

Instruction for Organizing Employee Training in the Ministry of Mining Industry and Geology on Ethics and Anti-Corruption

Chapter I. General Provisions

1. This Instruction provides recommendations and guidelines for organizing training for employees of the Ministry of Mining Industry and Geology (hereinafter – the Ministry) on ethics and anti-corruption matters.

2. This Instruction aims to prevent corrupt actions and eliminate the causes contributing to their occurrence, raise legal awareness among employees, and cultivate adherence to the laws of the Republic of Uzbekistan and other internal documents of the Ministry.

3. The training plan and materials on ethics and anti-corruption for the Ministry's employees (hereinafter – training) are developed in accordance with the legislation of the Republic of Uzbekistan and this Instruction.

Chapter II. Key Principles of Training

4. Employee training in the Ministry is based on the following principles:

Impartiality and Scientific Basis – those responsible for preparing training materials on ethics and anti-corruption must ensure their compliance with the requirements of the legislation of the Republic of Uzbekistan, international standards, as well as the results of scientific research in the theory and practice of ethics and anti-corruption.

Practical Applicability – the forms, methods, and materials of training for the Ministry's employees should be practically relevant, based on real situations, and include control over the understanding of the material by employees and their ability to apply it to solve specific practical tasks.

Consistency and Systematic Approach – training materials on ethics and anti-corruption, as well as the training process, should express a structural and logical system. Training is conducted based on a progression from general concepts and situations to specific ones, from simple to complex, from initial to advanced levels, etc.

Accessibility – the training takes into account the current level of knowledge and skills of the Ministry's employees and forms teaching materials that are understandable to all employees of the Ministry.

Differentiated Approach – anti-corruption training in the Ministry considers the results of the analysis of corruption risks in specific functions and procedures. Employees in positions with a higher risk of exposure to corruption undergo additional specialized training.

Continuous Improvement of Training Methods and Forms – the Ministry strives to use the achievements of technical and scientific progress in the development of training materials, training, and the evaluation of employees' knowledge retention.

Chapter III. Priority Tasks of Training

When determining the forms and methods of training, as well as developing training materials on ethics and anti-corruption, the responsible persons organizing training for the Ministry's employees should rely on the following priority tasks:

Forming a general understanding of the nature of corruption, its forms and features in different spheres of the Ministry's activity, its functions and procedures, its causes, and the social, dangerous, and harmful consequences.

Forming a behavioral model based on strict and unequivocal compliance with the legislation of the Republic of Uzbekistan, the Ministry's anti-corruption policy, and the ethical values of behavior defined by the Ministry's internal documents.

Familiarizing employees with the principles, requirements, and procedures for anti-corruption efforts in the Ministry.

Developing the ability to identify and prevent conditions that contribute to corruption risks, as well as fostering intolerance toward corrupt behavior and violations of the Ministry's ethical norms.

Chapter IV. Responsible Parties for Developing and Conducting Training

6. The Department of Human Resources Development and Management of the Ministry is responsible for preparing training plans for the Ministry's employees, developing the corresponding training materials, conducting training, and monitoring and controlling the training process within the Ministry.

7. The Department of Internal Control for Anti-Corruption (hereinafter – the Department of Internal Control) participates in preparing the training plans for employees, develops training materials on anti-corruption, and coordinates the delivery of the training.

8. The Department of Human Resources Development and Management of the Ministry supervises training discipline and collects information related to the training.

9. The Department of Internal Control and the Department of Human Resources Development and Management of the Ministry may involve third parties to prepare training materials and deliver training based on contracts with international or local organizations with relevant experience (in accordance with the procedure established by the Ministry).

Chapter V. Types and Forms of Training

10. The training should include the following training programs:

General anti-corruption training for all employees;

General training on ethical behavior rules for Ministry employees;

Specialized anti-corruption training for positions most susceptible to corruption risks;

Specialized anti-corruption training for employees responsible for the operation and development of the anti-corruption system in the Ministry.

11. General anti-corruption training and general training on ethical behavior rules for the Ministry system are mandatory for all employees.

12. The general anti-corruption training for all Ministry employees should be focused on practical application and ensure the opportunity to acquire new knowledge or review existing knowledge, including:

Knowledge of the anti-corruption legislation of the Republic of Uzbekistan, anti-corruption issues within the Ministry, including established prohibitions, restrictions, rights and duties, requirements for professional behavior, as well as the Ministry's internal documents on the actions to be taken when corruption is identified among employees;

Knowledge of law enforcement practices in anti-corruption, conflict of interest, and other anti-corruption requirements;

Skills to apply acquired knowledge, including the ability to assess corruption risks in various areas of the Ministry's activities and apply anti-corruption measures established within the Ministry in practice.

The topics listed in Appendix 1 to this Instruction are recommended for inclusion in the materials for general anti-corruption training.

13. General training on the ethical behavior rules for Ministry employees should be practical and provide the opportunity to acquire new knowledge or review existing knowledge on the principles and rules of ethics adopted in the Ministry.

