

Annex 2

to the order of Rosatom Central and  
Southern Africa (Pty) LTD

dated "10" 09 2021

№ 338/ZA – 01.02/028

#### REGULATION

on the notification by the employees of Private Institution RAIN about the receipt of a gift associated with protocol events, business trips and other official events, participation in which is associated with the performance of their official (job) duties, the delivery and evaluation of the gift, the sale (purchase) and crediting of funds received from its implementation

Johannesburg  
2021

## Table of Contents

1. General Provisions .....	3
2. Basic definitions used in these Regulations .....	3
3. Obligations of the employees of the Institution during protocol events, business trips and other official events .....	4
4. The procedure for notification and delivery of receiving a gift by an employee of the Institution	
5. Procedure for the assessment, purchase and sale of a gift .....	5
6. Annex No. 1 .....	7
7. Annex No. 2.....	8

## 1. General Provisions

1.1. Regulation on the notification by Employees of Private Institution RAIN of the receipt of a gift in connection with protocol events, business trips and other official events, participation in which is associated with 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 Private Institution RAIN (hereinafter - the "Institution") the procedure for the delivery and assessment of the gift, the sale (purchase) and crediting of funds received from its sale

1.2. The Regulation was developed on the basis of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004 ("PRECCA") and must be read together with the Code of Ethics and Service Conduct for Employees of Private Institution and Policy of Combating Bribery and Corrupt Practices.

1.3. This Regulation shall apply to all Employees of the Institution.

1.4. Responsibility for the development, revision and amendment of these Regulations lies with the Asset Protection and Corporate Security Department.

1.5. The purpose of this Regulation is to regulate the declaration of offering business courtesies and gifts received by Employees.

## 2. Basic definitions used in these Regulations

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

Definition	Explanation
Gift	the receipt of physical offerings, rewards, hospitality (including meals), money, sponsorships and communications or any other Benefit or gratification that is received by an Employee in his/her official capacity and/or that is received in connection with protocol events, business trips and other official events from individuals (legal entities) who donate based on the official position of the donee or the performance of his official (job) duties, with the exception of stationery, that, within the framework of protocol events, business trips and other official events, were provided to each participant in these events in order to fulfill their official (job) duties, flowers, valuable gifts and Benefits that were 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 is related to the performance of official (job) duties. Receipt by an Employee

	of the Institution, personally or through an intermediary, from private individuals (legal entities) of a gift within the framework of the activities provided for by the job description, as well as in connection with the performance of official (job) duties in cases established by federal laws and other regulations that determine the features of the legal status and the specifics of the professional work activities of these persons
Employee	A private individual who has an employment relationship with the Institution, which includes but is not limited to a permanent employee, temporary employee, contract employee and fixed-term employee of the Institution.
Department of Operations	Department of Operations of the Institution
Institution	Private institution of Atomic Energy Power Corporation "Rusatom International Network" ((Private institution RAIN)
PRECCA	Prevention of Combating of Corrupt Activities Act No 12 of 2004
Benefit	Includes any tangible or intangible advantages or profits gains, such as tickets to sporting, theatrical or other events, invitations to breakfasts, lunches and/or dinners, promotions or travel
Corruption	The abuse of a position of employment by the Employee receiving the Gift and/or Benefit that is not legally due and as defined in the PRECCA.

### **3. Obligations of the employees of the Institution during protocol events, business trips and other official events**

3.1. Employees of the Institution shall not receive gifts from private 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 protocol events, business trips or other official events, participation in which is related to the performance of their official (job) duties. Any acceptance of an offer of bribe or a commission is viewed as illegal and may result in disciplinary and criminal action.

3.2. Employees of the Institution shall, in the manner prescribed by this Regulation, report on all cases of receiving a gift in connection with protocol events, business trips and other official events, participation in which is related to the performance of official (job) duties.

### **4. Procedure for notifying and delivery of a gift by an employee of the Institution**

4.1. After receiving a gift, an Employee of the Institution shall, within 3

business days after receiving the gift, draw up a Notice of gift receipt (hereinafter referred to as the "Notice") in two counterparts, in the form set out in Annex No. 1 hereto, submit the notice and documents confirming the value of the gift: cashier's cheque, sales receipt, other document confirming the payment (purchase) of a gift (if any), to an authorized employee of the Department of Operations of the Institution (hereinafter - the "Department of Operations").

If the gift is received during a business trip, the notice shall be submitted within 3 business days after the Employee of the Institution who received the gift returns from the business trip.

If the notice cannot be submitted within the time limit specified in paragraphs one and two of this clause hereof, for a reason beyond the control of the Employee of the Institution, it shall be submitted not later than the day following the day of the elimination of this reason.

4.2. An authorized Department of Operations Employee responsible for receiving and registering notices shall receive and register the notice in the notification log. One counterpart of the notice with the registration mark shall be given to the Employee of the Institution who received the gift, the other counterpart shall be forwarded by the responsible Employee of the Department of Operations to the Standing Commission for the delivery and acceptance, modernization, decommissioning (disposal) of fixed assets (hereinafter - the "Commission").

