

APPROVED by
Chief Executive Officer of
State Enterprise "Oro navigacija"
Order no. V-63
of 21 February 2020

DESCRIPTION OF ANTI-CORRUPTION POLICY OF STATE ENTERPRISE "ORO NAVIGACIJA"

CHAPTER I GENERAL PROVISIONS

1. Description of the Anti-Corruption Policy (hereinafter – the Anti-Corruption Policy) of state enterprise "Oro navigacija" (hereinafter – the Enterprise) is a corruption prevention document of the Enterprise whereby the Enterprise in implementing the tasks and functions assigned thereto has committed itself to promote zero tolerance for corruption in accordance with the provisions of the international and the Lithuanian Republic legislation on corruption prevention as well as of the Anti-Corruption Management System implemented in the Enterprise, in accordance with Lithuanian standard LST ISO 37001:2017 *Anti-Bribery Management Systems – Requirements with Guidance for Use* (hereinafter – the Standard) and whereby the Enterprise declares publicly that it shall not tolerate any forms of unethical behaviour, unlawful gifts, nepotism, conflict of interest, bribery, subornation, influence peddling, abuse of office, and other corruption-related criminal offences or forms of corruption.

2. The Anti-Corruption Policy of the Enterprise has established the general principles of corruption prevention applied in the Enterprise, the objectives and tasks of the Anti-Corruption Policy, potential measures for corruption prevention, key actors in development and implementation of the Anti-Corruption Policy, and consequences of non-compliance with the requirements of the Anti-Corruption Policy.

3. The Anti-Corruption Policy shall be applied to all employees of the Enterprise, members of the board and audit committee of the Enterprise, other third persons, signatories of public procurement contracts with the Enterprise (hereinafter jointly – the Persons). Partners of the Enterprise and other stakeholders are encouraged to comply with the provisions of the Anti-Corruption Policy.

4. The Anti-Corruption Policy has been developed in accordance with the Standard, the Law on Prevention of Corruption of the Republic of Lithuania, the Law on Adjustment of Public and Private Interests in the Public Service of the Republic of Lithuania, the Law on Protection of the Reporting Persons of the Republic of Lithuania, the National Anti-Corruption Programme of the Republic of Lithuania for 2015–2025 (hereinafter – the Programme), the Articles of Association of the Enterprise and other legal acts regulating the activities of the Enterprise.

5. The key terms used in the Anti-Corruption Policy are as follows:

5.1. **Corruption.** Offence committed by a Person, directly or indirectly, seeking, demanding or accepting material or other personal gain (a gift, service, promise, privilege) for himself or another person for actions or omissions with regard to the current position, as well as actions or omissions while demanding

material or other personal gain for himself or another person, as well as, directly or indirectly, offering or providing the Person material or other personal gain (a gift, service, promise, privilege) for actions or omissions with regard to the current position of the Person, as well as mediation in actions referred to in this section.

5.2. **Unethical behaviour.** Behaviour, which is in contradiction with generally acceptable principles of professional ethics, honour, morality and good behaviour.

5.3. **Unlawful gifts.** Any gifts or services offered or received while seeking to avoid partiality or gain any advantage, which may be regarded as going beyond normal commercial practice and allow to assume that such gift is a means of gaining favour or exceptional assessment in any field related to the Enterprise's activities, as well as gifts of any form to public officials (civil servants) of Lithuania or foreign states, to auditors, municipal employees, etc., except for gifts received in accordance with the international protocol and traditions usually associated with the position of a person employed at the Enterprise, as well as representation gifts.

5.4. **Conflict of interest.** Conflict of interest is a situation in which a person in the discharge of his official duties must perform a certain action, however, the action (part of service functions, assignment, etc.) is not only related to his direct duties, but also involves a private interest of a person close to him.

5.5. **Nepotism.** The use of the current official position, name and power in order to bestow patronage or grant favour to family members, relatives, and other close persons (also cohabitants, partners).

5.6. **Bribery.** Bribery is understood as the act made by the Person himself or through an intermediary of promising or agreeing to accept an illegal or unreasonable consideration (tangible or intangible, having economic value or not), i.e. a bribe for a desirable outcome, as well as a requirement or provocation to give a bribe and bribe acceptance.

5.7. **Subornation.** Subornation is understood as the act made by a person himself or through an intermediary of offering, promising or agreeing to give an illegal or unreasonable consideration (tangible or intangible, having economic value or not) or giving such consideration to an employee or a third party.

5.8. **Influence peddling.** Unlawful acts in the use of position, powers or other likely influence aimed at affecting an institution, organisation, civil servant, etc. resulting in lawful or illegal acts or omissions in the discharge of the official duties thereof.

6. Other terms used in the Anti-Corruption Policy are in conformity with those defined in the Standard, the Law on Corruption Prevention of the Republic of Lithuania, the Law on Adjustment of Public and Private Interests in the Public Service of the Republic of Lithuania, the Programme and other legal acts.

