

Annex 8
to the Resolution of the Board of Directors
of PJSC “Rosseti Lenenergo” of March 09, 2022
(Minutes No. 38 of March 11, 2022)

PUBLIC JOINT STOCK COMPANY “ROSSETI LENENERGO”

COMPANY PROGRAM

PM-13.01.05-001-2022

PJSC “Rosseti Lenenergo”

Internal Audit Quality Assurance and Improvement Program

Version 2

Saint Petersburg
2022

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1. General

1.1. The Internal Audit Quality Assurance and Improvement Program (hereinafter, the “Program”) is implemented in PJSC “Rosseti Lenenergo” (“Company”) to ensure proper control over, and assessment of, the internal audit’s performance and to identify areas for further improvement.

1.2. The Program defines the goals, scope, approaches and procedures for continuous (ongoing) and periodic monitoring of the internal audit’s quality and for designing and implementing the action plan for development and improvement of the internal audit activities.

1.3. The Company’s Program shall be regularly revised to incorporate changes made to the Standard Internal Audit Quality Assurance and Improvement Program approved by PJSC “Rosseti”.

1.4. The program is approved and modified by the Company’s Board of Directors subject to preliminary review by the Audit Committee of the Company’s Board of Directors (“Audit Committee”).

1.5. The Program is binding upon the employees of the Internal Audit Department (“Internal Audit”).

1.6. The Program was developed in line with the provisions / requirements of the following core documents:

- Federal Law No. 208-FZ *On Joint-Stock Companies* of December 25, 1995;
- Corporate Governance Code recommended by the Bank of Russia (Letter No. 06-52/2463 of April 10, 2014);
- Recommendations for the Organization of Risk Management, Internal Control, Internal Audit, Audit Committee of the Board of Directors (Supervisory Board) in Public Joint-Stock Companies (Letter No. IN-06-28/143 of the Bank of Russia of October 01, 2020);
- Recommendations No. PZ-11/2013 of the Ministry of Finance of the Russian Federation *Organization and Conducting by an Entity of Internal Control of the Business Actions, Accounting, and Accounting (Financial) Reporting* (Letter No. 07-04-15/57289 by the Ministry of Finance of the Russian Federation of December 26, 2013);
- Guidelines for the Organization of Internal Audit in Joint Stock Companies with State Participation approved by the Federal Agency for State Property Management (Rosimushchestvo) (Order No. 249 of July 4, 2014);
- International Standards for the Professional Practice of Internal Auditing by the Institute of Internal Auditors (“International Standards”, “Internal Auditing Standards”);
- Guidelines of the International Professional Practices Framework by the Institute of Internal Auditors (“Guidelines”);
- Articles of Association of the Company;
- Regulations for the Board of Directors of the Company;
- Regulations for the Audit Committee of the Board of Directors of the Company and other internal regulations of the Company;
- Internal Audit Policy of the Company;
- Internal Control Policy of the Company;

- Risk Management Policy of the Company;

1.7. Terms, definitions and abbreviations used in this Program are presented in the Company's Internal Audit Glossary duly approved by the Company's organizational regulations.

2. Goal and Scope of the Program

2.1. The goal of the Program is to provide assurance to the Board of Directors, the Audit Committee of the Board of Directors, the Sole Executive Body of the Company (CEO) that:

- the internal audit function acts in accordance with the Company's Internal Audit Policy;
- the internal audit function assists the Board of Directors, the Audit Committee of the Board of Directors, the CEO in improving the efficiency of the Company's governance;
- the Company implements the most effective and reasonable measures to ensure compliance of its internal audit with the International Standards in view of specific aspects of the Company's activities and existing resource constraints;
- the Company's internal audit performs its functions efficiently and with the required quality;
- the internal audit function continues to evolve.

2.2. The Program covers all focus areas of the Internal Audit in accordance with the Company's Internal Audit Policy:

- adopting and applying uniform approaches established by the "Rosseti" Group to building, managing, and coordinating the internal audit function at the Company and its subsidiaries and affiliates;
- conducting internal audits, participating in other inspections and audits across the Company and its subsidiaries and affiliates;
- providing independent and objective assurance regarding the efficiency of the internal control, risk management, and corporate governance systems, as well as assisting the Company's Board of Directors, Audit Committee of the Board of Directors, CEO and employees in developing and monitoring procedures and measures to improve the internal control, risk management, and corporate governance systems of the Company¹;
- organizing effective interaction of the Company with the Company's external auditor, the Company's Internal Audit Board, as well as with persons providing consulting services on risk management, internal control, and corporate governance;
- preparing and submitting to the Board of Directors, the Audit Committee of the Board of Directors, and the CEO reports on the performance of the internal audit function (including information on existing risks, weaknesses, results, and efficiency of

¹ This focus area of the internal audit activities is detailed in Annex 1 hereto as set forth in the Recommendations for the Organization of Risk Management, Internal Control, Internal Audit, Audit Committee of the Board of Directors (Supervisory Board) in Public Joint-Stock Companies (Letter No. IN-06-28/143 of the Bank of Russia of October 01, 2020) and the Guidelines for the Organization of Internal Audit in Joint Stock Companies with State Participation approved by the Federal Agency for State Property Management (Rosimushchestvo) (Order No. 249 of July 4, 2014).

measures taken to address the identified weaknesses, the results of implementing the internal audit plan, assessment of the actual state, reliability, and efficiency of internal control, risk management, and corporate governance systems).

2.3. The Program implementation process includes:

- continuous (ongoing) monitoring and periodic internal assessment of the internal audit's quality;
- regular external assessment of the internal audit's quality;
- presentation of the assessment results, and drafting / updating of the action plan for development and improvement of the internal audit activities

2.4. The diagram of the Program implementation processes is presented in Annex 2 hereto.

2.5. In the process of the Program implementation, the Company, in accordance with its Internal Audit Policy, intends to follow the core principles and approaches set out in the Corporate Governance Code, recommendations of Rosimushchestvo and the Bank of Russia, generally accepted standards for internal audit practices, in particular, the International Standards.

3. Internal Assessment of the Internal Audit Quality

3.1. Internal assessment of the internal audit's quality includes:

- ongoing monitoring of the internal audit activities;
- periodic self-assessment.

3.2. The ongoing monitoring of the internal audit activities involves:

- oversight by the head of the Internal Audit and employees authorized by him/her over audits, including quality assurance procedures with respect to the reports of auditors on the implementation of audit procedures, the auditor's report, and other audit-related materials;

- assessment of the internal auditors' performance when conducting audits;
- control of the quality of reporting/information materials (information circulars, presentations, etc.) submitted to the Board of Directors, Audit Committee of the Board of Directors, CEO;

- feedback from the heads of auditees;
- control over the implementation of work and quality control in other focus areas of the Company's internal audit activities;

- methodological consultations with the Internal Audit employees to obtain information concerning required actions to develop and improve the internal audit practices and, if necessary, to update the Internal Audit employees' individual development plans.

3.2.1. Procedures for oversight by the head of the Internal Audit and employees authorized by him/her over audits, including quality assurance procedures with respect to the audit-related documents and auditor's reports are set out in the Guidance on Internal Audits duly approved by the Company's organizational regulations.

3.2.2. Assessment of the internal auditors' performance during an audit is carried out as follows:

- the head of the Internal Audit decides on documenting the assessment of the internal auditors' performance in connection with an audit:

- at the stage of planning and approving the audit engagement: in view of the significance of the audit for the Company, its complexity and manpower effort required.
- following the audit: if there is a significant deviation from the audit plan (without changing the program and in the absence of other objective reasons), or there are concerns with respect to the quality of documentation, or concerns raised by the auditee, or other circumstances that require assessment;
 - the assessment shall be carried out within 10 (ten) business days after the completion of the audit / engagement;
 - the assessment of the internal auditors' performance is carried out by the engagement team leader;
 - the assessment of the engagement team leader's performance is carried out by the head of the Internal Audit;
 - questionnaire forms to be completed following the assessment are presented in Annexes 4 and 5 hereto.

3.2.3. The control of the quality of reporting/information materials submitted to the Board of Directors, Audit Committee of the Board of Directors, CEO is performed by the head of the Internal Audit on an ongoing basis.

3.2.4. Feedback may be received from the heads of auditees by the head or employees of the Internal Audit, with varying degrees of formalization.

Feedback is mainly provided by completion of questionnaires whereby the head of the auditee is invited to assess the audit team's performance, raise concerns and provide suggestions to improve the Internal Audit's operation. The questionnaire form is presented in Annex 6 hereto.

Questionnaire surveys may be conducted with respect to both scheduled and unscheduled audits (as decided by the head of the Internal Audit in view of the significance of the audit for the Company, audit complexity and scope, and other circumstances).

3.2.5. The head and employees of the Internal Audit oversee the implementation of work and perform quality control in other focus areas of the Company's internal audit activities in line with their job duties and requirements of the applicable documents of the Company that regulate the internal audit activities.

3.2.6. The head of the Internal Audit regularly discusses actions required for the development and improvement of the internal audit activities with the employees of the Internal Audit. Such actions may be included in individual development plans for employees of the Internal Audit (in the form set out in Annex 9 hereto), and in the action plan for the development and improvement of internal audit activities. The action plan form is presented in Attachment 1 to the Internal Assessment of the Internal Audit's Quality Report (Annex 8 hereto).

3.3. The periodic self-assessment is carried out by the head and/or employees of the Internal Audit at least once a year.

3.3.1. The head of the Internal Audit analyzes whether the goals and objectives defined in the Internal Audit Policy conform to the goals and objectives set for the Internal Audit by the Board of Directors, Audit Committee of the Board of Directors, CEO:

- by analyzing instructions and decisions of the Board of Directors, Audit Committee of the Board of Directors, CEO, objectives specified in the approved Internal Audit’s action plan, changes in the strategic development priorities of the Company, and other information that may affect the internal audit goals and objectives;
 - by reviewing whether it may be necessary to amend the Internal Audit Policy.
- If necessary, proposed amendments to the Internal Audit Policy are drafted.

