

APPROVED
General Director of "TMK" OJSC
_____ **A.G. Shiryaev**
____.____. **2012**

**THE REGULATION
ON POLICY OF "TMK" OJSC
IN RELATION TO
CHARITABLE ACTIVITY
(GIFTS AND DONATIONS)**

Revision No. 0

Ref. No. **НД-214/2012**
09.04.2012

1. General Provisions

1.1. This *Regulation* contains regulating rules in relation to charitable activity of "TMK" OJSC (gifts and donations) as well as requirements for staff of "TMK" OJSC on compliance with them¹.

1.2. This Regulation shall be examined and is subject to fulfillment by all officers of "TMK" OJSC involved in charitable activity.

2. Forms of Charitable Activity Permitted (gifts and donations)

2.1 Gifting money, property, non-property and property rights to legal and individual persons by "TMK" OJSC shall be allowed only in the form of donations in conformity with actual laws and the present *Regulation*.

2.2 Donations to citizens, medical, educational, sporting, social security and other similar institutions, benevolent and scientific organizations, foundations, museums and other cultural institutions, social and religious organizations, other non-commercial organizations shall be allowed in conformity with laws of the Russian Federation, constituent regions of the Russian Federation, statutory acts of municipal units.

2.3 Gifts/donations may be given only for generally useful purposes.

3. Gifting and Donating Procedure

3.1 Decision of gifting/donating by "TMK" OJSC shall be adopted by the General Director of "TMK" OJSC or his authorized person on the basis of written application submitted by individual or legal person acting as the recipient of such gift or donation, with attachment of a covering note from responsible subdivision of "TMK" OJSC, by means of putting visa of the General Director of "TMK" OJSC or his authorized person on such application with the indication of amount of the donation, type of property or right to be transferred as gift/donation, and the term of gifting/donating.

3.2 On the basis of decision of gifting/donating adopted by the General Director of "TMK" OJSC or his authorized person, a standard form contract of gifting/donating shall be executed (Appendix 1).

3.3. The standard form contract of gifting/donating shall at least contain anti-corruption clause having content as specified in paragraphs 4.1. and 4.2. of this Regulation and providing the right of "TMK" OJSC to terminate such contract of gifting/donating in case of violation by the recipient of the above anti-corruption clause.

4. Restrictions

4.1. Any acts of gifting/donating which will result in illegal, either direct or indirect, offering, giving, transferring, demanding, receiving or be otherwise conducive to receipt/transfer by "TMK" OJSC or its representatives, including officers of money, securities, other property, pecuniary services, and property rights for any actions (inactions) either in behalf of "TMK" OJSC or for own advantage are not allowed.

4.2. Donating for any purposes connected with financing political activity in defiance of regulations of Russian and international laws, as well as financing illegal activities, particularly ones that may be connected with terrorism financing is not allowed.

5. Responsibility

5.1. Should any rules of the present Regulation be violated by officers of "TMK" OJSC, the latter may be brought to responsibility in conformity with actual laws, internal normative and organizational and

¹ Rules and requirements in connection with gifts acceptance, business entertainment that concern officers of "TMK" OJSC are determined by separate normative documents of "TMK" OJSC.

administrative documents of "TMK" OJSC up to termination of the labour contract on the relevant ground.