control;

transfer of the employee to a position that involves the performance of work-related functions not related to a conflict of interest and other cases.

20. In exceptional cases, if the measures listed in Clause 20 of this Regulation do not fully regulate the conflict of interests, the following regulatory measures may be taken:

employee's relinquishment of personal interests that conflict with the interests of the Ministry;

termination of the employee's employment contract if the employee does not renounce personal interests that conflict with the interests of the Ministry.

21. In each case, based on the fact that determines the subject of the conflict of interest, other measures to resolve it may be applied according to the agreement of the Ministry with the employee. All measures taken must be in accordance with the requirements of the law and ensure the implementation of the principles set forth in this Regulation.

22. The measures and decisions taken by the Department of Human Resources Development and Management in the Ministry and the immediate supervisor of the employee will be considered at the nearest meeting of the Ethics Commission and will be reflected in the minutes of the meeting.

23. The anti-corruption and compliance control department, upon the objection of the employee or the manager's assignment, as well as on his own initiative, the Human Resources Development and Management Department and the employee's direct supervisor, as well as the ethics commissions has the right to check the impartiality and acceptability of the decisions taken on the regulation of the conflict.

Chapter 6. Confidentiality of information

24. Employees involved in the resolution of conflicts of interest are responsible for ensuring the confidentiality of the information received and for taking measures to review, consider and resolve this information and to monitor this process. should ensure its use by individuals.

25. When individuals and legal entities contact the Ministry with information about the fact or suspicion of a conflict of interest among employees of the Ministry, its review is carried out by the Anti-Corruption and Compliance Control Department in cooperation with the Human Resources Development and Management Department. and other internal documents.

Chapter 7. Requirements for maintaining and maintaining the register

26. The Department of Human Resources Development and Management of the Ministry must keep a timely and complete record of conflict of interest cases by entering them into the Register in accordance with Appendix 4 of this Regulation. In this case, the information in the Register of regional and structural units is integrated

into the general Register of the Ministry by the Department of Human Resources Development and Management of the central apparatus. The General Register is submitted to the Anti-Corruption and Compliance Department on a quarterly basis.

27. Information must be entered in the Register in the following cases:

When recruiting for the Ministry - if the candidate has indicated the existence of a conflict of interest in the application about the presence/absence of a conflict of interest, and the head of the Ministry confirms the fact that a conflict of interest may arise;

when disclosing a conflict of interest during appointment/rotation - no later than three working days from the moment the order is signed by the head of the Ministry;

according to the origin of the conflict of interests - in case of action taken by the Human Resources Development and Management Department and the employee's direct supervisor;

When the information about the conflict of interest is declared annually by the employees of the Ministry - in accordance with Clause 17 of this Regulation;

when information received from communication channels about the existence of a conflict of interest is confirmed;

when internal service audits are conducted and compliance with the anti-corruption policy and requirements of the Ministry is monitored, and when there is a direct instruction from the head of the Ministry to enter information into the Register.

28. Applications and notices of employees related to conflicts of interest and other information are stored in the Department of Human Resources Development and Management.

Chapter 8. Final Rules

29. All employees, regardless of their position, are personally responsible for complying with the requirements of this Regulation, as well as providing timely and complete information to the Ministry about their conflicts of interest. is responsible.

30. Persons who violate the requirements of this Regulation shall be held accountable in the prescribed manner.