3.3.2. Self-assessment procedures include:

- receiving feedback from the members of the Audit Committee;
- analyzing whether the internal audit activities conform to the Internal Audit Policy and Internal Audit Standards;
- analyzing the completion of tasks set for the Internal Audit by the Board of Directors, Audit Committee of the Board of Directors, CEO with respect to the matters within the Internal Audit’s competence;
- completing the questionnaire for self-assessment of the current status of the internal audit function;
- comparing the current internal audit practices with best practices;
- assessing the implementation of the action plan for the development and improvement of internal audit activities, making suggestions for supplementing and adjusting the action plan for the development and improvement of internal audit activities;
- assessing the compliance of the internal audit activities with the Code of Ethics;
- conducting assessment based on a random analysis of the audits performed, including inspection of work papers and audit reports.

3.3.2.1. In the course of interaction with the Audit Committee, the head of the Internal Audit receives feedback from the Audit Committee in various formats, including analysis of decisions/recommendations of the Audit Committee on matters within the Internal Audit’s competence. Feedback may be received by questionnaire surveys (the questionnaire form is presented in Annex 6 hereto). The head of the Internal Audit sends a questionnaire to the Chairman/members of the Audit Committee to assess the interaction with the Audit Committee and determine whether the internal audit activities meet the expectations of the Audit Committee.

3.3.2.2. The analysis whether the internal audit activities conform to the Internal Audit Policy involves:

- assessing whether the documents that regulate the internal audit activities are complete, relevant and conform to the Internal Audit Policy;
- assessing compliance with the internal audit implementation principles set out in the Internal Audit Policy;
- assessing compliance with the requirements to internal auditors set out in the Internal Audit Policy;
- assessing compliance with the Code of Ethics for Internal Auditors;
- assessing compliance with the Company’s documents that regulate the internal audit activities.

3.3.2.3. Analysis of the completion of tasks set for the Internal Audit by the Board of Directors, Audit Committee of the Board of Directors, CEO with respect to the matters within the Internal Audit's competence includes:

- assessing the completeness and quality of performance under the Internal Audit's action plan in terms of the objectives defined by the Company's Internal Audit Policy;
- analyzing decisions/instructions of the Board of Directors, Audit Committee of the Board of Directors, CEO with respect to conducting unscheduled audits/other actions, and assessing the completeness and quality of such unscheduled audits/other actions.

3.3.2.4. Assessment of the current status of the internal audit function is carried out by completing the questionnaire for self-assessment of the current status of the internal audit function (the questionnaire form is presented in Annex 3 hereto). To analyze the changes in the development of the internal audit function, a score-based assessment is conducted based on the requirements specified in the questionnaire and the mean score is calculated for the internal audit function in general. The assessment scale and its description are presented in Annex 3 hereto.

3.3.2.5. The current internal audit practices are compared with best practices based on the available information about best practices from professional and periodical literature on the internal audit, participation in conferences, professional communities, the results of consultations and interaction with employees of internal audit departments of other entities, as well as cooperation on the Company's projects with external experts in the area of internal audit.

3.3.2.6. Assessment of the implementation of the action plan for the development and improvement of internal audit activities includes analysis of the completeness, timeliness and efficiency of actions and, if there are deviations from the plan, analysis of reasons for such deviations. Following the assessment, suggestions for supplementing and/or adjusting the action plan for the development and improvement of internal audit activities are made.

4. External Assessment of the Internal Audit Quality

4.1. An independent outsource expert conducts the external quality assessment of the Company's Internal Audit at least once every 5 (five) years. An external expert is selected in accordance with the Company's documents that regulate the procurement activities and acts under a contract with the Company signed in accordance with the established procedure.

4.2. An external assessment may be conducted as a fully external assessment by an independent expert/group of experts, or a full self-assessment followed by an independent confirmation of its results by a qualified independent external expert or group of experts.

4.3. In setting the criteria for selecting an expert service provider to conduct external assessment, the Company shall set requirements that ensure the independence, objectivity, professionalism, and competence of such an organization and its personnel involved in interaction with the Company.

4.4. The format of the external assessment and the choice of the expert/organization to perform the external assessment are reviewed by the Audit Committee and approved by the Board of Directors.

4.5. The external assessment shall cover the main areas of the Company's internal audit activities in accordance with the Internal Audit Policy and shall include an assessment of the requirements and criteria established by the Board of Directors, Audit Committee of the Board of Directors, CEO, and an assessment whether the internal audit activities comply with such requirements and criteria, including requirements of the International Standards.

4.6. For optimal results, the scope of an external assessment shall include the same aspects as that of an internal assessment.

4.7. When an external assessment is conducted, the head of the Internal Audit:

- provides information about the organization of activities and performance of the Internal Audit as requested by the external expert (group of experts);
- assesses preliminarily the quality of the report prepared by the external expert (group of experts) and provides comments/remarks with respect to the report;
- participates in meetings held to discuss the results of the external assessment.

4.8. Based on the results of the external assessment, the independent expert prepares a report, as provided for in the contract, to express an opinion whether the internal audit function complies with the Company's Internal Audit Policy and the International Standards and also to indicate areas for development and provide recommendations to improve the Internal Audit's efficiency.

4.9. The results of the external assessment are submitted to the Board of Directors (subject to preliminary review by the Audit Committee).

4.10. The head of the Internal Audit is responsible for developing the action plan and implementing the recommendations contained in the external expert's report on the Internal Audit's quality assessment.

5. Presentation of Assessment Results and Drafting / Updating of the Action Plan for Development and Improvement of the Internal Audit Activities

5.1. Following internal assessments, a report on the Internal Audit's quality assessment ("Report") is prepared in accordance with Annex 8 hereto.

5.2. The report is submitted to the Board of Directors (subject to preliminary review by the Audit Committee), if necessary, to the CEO and structural divisions of the Company as part of the Internal Audit's annual report on the implementation of the actions plan and performance results of the Internal Audit.

5.3. If a non-compliance with the Definition of the Internal Audit, the Code of Ethics or the International Standards is identified based on the results of Internal Audit's quality assessments, and such non-compliance significantly affects the scope, content or quality of the internal audit activities, information on such non-compliance and its impact on the activities is included in the Report.

5.4. Based on the results of internal and external evaluations, the head of the Internal Audit, if necessary, drafts or adjusts the action plan for the development and improvement of internal audit activities. The action plan is submitted for consideration to the Board of Directors (subject to preliminary review by the Audit Committee) as an

appendix to the internal assessment of the Internal Audit's quality report or the external assessment report.

**Detailed Description of the Internal Audit Focus Area:
Providing Independent and Objective Assurance Regarding the Efficiency
of the Internal Control, Risk Management, and Corporate Governance Systems.**

*As set out in the Recommendations for the Organization of Risk Management,
Internal Control, Internal Audit, Audit Committee of the Board of Directors
(Supervisory Board) in Public Joint-Stock Companies
(Letter No. IN-06-28/143 of the Bank of Russia of October 01, 2020)*

Organization of the Internal Audit

Internal Audit Goals and Objectives

In order to assist the Board of Directors and executive bodies in maintaining and increasing the value of the Company and achieving its goals, the Company is recommended to organize an internal audit function to conduct independent and objective internal audits based on a risk-based approach, provide advice and share knowledge.

The Internal Audit contributes to the Company's achievement of its goals by using a systematic and consistent approach to assessing the efficiency of risk management, internal control and corporate governance and making recommendations for the improvement thereof by the provision of independent and objective assurance and advice to improve the Company's operations.

The goals, objectives, powers and responsibilities of the Internal Audit, the approach to organizing internal audit in the Company, the Internal Audit's lines of reporting in the Company, the procedure for monitoring the Internal Audit's quality assurance and improvement are recommended to be defined in the regulations (policy) for the organization and implementation of internal audit function of the Company ("Internal Audit Policy").

The Internal Audit's objectives may include:

Assessment of corporate governance and provision of recommendations for its improvement.

The assessment of corporate governance as part of the internal audit shall be carried out in accordance with the principles and approaches set out in the Company's internal documents, the Russian laws and the requirements of regulatory bodies applicable to the Company, generally accepted concepts and practices in the area of corporate governance.

The assessment of corporate governance may include:

- audit of the compliance with, and promotion of, the ethical principles and corporate values of the Company;
- audit of the goal setting process and performance monitoring/control procedures of the Company;

- audit of the procedure for adoption of strategic and operational decisions by the Company;
- audit of the regulatory support and informational exchange procedures (including with respect to internal control and risk management) at all levels of the Company management, including interaction with stakeholders;
- audit of the conformance of the information technology management system to the Company's strategy and goals;
- audit of the oversight over the risk management and internal control systems;
- audit of the observation of the rights of shareholders, including of the controlled entities, and the efficiency of interaction with stakeholders;
- audit of the procedures for the disclosure of information about the activities of the Company and its controlled entities.

Assessment of the reliability and efficiency of risk management and internal control and provision of recommendations for the improvement thereof.

The assessment of the reliability and efficiency of risk management and internal control as part of the internal audit shall be carried out in accordance with the principles and approaches set out in the Company's internal documents, the Russian laws and the requirements of regulatory bodies applicable to the Company, generally accepted concepts and practices in the area of risk management and internal control, these Recommendations.

In assessing the reliability and efficiency of risk management and internal control, it is recommended to focus primarily on determining the availability and operation of risk management and internal control components, and the efficiency and synergy of their joint functioning.

When making a judgement on the efficiency of risk management in the Company, the Internal Audit is recommended to consider, without limitation:

- relevance of the Company's goals to its mission;
- completeness and accuracy of identification and assessment of significant risks;
- efficiency of risk treatment measures taken to maintain the risks within the Company's risk appetite;
- procedure for collection and exchange of information about risks within the Company to ensure appropriate risk treatment.

When making a judgement on the efficiency of internal control in the Company, the Internal Audit is recommended to consider, without limitation:

- efficiency of internal control with respect to one category of objectives (for example, preparation of financial statements) or several objectives;
- adequacy of the criteria established by the Company's executive bodies to analyze the extent of achievement of the set goals, including assessment and monitoring by the Company's management of costs and benefits associated with the implementation of controls;
- efficiency of control procedures and their relevance to the risk level;
- significance of internal control drawbacks.