CHAPTER II APPLICABLE PRINCIPLES

7. When developing and implementing the Anti-Corruption Policy, the Enterprise shall keep to the following principles:

7.1. *Legality principle.* The measures of the anti-corruption management system under implementation cannot be in conflict with the applicable international and Lithuanian Republic legal acts regulating activities against corruption.

7.2. *The principle of personal example of chief executives.* The personal example of chief executives is a key factor in the creation of a culture of zero tolerance for corruption in the Enterprise assuring the implementation of effective Anti-Corruption Management System.

7.3. *Work ethics.* The Enterprise seeks for good reputation and confidence of its partners, clients, employees, therefore, it promotes zero tolerance against any actions and forms of corruption envisaged by the Anti-Corruption Policy, which may have a negative impact on its reputation or may damage it.

7.4. *Employee involvement principle.* Informing employees continuously on the Anti-Corruption Policy of the Enterprise under implementation and involving them in implementation of measures for corruption control.

7.5. *Principle of adequacy of corruption control measures for the corruption risks.* Development and implementation of corruption control measures designed for reducing corruption risks, taking into account the level of the corruption risks identified.

7.6. *Principle of the effectiveness of implementation of corruption control measures.* In the Enterprise priority is given to corruption control measures which are not complicated to implement, are likely to result in significant benefits and implementation of which shall not impose burden on the Enterprise.

7.7. *Principle of inevitability of liability.* Each Person who has committed an offence of a corruptive nature, irrespectively of his official position, functions and merits to the Enterprise, shall assume liability in accordance with the procedure established by law.

7.8. *Principle of continuous control, monitoring and improvement.* In order to continuously improve the anti-corruption management system, the Enterprise regularly performs control of anti-corruption measures and assessment of the effectiveness of the anti-corruption policy under implementation.

CHAPTER III OBJECTIVE AND TASKS OF THE ANTI-CORRUPTION POLICY

8. The objective of the Anti-Corruption Policy is to ensure that the activities and the conduct of the Enterprise comply with the highest standards of reliability, integrity, transparency and business ethics. The Anti-Corruption Management System implemented in the Enterprise, including the Anti-Corruption Policy, aims at enabling timely identification of the corruption risks, and upon assessing thereof, selecting proportionate and effective anti-corruption and other measures for control, allowing to reduce the identified level of the corruption risk, unacceptable to the Enterprise.

9. The major tasks of the Anti-Corruption Policy being implemented by the Enterprise are as follows:

9.1. To reduce the risk of manifestation of corruption in the Enterprise and be capable of managing it;

9.2. To ensure that the corruption prevention measures, established by laws of the Republic of Lithuania, the Lithuanian Republic Transport Minister's orders and other legal acts, are implemented adequately and in a timely manner;

9.3. To establish requirements for the conduct of the Persons in the field of corruption prevention, and to achieve turning these requirements into conscious and voluntary standards of work ethics not only for employees but also for the partners of the Enterprise and other stakeholders.

CHAPTER IV KEY ACTORS IN IMPLEMENTATION OF ANTI-CORRUPTION POLICY AND THE FUNCTIONS THEREOF

10. The key actors in development and implementation of the Anti-Corruption Policy and the Anti-Corruption Management System are the board, the director general of the Enterprise, the anti-corruption compliance officer, and the executives of structural units. The director general of the Enterprise may use additional human resources to implement the Anti-Corruption Management System.

11. In developing and implementing the Anti-Corruption Management System and seeking to ensure corruption prevention, the board of the Enterprise shall ensure that it is regularly provided the information on the operation of Anti-Corruption Management System of the Enterprise, sufficient and suitable resources are allocated, in order to ensure proper operation of Anti-Corruption Management System, it shall also carry out the monitoring of implementation and efficiency of Anti-Corruption Management System of the Enterprise.

12. In developing and implementing the Anti-Corruption Management System and seeking to ensure corruption prevention, the director general of the Enterprise shall:

12.1. Approve the Anti-Corruption Policy of the Enterprise;

12.2. Ensure that the Anti-Corruption Policy is consistent with the strategy of the Enterprise;

12.3. Ensure that the Anti-Corruption Management System is properly established for achieving its objectives and that this system is being implemented, maintained and assessed through analysis, in order to reduce the corruption risk in the Enterprise;

12.4. Ensure that requirements of the Anti-Corruption Management System are integrated into the processes of the Enterprise;

12.5. Allocate resources necessary for effective functioning of the Anti-Corruption Management System;

12.6. Distribute responsibilities and powers to employees of the Enterprise in spheres of development and implementation of the Anti-Corruption Policy and the Anti-Corruption Management System;

12.7. Ensure internal and external dissemination of issues of the Anti-Corruption Policy;

12.8. Communicate on the importance of efficient anti-corruption management and compliance with the requirements of the Anti-Corruption Management System;