4.3. An Employee may receive a Gift to the value of R500 per occasion. Any gifts in excess of this provision must be refused by the Employee or if the cost of which is unknown to the Employee of the Institution who received it shall be handed over to an authorized employee of the Department of Operations who shall accept it for storage under the Delivery and Acceptance Certificate (Annex No. 2 to the Order) within 5 business days from the date of registration of the notice in the notification log.

4.4. Gifts may only be retained by an Employee after the Commission has authorized the acceptance thereof.

4.5. Should there be uncertainty with regards to the value of the Gift, a value will be determined by the Commission and a senior manager of the Institution.

**5. Until the gift is transferred under the Delivery and Acceptance Certificate, the Employee of the Institution who received the Gift shall be liable for the loss or damage to the Gift in accordance with the legislation of the Republic of South Africa. Procedure for the assessment, purchase and sale of a gift**

5.1. In order to accept a gift for accounting by the Financial Planning, Accounting and Reporting Department of the Institution in accordance with the procedure established by the legislation of the Republic of South Africa the Commission shall assess its value based on the market price in effect on the date of acceptance of the gift, or based on the price of a similar material value 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 the Institution who handed it over under the Delivery and

Acceptance Certificate unless its value exceeds R500. The gift shall be accepted for accounting only if the Commission adopts a positive resolution on the expediency of using the gift to promote the business of the Institution.

5.2. An Employee of the Institution who handed the gift over shall be entitled to purchase it by sending an application for purchase of the gift in free form addressed to the President of the Institution within two months after the gift was handed over.

5.3. The Commission shall within 3 months from the date of receiving the application specified in clause 5.2. hereof, assess the value of the gift for sale (purchase).

The authorized employee of the Commission shall notify the Employee of the Institution who submitted the application of the results of the assessment, after which the applicant shall purchase the gift within a month at the value established as a result of the assessment or refuse the purchase. A notice of the assessment result shall be sent in electronic form with the attached sheet of the report on the value of the gift.

5.4. A gift in respect of which the application specified in clause 5.2 hereof has not been received may be used by the Institution taking into account the opinion of the Commission on the expediency of using the gift to promote the business of the Institution.

5.5. If the use of the gift is inexpedient, the Chairman of the Commission of the Institution shall adopt a resolution to sell the gift and to assess its value for the sale (purchase) to be carried out through the auction in the manner prescribed by the legislation of the Republic of South Africa.

5.6. The value of the gift for sale (purchase), provided for in clauses 5.3. and 5.5. hereof shall be assessed by appraisers in accordance with the legislation of the Republic of South Africa on appraisal activities.

5.7. If the gift is not purchased or sold, the Chairman of the Commission of the Institution shall adopt a resolution to re-sale the gift or to gratuitously transfer it to the balance of a charitable organization, or to destroy it in accordance with the legislation of the Republic of South Africa.

5.8. The proceeds from the sale (purchase) of the gift shall be credited to the budget of the Institution.

Annex No. 1  
to the Regulation

To the Head of the Department of  
Operations of Private Institution  
RAIN

\_\_\_\_\_  
(Full name)

dated

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(Full name)

NOTICE  
of receiving a gift\*

I hereby inform you \_\_\_\_\_ 20 I received a gift  
that on \_\_\_\_\_ (gifts) during  
\_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(name of the protocol event, business trip, other official event, place and date of the event)

No.	Name of the gift	Characteristics of the gift, its description	Number of items	Cost in rubles (if supporting documents are available)
1				
2				
<b>Total</b>				

Annex: \_\_\_\_\_ on \_\_\_\_\_ sheets.  
(name of the document)

Employee submitting the notice \_\_\_\_\_ 20 cit  
\_\_\_\_\_ y  
\_\_\_\_\_, of  
\_\_\_\_\_  
(signature) (printed name)



Employee of the Department of  
Operations accepting the notice

\_\_\_\_ \_ 20 cit  
\_\_\_\_ \_ y  
\_\_\_\_ , of  
\_\_\_\_ \_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

Registration number in the register  
of notices

\_\_\_\_ \_ 20 cit  
\_\_\_\_ \_ y  
\_\_\_\_ , of  
\_\_\_\_ \_

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

Annex No. 2  
to the Regulation

CERTIFICATE

— — 20 ci No.  
— — ty  
— , — of  
—  
—  
—  
—  
—

of delivery and acceptance of a gift

—  
—  
—  
—  
—  
—

Reason: Order of Private Institution RAIN dated — , 2020 No. —

Material assets shall be deposited in the Department for the provision of activities of Private Institution RAIN:

No.	Name of the gift	Characteristics of the 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 ci

— — 20 city of

— — ty  
— of  
—  
—  
—  
—  
—  
—  
—  
—

— —  
— ,  
—  
—  
—  
—  
—  
—  
—  
—