As set forth in the Guidelines for the Organization of Internal Audit in Joint Stock Companies with State Participation approved by the Federal Agency for State Property Management (Rosimushchestvo) (Order No. 249 of July 4, 2014

To achieve the goals, the Internal Audit addresses the tasks assigned to it in the Company mainly in the following focus areas:

Assessment of the efficiency of the internal control system (“ICS”):

- analysis of relevance of business processes, projects and structural divisions to the Company’s goals; verification of the efficiency, reliability and integrity of business processes (activities) and information systems, including the reliability of procedures for preventing unlawful conduct, abuse and corruption;
- verification of the reliability of accounting (financial), statistical, managerial and other statements and reports, determining the extent to which the results of business processes and structural divisions of the Company meet the set goals;
- determining the adequacy of the criteria established by the executive bodies to analyze the progress and performance under the goals set;
- identification of the internal control system drawbacks that hinder (have hindered) the achievement of the goals set by the Company;
- evaluation of the results of measures to remedy breaches and drawbacks and to improve the internal control system implemented by the Company at all levels of management;
- examination of the efficiency and expediency of using resources;
- audit of measures to ensure safeguarding the assets;
- verification of compliance with laws, the Company’s Articles of Association and internal regulations.

The assessment of the ICS is carried out in accordance with the principles and approaches set out in the generally accepted concepts and practices in the area of internal control, including those set out in these Guidelines, as well as regulations adopted by the Russian Federation and other regulators, as may be applicable to the Company.

Assessment of the efficiency of the risk management system (“RMS”):

- verification of the sufficiency and maturity of the RMS elements to ensure efficient risk management: goals and objectives, infrastructure, including organizational structure, automation tools, etc., process organization, regulatory and methodological support, interaction of structural divisions within the RMS, reporting;
- verification of the completeness and accuracy of risk identification and assessment at all levels of the Company management;
- audit of the efficiency of the Company’s control procedures and other risk management actions, including the efficiency of use of the allocated resources;
- analysis of information about materialized risks (including breaches, failure to achieve the set goals, court proceedings, etc., identified during audits).

Assessment of the corporate governance (“CG”):

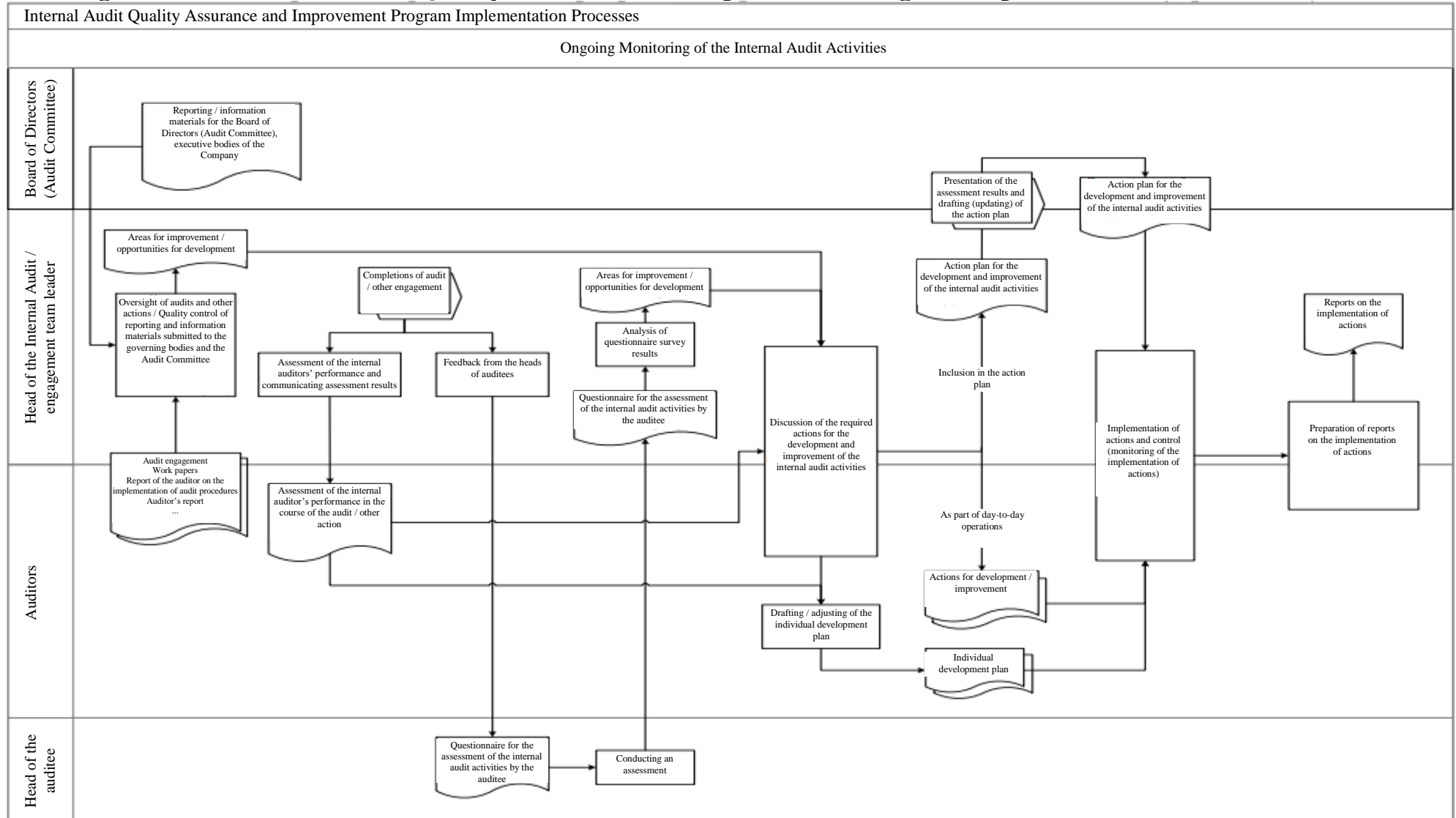
- audit of the compliance with the ethical principles and corporate values of the Company;
- audit of the goal setting process and performance monitoring/control procedures of the Company;
- audit of the regulatory support and informational exchange procedures (including with respect to risk management and internal control) at all levels of the Company management, including interaction with stakeholders;
- audit of the observation of the rights of shareholders, including of the controlled entities, and the efficiency of interaction with stakeholders;
- audit of the procedures for the disclosure of information about the activities of the Company and its controlled entities.

In order to reach the set goals and objectives and address the set tasks, the Internal Audit carries out the following functions and activities:

- carries out internal audit inspections (audits) in accordance with the approved internal audit plan;
- conducts other audits and inspections, and other tasks as requested/instructed by the Board of Directors (the Audit Committee and/or the Company's executive bodies) within the Internal Audit's competence, including based on the information received through the Company's Hotline;
- conducts comprehensive audits (inspections) of auditees' activities, involving documentary and factual inspections of the legality of financial and business operations, reliability and accuracy of their disclosure in the accounting (financial) statements;
- reviews auditees' activities to study certain aspects of their operations and assess the state of certain areas of auditees;
- provides consultations to the Company's executive bodies with respect to risk management, internal control, and corporate governance (subject to maintaining the independence and objectivity of the Internal Audit);
- monitors the implementation of action plans to remedy drawbacks and breaches and to improve the ICS developed by the heads of auditees following the audits;
- conducts follow-up oversight of the Company's business and financial operations;
- assists the Company's executive bodies in investigating unethical/illegal actions of employees and third parties; drafts and updates internal documents that regulate the internal audit activities (internal audit methodology);
- conducts audits of controlled entities in accordance with the established internal audit procedure;
- develops the internal audit plan for the period specifying the internal audit priorities (as a rule, on an annual basis);
- prepares reports on the performance of the internal audit function and submits them to the Board of Directors (the Audit Committee) and the CEO (or another person to whom the Internal Audit is administratively subordinated);
- coordinates activities with the Company's independent auditor and persons providing consultancy services in the area of risk management, internal control, and corporate governance;

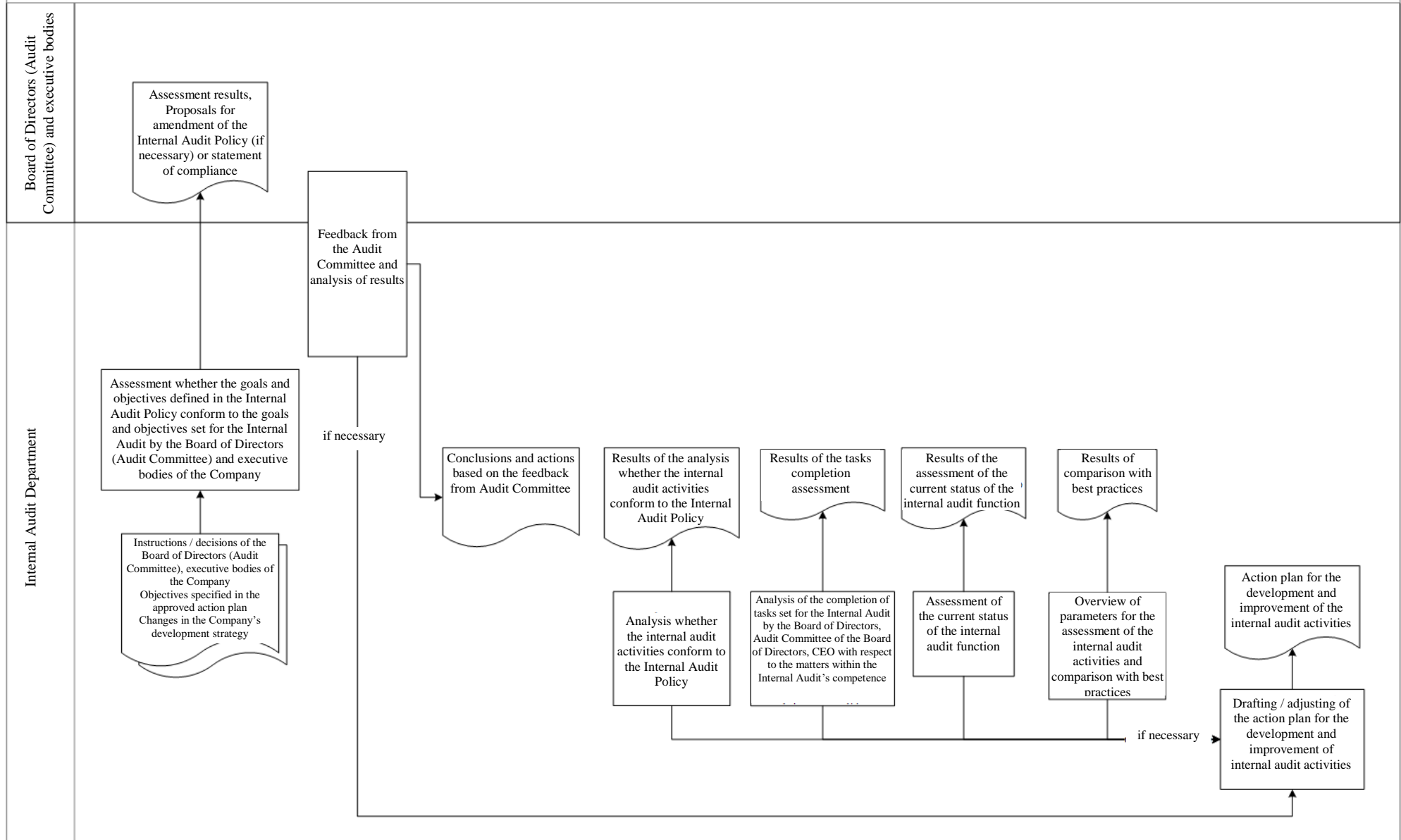
- interacts with the Company's divisions on matters relating to the Internal Audit's activities;
- performs other functions required to address the tasks set for the Internal Audit within the Company.