14. All Ministry employees, following the general anti-corruption training and the training on ethical behavior rules, must undergo testing aimed at checking the retention and understanding of the material studied, as well as the ability to apply the acquired knowledge and skills in practice.

15. An employee is considered to have successfully completed the general anti-corruption training if they answered at least 65% of the questions correctly. If the employee answers less than 65% of the questions correctly, they may retake the test within 5 working days from the date of the first test.

16. Specialized anti-corruption training for positions most susceptible to corruption risks is conducted separately from the general anti-corruption training.

17. The list of positions most susceptible to corruption risks is formed in accordance with the methodology for assessing corruption risks within the Ministry.

18. Specialized anti-corruption training for positions most susceptible to corruption risks should include information on:

Methods for identifying and minimizing corruption risks in specific functions and procedures most vulnerable to corruption risks;

Forms and types of corruption manifestations in specific functions and procedures most vulnerable to corruption risks;

Anti-corruption requirements specific to interactions with third parties in functions and procedures most susceptible to corruption risks;

Additional requirements and procedures from internal documentation applied when performing specific functions most exposed to corruption risks.

19. Specialized anti-corruption training for employees responsible for the functioning and development of the anti-corruption system in the Ministry should be conducted at least once a year in the form of professional development (seminars, workshops, and other activities) with the involvement of anti-corruption experts, as well as by participating in training organized by competent third parties (organizations) specializing in such training.

20. Specialized anti-corruption training for employees responsible for the functioning and development of the anti-corruption system in the Ministry should include studying changes in the anti-corruption legislation of the Republic of Uzbekistan, best international practices for forming anti-corruption systems, and measures to prevent corruption in public authorities.

21. Professional development and participation in training, as specified in paragraph 19 of this Instruction, should be conducted according to the annual training plan.

Chapter VI. Training Schedules and Frequency

22. Training is conducted as part of the mandatory professional development required by the legislation of the Republic of Uzbekistan and the Ministry's internal documents, regardless of joint conferences, meetings, or symposia with third parties.

23. Ministry employees must undergo ethics and anti-corruption training at least once a year.

24. Ministry employees must undergo anti-corruption training more than once a year in the following cases:

If the employee holds a position most exposed to corruption risks;

Upon appointment to a position or during rotation, if the new position is on the list of positions most exposed to corruption risks;

Upon the identification of corruption cases or an increase in corruption risks in a procedure within the Ministry;

At the discretion of the Minister.

25. Employees hired or transferred to a new position must undergo general anti-corruption training and training on ethical behavior rules for Ministry employees within 30 days from the date of assuming their position or being appointed to a new position.

When setting the training date, the approved annual schedule for ethics and anti-corruption training, availability of spots in the group (for in-person training), and the need to comply with the deadlines and training frequency specified in paragraphs 22–23 of this chapter should be considered.

The next general anti-corruption training and training on ethical behavior rules for Ministry employees must be conducted at least once a year, with the frequency determined by the Department of Human Resources Development and Management.

26. In cases related to holding a position most susceptible to corruption risks or being appointed to such a position, specialized anti-corruption training should be conducted within the timeframes set by the annual training schedule for ethics and anti-corruption.

27. The Department of Human Resources Development and Management prepares the training schedule annually and submits it to the Minister for approval by December 31.

When preparing the schedule, the dates of previous training sessions are taken into account. The training schedule should include the course name, date, and the positions assigned for the training.

Responsible employees from the Department of Human Resources Development and Management notify employees about the start of training 10 working days before its commencement.

In case an employee is unable to attend the training on the scheduled date (e.g., due to high seasonal workload, sick leave, planned vacation, or other justified reasons), the employee must notify the Department of Human Resources Development and Management about rescheduling the training no later than 5 working days before the training begins.

Chapter VII. Training Discipline Control and Document Storage

28. The Department of Human Resources Development and Management collects information about the completion of training by Ministry employees on ethics and anti-corruption issues and submits it quarterly to the Department of Internal Control of the Ministry. The Department of Internal Control analyzes the data received (including training discipline, problem topics for employees, and test questions) and ensures that the results of the analysis are included in the regular reports on the functioning and development of the anti-corruption system. If necessary, it also updates the training materials based on the analysis.

29. If an employee fails to complete the assigned training or testing within the established deadlines, the head of the Department of Human Resources Development and Management warns their supervisor for appropriate action.

30. Training schedules, registration sheets, test results, and other documents confirming employee training are stored in the Department of Human Resources Development and Management.

Chapter VIII. Final Provisions

31. This Instruction will be reviewed in the event of changes in the legislation of the Republic of Uzbekistan or the Ministry's internal documents, as well as with the change of best international practices in organizing anti-corruption training. The Department of Internal Control of the Ministry is responsible for making amendments to the Instruction.

32. A Ministry employee is personally responsible for adhering to the principles and requirements of this Instruction, regardless of their position, length of service, status, or other factors.