12.9. Assist employees of the Enterprise in increasing performance of the Anti-Corruption Policy, by properly managing it;

12.10. Foster the culture of anti-corruption;

12.11. Ensure continuous improvement of the Anti-Corruption Policy and the Anti-Corruption Management System;

12.12. Encourage other Persons to demonstrate leadership in the sphere of corruption prevention by setting a good example thereto;

12.13. Encourage the Persons to report on suspected or actual corruption.

13. The anti-corruption compliance officer is directly accountable to the director general of the Enterprise and while supervising the development and implementation of the Anti-Corruption Management System has the right to apply directly to the director general of the Enterprise. The duties assigned to the anti-corruption compliance officer are as follows:

13.1. To supervise the process of development and implementation of the Anti-Corruption Management System by the Enterprise;

13.2. To provide the board with the information on the operation of Anti-Corruption Management System of the Enterprise, the employees of the Enterprise with advice and recommendations on issues related to the Anti-Corruption Management System and corruption;

13.3. To ensure that the Anti-Corruption Management System complies with the requirements of the Anti-Corruption Policy;

13.4. To submit proposals to the director general of the Enterprise concerning the resources necessary for implementation of the Anti-Corruption Policy;

13.5. To perform other tasks and functions, envisaged by law and assigned by the director general thereto, regarding the development and implementation of the Anti-Corruption Policy, and established in internal legal acts of the Enterprise.

14. Acting in conformity with the provisions of the Anti-Corruption Policy, the executives of structural units shall:

14.1. Ensure application of requirements of the Anti-Corruption Management System in a structural unit under the management thereof and within the range of functions being performed;

14.2. Encourage employees of a structural unit to comply with the Anti-Corruption Policy and take an active part in the implementation thereof;

14.3. Communicate on the importance of efficient anti-corruption management and compliance with the requirements of the Anti-Corruption Management System;

14.4. Provide adequate conditions for employees of a structural unit under the management thereof, whom the director general has appointed responsible for implementation of the measures of the Anti-Corruption Management System, to carry out the functions assigned thereto in this field;

14.5. Submit proposals to the anti-corruption compliance officer for improvement of the Anti-Corruption Policy, and elimination of the reasons and conditions for identified corruption offences.

15. All the Persons are responsible for being familiar with and application of Anti-Corruption Policy, while the employees of the Enterprise are also personally responsible for being familiar with the requirements laid down in documents of the Anti-Corruption Management System and the fulfilment thereof.

CHAPTER V REPORTING ON BREACH OF THE ANTI-CORRUPTION POLICY

16. Employees of the Enterprise are encouraged to report to the management of the Enterprise, and the anti-corruption compliance officer, or inform by e-mail pasitikejimolinija@ans.lt on any breach of the Anti-Corruption Policy and provisions laid down in documents of the Anti-Corruption Management System, the potential cases of corruption, violations of adjustment of public and private interests.

17. The Enterprise also encourages its partners and other stakeholders to report on any breach of provisions of the Anti-Corruption Policy to the address pasitikejimolinija@ans.lt on the website of the Enterprise, column "Corruption prevention".

18. The management of the Company undertakes to protect the confidentiality of the reporting persons and take all measures to ensure that a person, who has reported on a reasonably suspected breach of the Anti-Corruption Policy of the Enterprise, cases of corruption, and violations of adjustment of public and private interests, incurs no negative consequences related to reporting. Provisions on protection of the persons reporting corruption shall also apply to those cases when it appears that the submitted information has been proved to be unfounded.

19. With respect to their content, the received reports shall be examined and the replies thereto shall be prepared in accordance with the procedure established by legislation of the Republic of Lithuania and the internal legal acts of the Enterprise and cannot be handed over to the unit or employee for consideration, if an applicant has expressed concern about the actions thereof.

CHAPTER VI LIABILITY

20. A breach of the Anti-Corruption Policy may be considered a gross violation of labour obligations and may be subject to liability as established by legislation of the Republic of Lithuania and the Rules on the Work Procedure of the Enterprise.

21. In case a breach of the Anti-Corruption Policy involves constituent of criminal offence, the competent authorities shall be informed thereon, and such offence may be subject to liability as established by legislation of the Republic of Lithuania.

CHAPTER VII FINAL PROVISIONS

22. All present employees of the Enterprise as well as those who shall be recruited by the Enterprise in future must be familiar with the Anti-Corruption Policy and fulfil the requirements thereof.

23. Persons who are not employed by the Enterprise but represent the interests of the Enterprise and act on behalf thereof must also be familiarised with the Anti-Corruption Policy and are liable to commit following the provisions thereof.

24. The Anti-Corruption Policy is publicly available. The Enterprise seeks to ensure that partners of the Enterprise and other stakeholders comply with the provisions of the Anti-Corruption Policy.