The Diagram of the Internal Audit Quality Assurance and Improvement Program Implementation Processes



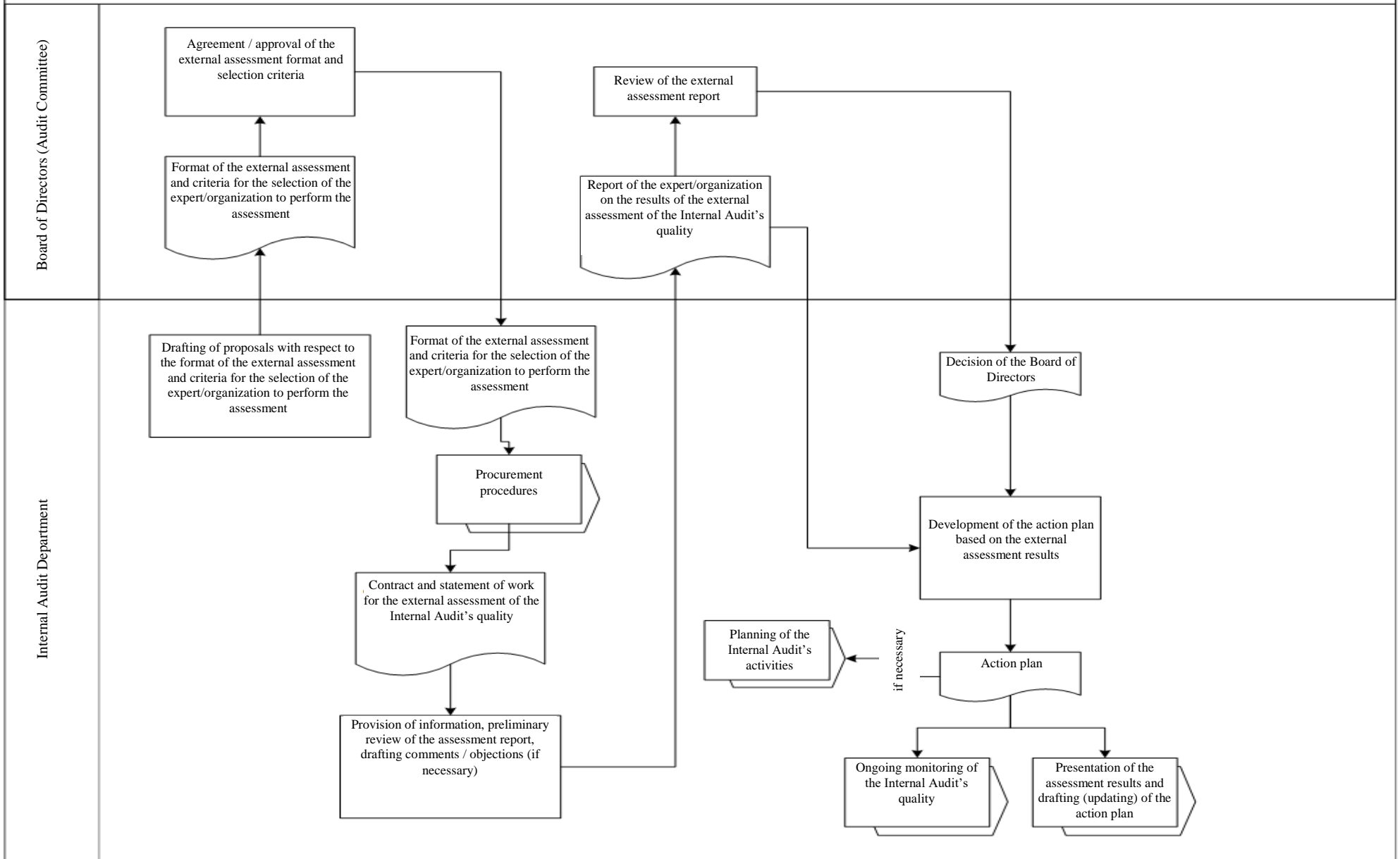
Internal Audit Quality Assurance and Improvement Program Implementation Processes

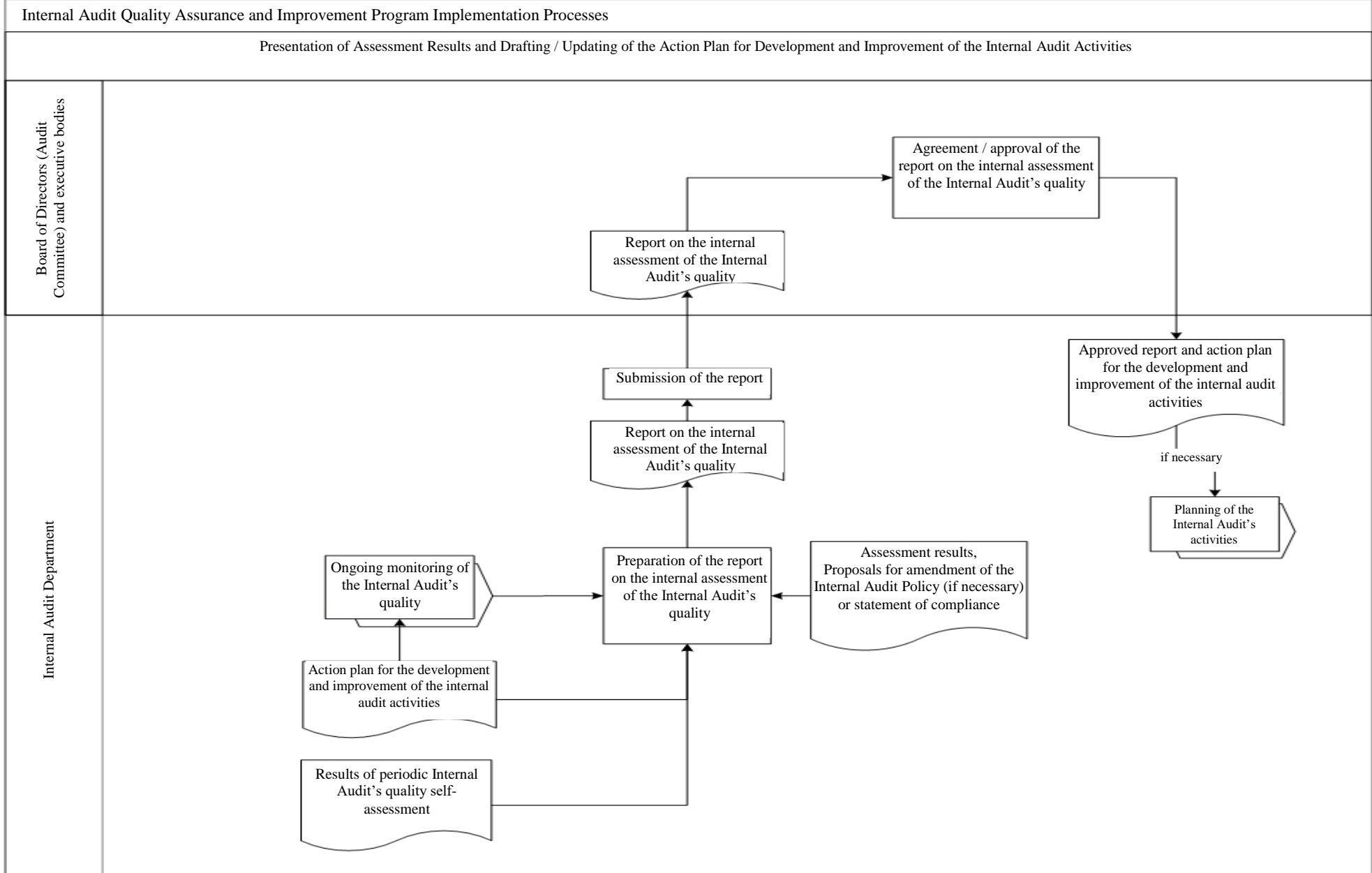
Periodic Internal Audit's Quality Self-Assessment



Internal Audit Quality Assurance and Improvement Program Implementation Processes

External Assessment of the Internal Audit's Quality





Questionnaire Form for Self-Assessment of the Current Status of the Internal Audit Function

Form RD-01-PG

Questionnaire for Self-Assessment of the Current Status of the Internal Audit Function

Assessment scale

| Assessment | Score |
|----------------|-------|
| Fully met | 4 |
| Generally met | 3 |
| Partially met | 2 |
| Not met | 1 |
| Not applicable | 0 |

Score calculation rules

1. Score each third-tier item (criterion) in the table below (List of Criteria for Assessing the Current Status of the Internal Audit Function) from 1 (one) to 4 (four) in accordance with the assessment scale, or use a dash if the criterion is not applicable and the relevant paragraph provides for an option to skip the criterion.
2. The values for a group of the second-tier criteria (second-tier numbering) are calculated by determining the arithmetic mean value of the third-tier items (criteria). Items with dashes are not taken into account for the calculation of the arithmetic mean value.
3. For an aggregated group of the first-tier criteria (first-tier numbering), the score is determined as the arithmetic mean value of the relevant second-tier items.
4. The resulting values are rounded to the first decimal place.

