**REGULATION**

**THE CERTIFICATION OF EMPLOYEES**

**OF THE INTERNAL AUDIT SERVICES OF JSC “UZBEKGEOFIZIKA”**

This Regulation defines the procedure for certification of employees internal audit service of JSC "Uzbekgeofizika" for compliance with the qualification at the level of the staff member, the requirements for the post

1.1. Certification is carried out in accordance with the requirements of the Regulation “On service internal audit "(approved by the general meeting of shareholders JSC "Uzbekgeofizika" dated June 29, 2016) and its main tasks are:

- formation of highly qualified personnel;

- ensuring the possibility of objective and reasonable movement of personnel;

- stimulating the growth of professionalism and the level of knowledge of employees;

- determining the need for staff development;

- determination of compliance of employees with the position held

1.2. Certification of employees of the internal audit service is carried out on the basis of decisions of the supervisory board of JSC "Uzbekgeofizika".

1.3. Certification is held annually. Date, time and place of certification determined by the decision of the supervisory board of JSC "Uzbekgeofizika".

1.4. The tasks of certification are the study and assessment of business, moral qualities, skill level, professional knowledge and experience of the service staff internal audit, assessment of their capabilities, determination of the degree of compliance of employees requirements of the work performed.

1.5. Binding, periodicity, publicity, transparency, objectivity and collegiality are the main principles in conducting certification.

1.6. The number of employees, as well as their professional qualifications requirements is determined by the supervisory board of JSC "Uzbekgeofizika" in the amount of at least two certified internal auditors.

1.7. Employees of internal audit are required to pass annually certification.

**I. CERTIFICATION COMMISSION AND THE ORDER OF ITS WORK**

2.1. Certification of employees of the internal audit service is carried out certification commission established on the basis of the decision of the supervisory board JSC "Uzbekgeofizika". The Commission consists of the Chairman, members of the Commission and the Secretary. The secretary is not a member of the Commission.

2.2. Responsible for organizing and conducting a meeting of the certification Commission is the secretary of the certification commission.

2.3. The department of personnel management of JSC "Uzbekgeofizika" in the framework of certification performs the following actions:

- makes lenses for each employee, provides drawing up and signing reviews for internal audit staff and contributing them to consideration of the certification commission;

- informs the service staff with the decision to conduct certification;

- informs the service staff of the date, time and place of certification, and also ensures their attendance at the appointed time and place.

2.4. Certifying commission:

- hears brief information about the employee being appraised;

- asks questions to the employee undergoing certification;

- conducts an open vote on the results of certification;

- gives recommendations on how to improve the quality of work of an employee undergoing certification;

- decides on the compliance with the position (certified), compliance with the position, subject to improvement of work and performance recommendations of the certification commission with the re-certification in deadline (conditionally certified) or non-conformity of the position held (not certified);

- carries out other tasks on the organization of the certification activity commissions

2.5. The meeting of the Attestation Commission is considered valid if at least two of them are present.

2.6. By decision of the attestation commission sign attending meeting members of the certification commission.

2.7. Certification Commission is guided by the Constitution in its activities. Of the Republic of Uzbekistan, as well as other Acts of legislation of the Republic of Uzbekistan Position.

**III. PROCEDURE FOR CERTIFICATION**

3.1. The decision of the supervisory board of JSC "Uzbekgeofizika" to certification as well as certification questions (questionnaire) are brought to the attention of employees of the internal audit service, not less than ten calendar days before date of certification.

3.2. The list of certified persons includes employees of the internal audit, the work experience of which in his position is more than 1 year from the date destination. In exceptional cases, the list of persons to be certified may include employees of the internal audit service, whose seniority in the position held

makes more than 6 months from the date of appointment according to the recommendation of the head of service internal audit.

3.3. For each employee included in the list of applicants for certification the head of the internal audit service for review by the certification committee the employee’s description is presented, providing for the results achieved this employee in the course of performing his duties, his positive and negative sides.

3.5. The employee who passes the certification must be familiarized with painting with a description of yourself.

3.6. In the case of non-attendance of an employee at a meeting of the attestation commission for

for good reason, the attestation commission may transfer certification to another time limit In this case, the non-appearance of an employee for certification for a good reason should be confirmed by relevant documents.

3.7. Employees who do not appear for certification without a valid reason considered unauthorized.

3.8. With two consecutive non-attendance by an employee for attestation, the attestation commission

has the right to recognize this employee untested

3.9. Certification is carried out in the form of an interview with an employee.

3.10. During the attestation, the attestation commission has the right to ask questions, related professional activities and issues included in the approved questionnaire.

3.11. The results of certification are recorded in the certification sheet (according to annex to this Regulation), which is signed by the Chairman and members of the attestation commission and are announced to the participants on the day of the certification

3.12. The decision is made by the attestation commission through open voting for each employee, taking into account the characteristics of the employee and answers to the questions asked. The decision is made by a majority vote of members. certification commission participating in the certification. Each member of the certification commission in voting has one vote. In the event of a tie vote certification commission the vote of the chairman of the certification commission is decisive.

3.13. The certification commission makes one of the following decisions:

- the employee is certified (the qualification level of the employee corresponds to position);

- the employee is not certified (the qualification level of the employee is not corresponds to the position);

- the employee is conditionally certified (the employee is granted the right of re-certification in 6 months).

3.14. The attestation commission makes recommendations for further improvement. or demotion, termination of employment, development individual employee development plan.

3.15. According to the results of certification, the degree of compliance of employees is determined

requirements of the work being done, an individual development plan is being developed employee whose main purpose is to increase the efficiency of his work.

3.16. According to the results of certification, a protocol is drawn up within five days, in which

indicate the date and place of certification, the content given to each employee questions, the correctness of the answers, as well as the decision taken by the certification commission. The protocol is signed by the chairman and secretary of the certification commission, attached to it certification sheets, persons undergoing certification.

3.17. Conclusion of the attestation commission on the results of employee certification is advisory in nature.

3.18. Labor disputes related to certification, including on issues the dismissal of employees recognized not relevant to their position, considered in accordance with the legislation of the Republic of Uzbekistan.

**IV. FINAL PROVISIONS**

4.1. This Regulation is approved by the supervisory board. JSC "Uzbekgeofizika".

4.2. These Regulations may be amended in connection with changes in the current legislation, decisions of the governing bodies JSC "Uzbekgeofizika", changes in the structure of JSC "Uzbekgeofizika", requirements for implementation of the internal audit service and other circumstances.