

«APPROVED»

By decision of the Board of Directors
NJSC «West Kazakhstan Marat
Ospanov Medical University»
May 13, 2022 Minutes No. 5.

**Work plan of Compliance officer
NJSC«West Kazakhstan Marat Ospanov Medical University» for 2022**

No	Name	Timing implementation	Responsible for implementation	Completion Form
1.	Carrying out thematic anti-corruption monitoring of processes in the structural divisions of the Company.	Constantly, during 2022.	Compliance officer	Analytical report.
2.	Development and approval of anti-corruption instructions for the Company's employees.	May - June 2022.	Compliance Officer in cooperation with the Legal Department and the Human Resources Department	Approval of instructions for combating corruption and familiarization of the Company's employees.
3.	Carrying out internal checks on the basis of appeals (complaints) of citizens and employees received on a specialized mailbox, helpline and other sources in anti-corruption areas.	During 2022.	Compliance officer	Information on the results of an internal audit, a recommendation to eliminate corruption risks and violations.
4.	Coordination of work on the internal analysis of corruption risks in the activities of the Company, in accordance with the Standard Rules for Conducting an Internal Analysis of Corruption Risks.	June- July 2022.	Compliance officer, Working group created by the order of the Chairman of the Board-Rector.	Analytical report with recommendations to eliminate identified corruption risks. Posting on the Company's website the results of an internal analysis of corruption risks and information on the measures taken to eliminate corruption risks.
5.	Carrying out explanatory and training activities for employees and students of the Company on the issues of compliance with the requirements of the	During 2022.	Compliance officer in coordination with the heads of structural	Protocol on the results of the activities carried out. Publication on the Company's website and Internet

	legislation on combating corruption.		divisions.	resources.
6.	Carrying out monitoring for the adoption of anti-corruption restrictions by employees who are persons equated to persons authorized to perform state functions.	Constantly.	Compliance Officer, in cooperation with the Department of Human Resource Management	Information on the results of monitoring and recommendations for eliminating violations.
7.	Taking measures to identify, monitor and resolve conflicts of interest if they are revealed.	Constantly.	Compliance officer	Information on monitoring results.
8.	Conducting an audit on the personnel policy (personnel management) of the Company on the issue of compliance with the requirements of the legislation on combating corruption (hiring persons who have previously committed a corruption offense and a crime, appointment to a senior position through competitive selection, compliance with the principle of meritocracy, etc.).	During a year.	Compliance officer	Information on the results of monitoring and recommendations for eliminating violations.

Compliance officer



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