List of Criteria for Assessing the Current Status of the Internal Audit Function

| Provision of the International Internal Auditing Standard | No. | Assessment Criteria | Score for the year | | Description of status / references to supporting documents / substantiation of changes compared to the previous self-assessment |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| | | | [specify the previous ² year] | [specify the year for which the assessment is conducted] | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1000 – Purpose, authority, and responsibility | 1 | Purpose, authority, and responsibility | <i>Mean value of item 1.1</i> | <i>Mean value of item 1.1</i> | |
| 1010 – Recognizing mandatory guidance in the Internal Audit Regulations. | 1.1 | Recognizing the Definition of Internal Auditing, Code of Ethics and International Standards in the Internal Audit Policy | <i>Mean value of items 1.1.1-1.1.6</i> | <i>Mean value of items 1.1.1-1.1.6</i> | |
| The mandatory nature of the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the Standards, and Definition of Internal Auditing must be recognized in the Internal Audit Regulations. The head of the Internal Audit must discuss the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework (IPPF) with senior executive management and the Board. | 1.1.1 | The Company's Internal Audit Policy contains provisions specifying the mandatory nature of the International Standards | | | |
| | 1.1.2 | The Company's Internal Audit Policy contains provisions specifying the mandatory nature of the Definition of Internal Auditing | | | |
| | 1.1.3 | The Company's Internal Audit Policy contains provisions on mandatory compliance with the Code of Ethics | | | |
| | 1.1.4 | The Internal Audit Policy and the Regulations for the Internal Audit Department set out the purpose, authority and responsibility of the Internal Audit that comply with the Definition of Internal Auditing, the Code of Ethics, and the International Standards | | | |
| | 1.1.5 | The Internal Audit Policy defines the nature of assurance services provided by the Internal Audit (the provision of assurance is defined in accordance with the International Standards) | | | |
| | 1.1.6 | The Internal Audit Policy defines the nature of | | | |

² Information for the previous year is specified starting from the second year when an assessment is conducted

| | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|--|
| | | consulting services provided by the Internal Audit (the provision of consultations is defined in accordance with the International Standards) | | | |
| 1100 – Independence and objectivity | 2 | Independence and objectivity | <i>Mean value of items 2.1-2.4</i> | <i>Mean value of items 2.1-2.4</i> | |
| 1110 – Organizational independence. | 2.1 | Organizational independence | <i>Mean value of items 2.1.1-2.1.4</i> | <i>Mean value of items 2.1.1-2.1.4</i> | |
| The head of the Internal Audit must report to the governing body of such tier that would allow the Internal Audit to perform its duties. The head of the Internal Audit must confirm to the Board, at least annually, the organizational independence of the Internal Audit. | 2.1.1 | The Company’s document provide for the functional subordination of the Internal Audit to the Board of Directors, and administrative subordination to the CEO | | | |
| | 2.1.2 | The Board of Directors approves the Internal Audit Policy | | | |
| | 2.1.3 | The Board of Directors approves the Internal Audit’s operating plan and budget | | | |
| | 2.1.4 | The Board of Directors approves decisions regarding appointment, removal and remuneration of the Internal Audit’s head | | | |
| 1111- Direct interaction with the Company’s Board of Directors. | 2.2 | Direct interaction with the Company’s Board of Directors. | <i>Mean value of items 2.2.1-2.2.2</i> | <i>Mean value of items 2.2.1-2.2.2</i> | |
| The head of the Internal Audit must communicate and interact directly with the Board. | 2.2.1 | The Company’s Internal Audit Policy contains a provision regarding direct interaction of the head of the Internal Audit with the Board of Directors (Audit Committee) of the Company | | | |
| | 2.2.2 | The head of the Internal Audit is able to interact directly with the Board of Directors (Audit Committee) | | | |
| 1120 – Individual objectivity. | 2.3 | Individual objectivity and no conflict of interest | <i>Mean value of item 2.3.1</i> | <i>Mean value of item 2.3.1</i> | |
| Internal auditors must have an impartial, unbiased attitude and avoid any conflict of interest. | 2.3.1 | Internal auditors had impartial and unbiased attitude and avoided conflicts of interest of any kind. | | | |
| 1130 – Impairment to independence and objectivity. | 2.4 | Impairment to independence and objectivity | <i>Mean value of items 2.4.1-2.4.3</i> | <i>Mean value of items 2.4.1-2.4.3</i> | |
| If independence or objectivity is impaired in fact or appearance, the details of the impairment must be disclosed to appropriate parties. The disclosure method depends on the nature of | 2.4.1 | The Company’s regulations provide for the disclosure of information concerning impairment to organizational independence and individual objectivity (personal conflict of interest; audit scope limitations; restrictions on access to records, personnel, and properties; resource constraints, etc.) to the Board of Directors (Audit Committee) and | | | |

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| impairment. | | executive bodies of the Company | | | |
| | 2.4.2 | The information disclosure procedures (if there is impairment to organizational independence and individual objectivity) are complied with (<i>use a dash if no such facts occurred during the period under review</i>) | | | |
| | 2.4.3 | The auditors refrained (during the period under review) from the audit and assessment of specific areas for which they were previously responsible | | | |
| 1120 – Proficiency and due professional care | 3 | Proficiency and due professional care | <i>Mean value of items 3.1-3.3</i> | <i>Mean value of items 3.1-3.3</i> | |
| 1210 – Proficiency. Internal auditors must possess the knowledge, skills, and other competencies needed to perform their individual responsibilities. The employees of the Internal Audit collectively must possess or obtain the knowledge, skills, and other competencies needed to perform the Internal Audit’s responsibilities. | 3.1 | Proficiency | <i>Mean value of items 3.1.1-3.1.7</i> | <i>Mean value of items 3.1.1-3.1.7</i> | |
| | 3.1.1 | Requirements with respect to the knowledge, skills and other competencies needed for internal auditors to perform their job duties are formalized | | | |
| | 3.1.2 | Auditors collectively possess the knowledge, skills and other competencies needed to perform the Internal Audit’s responsibilities during the period under review | | | |
| | 3.1.3 | Auditors’ knowledge, skills and other required competencies are regularly assessed | | | |
| | 3.1.4 | Internal auditors have sufficient knowledge to evaluate the risk of fraud and the manner in which the organization manages this risk. At the same time, internal auditors are not expected to have the expertise of a person whose primary responsibility is detecting and investigating fraud. | | | |
| | 3.1.5 | The Company’s regulations provide for obtaining assistance from third-party experts if the employees of the Internal Audit lack sufficient knowledge, skills or other competencies needed to perform all or part of the engagement. | | | |
| | 3.1.6 | The Internal Audit obtains assistance from third-party experts if the employees of the Internal Audit lack sufficient knowledge, skills or other competencies needed to perform all or part of the engagement (<i>use a dash if there was no need to engage third-party experts during the period under review</i>) | | | |

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| | 3.1.7 | Internal auditors have sufficient knowledge of key information technology risks and controls and are able to use available technology-based audit techniques to the extent sufficient to perform their assigned work. However, not all internal auditors are expected to have the expertise of an internal auditor whose primary responsibility is information technology auditing. | | | |
| 1220 – Proficiency and due professional care. Internal auditors must apply the care and skill expected of a reasonably prudent and competent internal auditor. Due professional care does not imply infallibility. | 3.2 | <i>Due professional care</i> | <i>Mean value of items 3.2.1-3.2.2</i> | <i>Mean value of items 3.2.1-3.2.2</i> | |
| | 3.2.1 | The Company’s regulations require that due professional care be exercised. | | | |
| | 3.2.2 | Auditors exercise due professional care, which is confirmed by the results of a random analysis of the audits performed during the period under review, and also by the results of assessment of internal auditors by the auditees and members of the Audit Committee. | | | |
| 1230 – Continuing professional development. Internal auditors must enhance their knowledge, skills, and other competencies through continuing professional development. | 3.3 | <i>Continuing professional development</i> | <i>Mean value of items 3.3.1-3.3.2</i> | <i>Mean value of items 3.3.1-3.3.2</i> | |
| | 3.3.1 | The Company’s regulations require continuing professional development | | | |
| | 3.3.2 | Auditors prepare and implement individual development plans to obtain/enhance the knowledge, skills and other necessary competencies | | | |
| 1300 – Internal audit quality assurance and improvement program | 4 | <i>Internal audit quality assurance and improvement program</i> | <i>Mean value of items 4.1-4.6</i> | <i>Mean value of items 4.1-4.6</i> | |
| 1310 - Requirements of the quality assurance and improvement program The quality assurance and improvement program must include both internal and external assessments. | 4.1 | <i>Requirements of the quality assurance and improvement program</i> | <i>Mean value of items 4.1.1-4.1.6</i> | <i>Mean value of items 4.1.1-4.1.6</i> | |
| | 4.1.1 | The Quality Assurance and Improvement Program (Assurance Program), which included both internal and external assessments, has been developed and is implemented by the Internal Audit | | | |
| | 4.1.2 | The Assurance Program provides for the assessment of all aspects of the internal audit activities | | | |
| | 4.1.3 | All aspects of the internal audit activities are actually assessed under the Assurance Program | | | |
| | 4.1.4 | The Assurance Program provides for the assessment of the internal audit activity’s | | | |

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| | | conformance with the Definition of Internal Auditing and International Standards and an assessment of whether internal auditors comply with the Code of Ethics. | | | |
| | 4.1.5 | The Assurance Program assesses the efficiency and performance of the Internal Audit and identifies opportunities for improvement. | | | |
| | 4.1.6 | If assessments identify areas where improvement of the internal audit activities is required, the head of the Internal Audit drafts an action plan for the development and improvement of internal audit activities and arranges for its implementation (<i>use a dash if no drawbacks or areas where improvement is required were identified during the period under review</i>) | | | |
| 1311 – Internal assessments. | 4.2 | Internal assessments | <i>Mean value of items 4.2.1-4.2.2</i> | <i>Mean value of items 4.2.1-4.2.2</i> | |
| Internal assessments must include: - ongoing monitoring of the internal audit activities; - periodic self-assessments by the internal auditors or assessments by other employees of the organization with sufficient knowledge of internal audit practices. | 4.2.1 | Internal assessments provided for in the Assurance Program include ongoing monitoring of the internal audit activities and periodic self-assessments by the Internal Audit | | | |
| | 4.2.2 | The procedures for ongoing monitoring and periodic self-assessments are complied with | | | |
| 1312 – External assessments. | 4.3 | External assessments | <i>Mean value of items 4.3.1-4.3.4</i> | <i>Mean value of items 4.3.1-4.3.4</i> | |
| External assessments must be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The head of the Internal Audit must discuss with the Board: | 4.3.1 | The Assurance Program provides for external assessments of the Internal Audit's quality to be conducted at least once every five years | | | |
| - the format and frequency of external assessments; - the qualifications and independence of the external assessor or assessment team, including any potential conflict of interest. | 4.3.2 | External assessments of the Internal Audit's quality are conducted in compliance with the requirements specified on the Assurance Program (<i>for this criteria, the score is indicated if an external assessment is conducted and remains valid until the next external assessment</i>) | | | |
| | 4.3.3 | The Assurance Program provides for the verification of the qualifications and independence of the external consultant (team of consultants) selected to conduct an assessment, including any | | | |

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| | | potential conflict of interest | | | |
| | 4.3.4 | The procedures for the verification of the qualifications and independence of the external consultant (team of consultants) selected to conduct an assessment are complied with (<i>for this criteria, the score is indicated if an external assessment is conducted and remains valid until the next external assessment</i>) | | | |
| 1320 – Reporting on the quality assurance and improvement program | 4.4 | Reporting on the quality assurance and improvement program | <i>Mean value of items 4.4.1-4.4.2</i> | <i>Mean value of items 4.4.1-4.4.2</i> | |
| The head of the Internal Audit must communicate the results of the quality assurance and improvement program to senior executive management and the Board. Disclosure shall include: - the scope and frequency of both internal and external assessments; - the qualifications and independence of the external assessor or assessment team, including any potential conflict of interest; - conclusions of assessors; - corrective action plan. | 4.4.1 | The Internal Audit Policy, the Assurance Program provide for communicating the results of the Internal Audit’s quality assessment and implementation of the action plan for development and improvement of the internal audit activities to the Board of Directors, executive bodies | | | |
| | 4.4.2 | At least annually, the head of the Internal Audit submits a report on the results of internal assessments, plans of required actions and implementation thereof to the Board of Directors and executive management | | | |
| 1321 – Use of “conforms with the International Standards for the Professional Practice of Internal Auditing” | 4.5 | Use of “conforms with the International Standards for the Professional Practice of Internal Auditing” | <i>Mean value of item 4.5.1</i> | <i>Mean value of item 4.5.1</i> | |
| Indicating that the internal audit activity conforms with the International Standards for the Professional Practice of Internal Auditing is appropriate only if supported by the results of the quality assurance and improvement program. | 4.5.1 | The head of the Internal Audit uses the phrase “conforms with the International Standards for the Professional Practice of Internal Auditing” if it is supported by the results of the quality assurance program (<i>use a dash if no such phrase was used during the period under review</i>) | | | |
| 1322 – Disclosure of non-conformance | 4.6 | Disclosure of non-conformance | <i>Mean value of items 4.6.1-4.6.3</i> | <i>Mean value of items 4.6.1-4.6.3</i> | |
| When non-conformance with the Code of Ethics or the Standards impacts the overall scope or operation of the internal | 4.6.1 | The Assurance Program provides for the disclosure of non-conformance with the Definition of Internal Auditing, the Code of Ethics, or the International Standards and its impact to the Company’s Board | | | |

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| audit activity, the head of the Internal Audit must disclose the non-conformance and its impact to senior executive management and the Board. | | of Directors and executive bodies if such non-conformance impacts the overall scope or the quality of the internal audit activity | | | |
| | 4.6.2 | The disclosure procedures are complied with (if non-conformance occurred) <i>(use a dash if no non-conformance was identified during the period under review)</i> | | | |
| | 4.6.3 | Non-conformance (if any) is promptly corrected, corrective actions are documented <i>(use a dash if no non-conformance was identified during the period under review)</i> | | | |
| 2000 – Managing the internal audit activity | 5 | Managing the internal audit activity | <i>Mean value of items 5.1-5.7</i> | <i>Mean value of items 5.1-5.7</i> | |
| 2010 – Planning The head of the Internal Audit must establish a risk-based plan to determine the priorities of the Internal Audit, consistent with the organization’s goals. The Internal Audit’s plan of engagements must be based on a documented risk assessment undertaken at least annually. The input of senior executive management and the Board must be considered in this process. The head of the Internal Audit must identify and consider the expectations of senior executive management, the Board, and other stakeholders for Internal Audit opinions and other conclusions. The head of the Internal Audit shall consider accepting proposed consulting engagements based on the engagement’s potential to improve management of risks, add value, and improve the organization’s operations. Accepted engagements must be included in the plan. | 5.1 | Planning | <i>Mean value of items 5.1.1-5.1.5</i> | <i>Mean value of items 5.1.1-5.1.5</i> | |
| | 5.1.1 | The Company has in place an approved procedure for developing an internal audit activity plan (planning procedure) | | | |
| | 5.1.2 | The approved planning procedure provides for the use of a risk-based approach by establishing an audit universe and ranking risks by auditees | | | |
| | 5.1.3 | The approved planning procedure is put into practice | | | |
| | 5.1.4 | The input of senior executive management and the Board must be considered in the process of developing the Internal Audit’s plan | | | |
| | 5.1.5 | During the planning process, acceptance of proposed consulting engagements is considered based on the engagement’s potential to improve the risk management process and the Company’s operations. | | | |
| 2020 – Communication and approval of plans | 5.2 | Communication and approval of Internal Audit’s plans | <i>Mean value of items 5.2.1-5.2.2</i> | <i>Mean value of items 5.2.1-5.2.2</i> | |

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| The head of the Internal Audit must communicate the Internal Audit's plans and resource requirements, including significant interim changes, to senior executive management and the Board for review and approval. The head of the Internal Audit must also communicate the impact of resource constraints. | 5.2.1 | The Company's regulations set out the procedures for the Internal Audit plan review, adjustment, and approval by the Company's Board of Directors | | | |
| | 5.2.2 | The procedures for the review/approval and adjustment of the plan are complied with | | | |
| 2030 – Resource management The head of the Internal Audit must ensure that internal audit resources are appropriate, sufficient, and effectively deployed to achieve the approved plan. | 5.3 | Resource management | <i>Mean value of items 5.3.1-5.3.6</i> | <i>Mean value of items 5.3.1-5.3.6</i> | |
| | 5.3.1 | The Company's regulations provide for the identification of resource requirements in the process of developing the Internal Audit's plan to ensure accomplishment of the planned tasks subject to consideration of the audit universe, risks of auditees, expectations of stakeholders, and other factors | | | |
| | 5.3.2 | In the process of developing the Internal Audit's plan, resource requirements are identified to ensure accomplishment of the planned tasks subject to consideration of the audit universe, risks of auditees, expectations of stakeholders, and other factors | | | |
| | 5.3.3 | The head of the Internal Audit informs the Company's Board of Directors and executive bodies about the impact of resource constraints (if any) on the activities of the Internal Audit (<i>use a dash if no such constraints existed during the period under review</i>) | | | |
| | 5.3.4 | The head of the Internal Audit ensures effective deployment of resources: auditors are assigned certain work subject to their competencies, knowledge and experience | | | |
| | 5.3.5 | Full deployment of resources is ensured: uniform workload for all available resources | | | |
| | 5.3.6 | The Head of Internal Audit periodically communicates with the Company's Board of Directors and executive bodies on the status and | | | |

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| | | adequacy of internal audit resources | | | |
| 2040 – Policies and procedures | 5.4 | <i>Policies and procedures governing the Internal Audit’s activities</i> | <i>Mean value of items 5.4.1-5.4.5</i> | <i>Mean value of items 5.4.1-5.4.5</i> | |
| The head of the Internal Audit must establish internal policies and procedures governing the Internal Audit’s activities. | 5.4.1 | The Internal Auditors’ Code of Ethics was approved and is kept updated | | | |
| | 5.4.2 | The Regulations for the Internal Audit Department were approved and are kept updated | | | |
| | 5.4.3 | Job descriptions of the Internal Audit’s employees were approved and are kept updated | | | |
| | 5.4.4 | The Guidance on Internal Audits was approved and is kept updated | | | |
| | 5.4.5 | The Guidance on Monitoring the Implementation of Corrective Action Plans Developed by Auditees Following Internal Audits was approved and is kept updated | | | |
| 2050 – Coordination of activities with, and reliance upon the work of, other internal and external assurance and consulting service providers | 5.5 | <i>Coordination of activities</i> | <i>Mean value of items 5.5.1-5.5.5</i> | <i>Mean value of items 5.5.1-5.5.5</i> | |
| The head of the Internal Audit shall share information, coordinate activities, and consider relying upon the work of other internal and external assurance and consulting service providers to ensure proper coverage and minimize duplication of efforts. | 5.5.1 | The Internal Audit Policy provides for interaction, sharing information, and coordinating activities with other internal and external assurance and consulting service providers | | | |
| | 5.5.2 | To ensure proper coverage and minimize duplication of efforts, the head of the Internal Audit shares information and coordinates activities with other internal and external assurance and consulting service providers. | | | |
| | 5.5.3 | The Internal Audit Policy provides for the development of an “assurance map” | | | |
| | 5.5.4 | The Internal Audit creates and updates the “assurance map”, conducts audits and assessments of the internal control, risk management, and corporate governance systems subject to the “assurance map” | | | |
| | 5.5.5 | The Internal Audit evaluates assurance service providers (quality and reliability of the results of work performed, including the applied methodology, procedures and techniques used for the assessment, scope and nature of work performed, etc.) on whose work reliance is placed | | | |
| 2060 – Reporting to senior executive | 5.6 | <i>Reporting to senior executive management and</i> | <i>Mean value of</i> | <i>Mean value of</i> | |

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| <p>management and the Board</p> <p>The head of the Internal Audit must report periodically to senior executive management and the Board on the Internal Audit's purpose, authority, responsibility, and performance relative to its plan and on its conformance with the Code of Ethics and the Standards. Reporting must also include significant risk and control issues, including fraud risks, corporate governance issues, and other matters that require the attention of senior executive management and/or the Board.</p> | | the Board | <i>items 5.6.1-5.6.4</i> | <i>items 5.6.1-5.6.4</i> | |
| | 5.6.1 | The Company's regulations set out the procedures for periodic reporting on the performance of the Internal Audit and progress under the Internal Audit's plan to the Company's Board of Directors (Audit Committee) and executive bodies | | | |
| | 5.6.2. | The procedures for periodic reporting on the performance of the Internal Audit and progress under the Internal Audit's plan are complied with | | | |
| | 5.6.3 | The Company's regulations provide for reporting to the Company's Board of Directors (Audit Committee) and executive bodies on identified breaches and drawbacks, as well as critical risks accepted by the management | | | |
| | 5.6.4 | The Company's Board of Directors (Audit Committee) and executive bodies are informed on identified breaches and drawbacks, as well as critical risks accepted by the management | | | |
| <p>2070 – External service provider and organizational responsibility for internal auditing</p> <p>When an external service provider acts as the internal audit function, the provider must make the organization aware that the organization has the responsibility for maintaining efficient internal auditing.</p> | 5.7 | External service provider and organizational responsibility for internal auditing | <i>Mean value of items 5.7.1-5.7.3</i> | <i>Mean value of items 5.7.1-5.7.3</i> | |
| | 5.7.1 | The Company's Board of Directors decided on the internal audit function outsourcing (<i>use a dash if the internal audit function is not outsourced</i>) | | | |
| | 5.7.2 | If the internal audit function is outsourced, the Company implements the Assurance Program which assesses the internal audit function's conformance with the Definition of Internal Auditing, the Code of Ethics, and the International Standards (<i>use a dash if the internal audit function is not outsourced</i>) | | | |
| | 5.7.3 | If certain audit engagements of other tasks of the Internal Audit are outsourced, the head of the Internal Audit oversees their appropriate implementation (<i>use a dash if certain audit engagements of other tasks of the Internal Audit are not outsourced</i>) | | | |
| <p>2100 – Nature of Internal Audit's work</p> | 6 | Nature of Internal Audit's work | <i>Mean value of items 6.1-6.3</i> | <i>Mean value of items 6.1-6.3</i> | |
| <p>2110 – Corporate governance.</p> | 6.1 | Assessment of corporate governance | <i>Mean value of items 6.1.1-6.1.5</i> | <i>Mean value of items 6.1.1-6.1.5</i> | |

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| The Internal Audit must assess and make appropriate recommendations to improve the organization's corporate governance processes | 6.1.1 | The Internal Audit Policy provides for the assessment of the Company's corporate governance | | | |
| | 6.1.2 | Assessment methodology is set out in the Company's regulations | | | |
| | 6.1.3 | The Internal Audit regularly assesses the Company's corporate governance in accordance with the approved methodology | | | |
| | 6.1.4 | The Internal Audit makes recommendations to improve efficiency of the Company's corporate governance | | | |
| | 6.1.5 | The results of the Company's corporate governance assessment are reported to the Company's executive bodies and the Board of Directors | | | |
| 2120 – Risk management. | 6.2 | <i>Risk management system efficiency assessment</i> | <i>Mean value of items 6.2.1-6.2.6</i> | <i>Mean value of items 6.2.1-6.2.6</i> | |
| The Internal Audit must evaluate the efficiency and contribute to the improvement of risk management processes. | 6.2.1 | The Internal Audit Policy provides for the assessment of the Company's risk management system efficiency | | | |
| | 6.2.2 | Methodology for the assessment of the risk management system efficiency is set out in the Company's regulations | | | |
| | 6.2.3 | The Internal Audit regularly conducts audits to assess the efficiency of the Company's risk management system in accordance with the approved methodology | | | |
| | 6.2.4 | The Internal Audit assesses the efficiency of auditees' risk management procedures in the course of internal audits | | | |
| | 6.2.5 | The Internal Audit makes recommendations to improve efficiency of the Company's risk management system | | | |
| | 6.2.6 | The results of the Company's risk management system efficiency assessment are reported to the Company's executive bodies and the Board of Directors | | | |
| 2130 – Control. | 6.3 | <i>Internal control system efficiency assessment</i> | <i>Mean value of items 6.3.1-6.3.6</i> | <i>Mean value of items 6.3.1-6.3.6</i> | |
| The Internal Audit must assist the organization in maintaining a reliable | 6.3.1 | The Internal Audit Policy provides for the assessment of the Company's internal control system efficiency | | | |

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| internal control system by evaluating its efficiency and performance and by promoting continuous improvement. | 6.3.2 | Methodology for the assessment of the internal control system efficiency is set out in the Company's regulations | | | |
| | 6.3.3 | The Internal Audit regularly conducts audits to assess the efficiency of the Company's internal control system | | | |
| | 6.3.4 | The Internal Audit assesses the efficiency of auditees' internal control procedures in the course of internal audits | | | |
| | 6.3.5 | The Internal Audit makes recommendations to improve efficiency of the Company's internal control system | | | |
| | 6.3.6 | The results of the Company's internal control system efficiency assessment are reported to the Company's executive bodies and the Board of Directors | | | |
| 2200 – Engagement planning. | 7 | Internal audit planning | <i>Mean value of items 7.1-7.6</i> | <i>Mean value of items 7.1-7.6</i> | |
| Internal auditors must develop and document a plan for each engagement, including the engagement's objectives, scope, timing, and resource allocations. The plan must consider the organization's strategies, objectives, and risks relevant to the engagement. | 7.1 | Planning procedures | <i>Mean value of items 7.1.1-7.1.3</i> | <i>Mean value of items 7.1.1-7.1.3</i> | |
| | 7.1.1 | The Company's regulations set out the audit planning methodology, which includes analysis of goals and objectives, organization of activities, risks and controls of the auditee | | | |
| | 7.1.2 | The approved audit planning methodology is complied with | | | |
| 2210 – Engagement objectives | 7.2 | Audit objectives | <i>Mean value of items 7.2.1-7.2.4</i> | <i>Mean value of items 7.2.1-7.2.4</i> | |
| Objectives must be established for each engagement. | 7.2.1 | Objectives are established for each audit | | | |
| | 7.2.2 | Audit objectives are set following a preliminary assessment of risks relevant to the auditee | | | |
| | 7.2.3 | If the audit objectives include an efficiency assessment, the Internal Audit analyzes, provided the auditee has formalized efficiency criteria, the completeness of such criteria and their relevance to the auditee's goals and, if necessary, makes changes to the composition / wording of such criteria. | | | |
| | 7.2.4 | If the audit objectives include an efficiency assessment, the Internal Audit identifies, provided the auditee has no formalized efficiency criteria, | | | |

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| | | appropriate criteria consistent with the auditee's goals and discusses such criteria with the head of the auditee | | | |
| 2220 – Engagement scope. | 7.3 | Audit scope | <i>Mean value of items 7.3.1-7.3.2</i> | <i>Mean value of items 7.3.1-7.3.2</i> | |
| The established scope must be sufficient to achieve the objectives of the engagement. | 7.3.1 | The scope of the audit is based on the objective of the audit. | | | |
| | 7.3.2 | The scope of the audits was sufficient to achieve the audit objectives | | | |
| 2230 – Engagement resource allocation. | 7.4 | Audit resource allocation | <i>Mean value of items 7.4.1-7.4.2</i> | <i>Mean value of items 7.4.1-7.4.2</i> | |
| Internal auditors must determine appropriate and sufficient resources to achieve engagement objectives based on the nature and complexity of each engagement, time constraints, and available resources. | 7.4.1 | When developing the audit work program, the Internal Audit determines appropriate and sufficient resources to achieve audit objectives based on specific aspects of the audit, time constraints, and available resources | | | |
| | 7.4.2 | When allocating resources, the internal auditors' knowledge, skills, and other competencies needed to perform the audit are taken into account | | | |
| 2240 – Engagement work program. | 7.5 | Audit work program | <i>Mean value of items 7.5.1-7.5.4</i> | <i>Mean value of items 7.5.1-7.5.4</i> | |
| Internal auditors must develop and document work programs that achieve the engagement objectives. | 7.5.1 | The Company's regulations provide for developing and documenting the audit program and auditors' work plans that allow achieving the audit objectives and are to be approved prior to their implementation | | | |
| | 7.5.2 | The audit program and/or auditors' work plans define the procedures for identifying, analyzing, evaluating, and documenting information during the audit | | | |
| | 7.5.3 | The procedure for developing and documenting the audit program/auditors' work plans are complied with | | | |
| | 7.5.4 | Changes to the audit program are made in accordance with the procedure established in the Company's regulations (<i>use a dash if no changes were made to the audit programs during the period under review</i>) | | | |
| 2300 – Performing the engagement. | 8 | Performing the internal audit | <i>Mean value of items 8.1-8.4</i> | <i>Mean value of items 8.1-8.4</i> | |
| 2310 – Collecting information. | 8.1 | Collecting information | <i>Mean value of</i> | <i>Mean value of</i> | |

| | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|--|
| Internal auditors must collect sufficient, reliable, relevant, and useful information to achieve the engagement's objectives. | | | <i>items 8.1.1-8.1.2</i> | <i>items 8.1.1-8.1.2</i> | |
| | 8.1.1 | The Company's regulations set out the requirements to the scope and documenting of information that must be collected to achieve the audit objectives | | | |
| | 8.1.2 | The established requirements to the scope and documenting of the collected information are complied with | | | |
| 2320 – Analysis and evaluation. | 8.2 | Analysis and evaluation | <i>Mean value of items 8.2.1-8.2.4</i> | <i>Mean value of items 8.2.1-8.2.4</i> | |
| Internal auditors must base conclusions and engagement results on appropriate analysis and evaluation of information. | 8.2.1 | The Company's regulations require that conclusions and audit results be based on appropriate analysis and evaluation of collected information | | | |
| | 8.2.2 | Conclusions and audit results are based on appropriate analysis and evaluation of collected information | | | |
| | 8.2.3 | The Company's regulations provide for the implementation of audit procedures during audits | | | |
| | 8.2.4 | Audit procedures included in the audit program and/or auditors' work plans are implemented as supported by a random analysis of the audits performed during the period under review | | | |
| 2330 – Documenting information. | 8.3 | Documenting information | <i>Mean value of items 8.3.1-8.3.4</i> | <i>Mean value of items 8.3.1-8.3.4</i> | |
| Internal auditors must document sufficient, reliable, relevant, and useful information to support the engagement results and conclusions. | 8.3.1 | The Company's regulations provide for documenting of the audit planning and implementation | | | |
| | 8.3.2 | The requirements set out in the Company's regulations with respect to documenting of the audit planning and implementation are complied with | | | |
| | 8.3.3 | The rules of storage and access to documents related to the audit are formalized | | | |
| | 8.3.4 | The rules of storage and access to documents related to the audit are complied with | | | |
| 2340 – Engagement supervision. | 8.4 | Audit supervision | <i>Mean value of items 8.4.1-8.4.2</i> | <i>Mean value of items 8.4.1-8.4.2</i> | |
| Engagements must be properly supervised to ensure objectives are achieved, quality is assured, and Internal | 8.4.1 | The Company's regulations provide for the supervision over the implementation of internal audits, including documenting and storing evidence of such supervision | | | |

| | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|--|
| Audit's staff is developed. | 8.4.2 | Procedures for the supervision over the implementation of internal audits are complied with | | | |
| 2400 – Communicating results. | 9 | Communicating audit results | <i>Mean value of items 9.1-9.5</i> | <i>Mean value of items 9.1-9.5</i> | |
| 2410 – Criteria for communicating. | 9.1 | Criteria for communicating | <i>Mean value of items 9.1.1-9.1.3</i> | <i>Mean value of items 9.1.1-9.1.3</i> | |
| <p>Communications must include the engagement's objectives, scope, and results.</p> <p>Final communication of engagement results must contain applicable conclusions, recommendations, and/or corrective action plans. Where appropriate, the communication shall contain the internal auditor's opinion. An opinion must take account of the expectations of senior executive management, the Board, and other stakeholders and must be supported by sufficient, reliable, relevant, and useful information.</p> <p>Internal auditors are encouraged to acknowledge satisfactory performance in engagement communications.</p> <p>When releasing engagement results to parties outside the organization, the communication must include limitations on distribution and use of the results.</p> <p>Communication of the progress and results of consulting engagements may vary in form and content depending on the nature of the engagement and the needs of the client.</p> | 9.1.1 | The Company's regulations require the audit report to contain the audit's objectives and scope as well as applicable observations, conclusions, and recommendations | | | |
| | 9.1.2 | The Company's regulations provide for obtaining comments from the auditee on the results of the audit, and, if there is disagreement between the auditors and the auditee, specifying such differences in the report | | | |
| | 9.1.3 | The requirements with respect to the audit report are complied with | | | |
| 2420 – Quality of communications. | 9.2 | Quality of communications (auditor's report and extracts therefrom, information circulars, etc.) | <i>Mean value of items 9.2.1-9.2.4</i> | <i>Mean value of items 9.2.1-9.2.4</i> | |
| <p>Communications must be accurate, objective, clear, concise, constructive, complete, and timely.</p> <p>2421 – Errors and omissions.</p> | 9.2.1 | The Company's regulations set out the requirements to ensuring the quality of the Internal Audit's communications on the results of audits | | | |
| | 9.2.2 | Communications on the results of the audit meet the requirements set out in the Company's regulations | | | |
| | 9.2.3 | The Company's regulations set out procedures for | | | |

| | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|--|
| If a final communication contains a significant error or omission, the head of the Internal Audit must communicate corrected information to all parties who received the original communication. | | correcting the identified significant errors and omissions and communicating the corrected information to all parties who received the original communication | | | |
| | 9.2.4 | The error correction procedures are complied with <i>(use a dash if no such errors were identified during the period under review)</i> | | | |
| <p>2430 – Use of “conducted in conformance with the International Standards for the Professional Practice of Internal Auditing”.</p> <p>Indicating that engagements are “conducted in conformance with the International Standards for the Professional Practice of Internal Auditing” is appropriate only if supported by the results of the quality assurance and improvement program.</p> <p>2431 – Engagement disclosure of non-conformance.</p> <p>When non-conformance with the Code of Ethics or the Standards impacts a specific engagement, communication of the results must disclose:</p> <ul style="list-style-type: none"> - the principle or article of the Code of Ethics or Standards with which full or partial conformance was not achieved; - reasons for non-conformance; - impact of non-conformance on the engagement and the communicated engagement results. | 9.3 | Use of “conducted in conformance with the International Standards for the Professional Practice of Internal Auditing” | <i>Mean value of items 9.3.1-9.3.2</i> | <i>Mean value of items 9.3.1-9.3.2</i> | |
| | 9.3.1 | The phrase “conducted in conformance with the International Standards for the Professional Practice of Internal Auditing” is only used in the Internal Audit’s reports if it is supported by the results of the quality assurance and improvement program <i>(use a dash if no such phrase was used in the Internal Audit’s reports during the period under review)</i> | | | |
| | 9.3.2 | When non-conformance with the Definition of Internal Auditing, the Code of Ethics, or the International Standards impacts a specific audit, communication of the results discloses: the principle/article of the Code of Ethics/ International Standards with which conformance was not achieved; reasons for non-conformance; - impact of non-conformance on the audit and the communicated audit results <i>(use a dash if no such non-conformance was identified during the period under review)</i> | | | |
| <p>2440 – Disseminating results.</p> <p>The head of the Internal Audit must communicate results to the appropriate parties.</p> | 9.4 | Disseminating results | <i>Mean value of items 9.4.1-9.4.3</i> | <i>Mean value of items 9.4.1-9.4.3</i> | |
| | 9.4.1 | The Company’s regulations identify the persons to whom the audit results are communicated and specify the reporting format and procedures | | | |
| | 9.4.2 | The reporting format and procedures are complied with | | | |

| | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------|--|
| | 9.4.3 | If the audit results are released to parties outside the Company, the head of the Internal Audit assessed the risks to the Company and restricts the use of the information <i>(use a dash if no audit results were released to parties outside the Company during the period under review)</i> | | | |
| 2450 – Overall opinions. When an overall opinion is issued, it must take into account the strategies, objectives, and risks of the organization; and the expectations of senior executive management, the Board, and other stakeholders. The overall opinion must be supported by sufficient, reliable, relevant, and useful information. | 9.5 | Overall opinions | <i>Mean value of items 9.5.1-9.5.2</i> | <i>Mean value of items 9.5.1-9.5.2</i> | |
| | 9.5.1 | If the audit objectives include issuing an overall opinion (overall assessment of the efficiency of the auditee’s ICS, overall assessment of the auditee’s performance), the Company’s regulations provide for a communication of the audit results to specify the criteria used as a basis for the overall opinion | | | |
| | 9.5.2 | Procedures for issuing the overall opinion are complied with | | | |
| 2500 – Follow-up monitoring. The head of the Internal Audit must establish and maintain a system to monitor the follow-up process with respect to the issues of concern identified by the results of the engagement communicated to management. | 10 | Monitoring the disposition of the internal audit results | <i>Mean value of item 10.1</i> | <i>Mean value of item 10.1</i> | |
| | 10.1 | Procedures for monitoring the disposition of the internal audit results | <i>Mean value of items 10.1.1-10.1.2</i> | <i>Mean value of items 10.1.1-10.1.2</i> | |
| | 10.1.1 | The Company’s regulations set out procedures for monitoring the disposition of the audit results | | | |
| | 10.1.2 | The monitoring procedures are complied with | | | |
| 2600 – Communicating the acceptance of risks. When the head of the Internal Audit concludes that management has accepted a level of risk that may be unacceptable to the organization, the head of the Internal Audit must discuss the matter with senior executive management. If the head of the Internal Audit determines that the matter has not been resolved, the head of the Internal Audit must communicate the matter to the Board. | 11 | Communicating the acceptance of risks | <i>Mean value of item 11.1</i> | <i>Mean value of item 11.1</i> | |
| | 11.1 | Procedures for communicating the acceptance of risks | <i>Mean value of items 11.1.1-11.1.2</i> | <i>Mean value of items 11.1.1-11.1.2</i> | |
| | 11.1.1 | The Company’s regulations provide for communicating the acceptance of risks to the Company’s executive bodies and the Board of Directors if the auditee’s head decides to accept a level of risk that may be unacceptable to the Company | | | |
| | 11.1.2 | The communicating procedures are complied with <i>(use a dash if no unacceptable risks were accepted by the auditees during the period under review)</i> | | | |
| Overall assessment | | | <i>Mean value of items 1-11</i> | <i>Mean value of items 1-11</i> | |

Under the description of each component in column 6 “Description of status / references to supporting documents / substantiation of changes compared to the previous self-assessment”, make a conclusion on the conformance with the International Standards for the Professional Practice of Internal Auditing using the following criteria:

- Fully met;
- Generally met;
- Partially met;
- Not met.

Form of the Questionnaire for the Assessment of the Engagement Team Leader's Performance

Questionnaire for the Assessment of the Engagement Team Leader's Performance during the Engagement

Engagement team leader: _____

full name

Engagement description: _____

Engagement time frame: _____

| No. | Criteria | Assessment* | Comments** |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|
| 1 | 2 | 4 | 4 |
| 1 | The engagement team leader is responsible for all stages of the audit and coordinates the work of auditors during the audit. | | |
| 2 | The engagement team leader efficiently interacts with the auditee's head / authorized person appointed by the auditee's head. | | |
| 3 | The engagement team leader regularly reviews the progress against the audit program and auditors' work plans, the testing results, and whether the work papers completely disclose the necessary audit evidence with respect to observations and conclusions made during the implementation of audit procedures. | | |
| 4 | The engagement team leader confirms whether the presentation of auditors' observations and conclusions in the work papers is clear and logical and, if necessary, promptly returns the work papers to the auditors for revision. | | |
| 5 | The engagement team leader makes quality-assured conclusions based on the observation data obtained during the audit procedures. | | |
| 6 | The engagement team leader ascertains the quality of recommendations and, if necessary, promptly returns them to the auditors for revision. | | |
| 7 | The engagement team leader timely prepares a quality-assured auditor's report. | | |
| 8 | The engagement team leader expresses an impartial and unbiased opinion and acts in good faith ¹ and professional skepticism ² . | | |
| 9 | The engagement team leader discloses all significant facts known to him/her that may corrupt the auditor's report if not disclosed. | | |
| 10 | The engagement team leader informs the head of the Internal Audit if there are significant limitations of authority or other restrictions that may adversely affect the audit and/or the Internal Audit's activities. | | |
| 11 | The engagement team leader has sufficient knowledge of key information technology risks and controls and is able to use available technology-based audit techniques to the extent sufficient to perform the audit program/other assigned work ³ . | | |

¹ Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others

² Professional skepticism is a critical assessment of the strength of gathered evidence and study of evidence that contradicts any documents or statements of the management or evidence that brings into question the reliability of such documents and statements

³ However, the internal auditor is not expected to have the expertise of a person whose primary responsibility is information technology auditing

| | | | |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 12 | The engagement team leader has sufficient knowledge to evaluate the risk of fraud and how this risk is managed ⁴ . | | |
| 13 | The engagement team leader uses the communication, teamwork, and conflict management skills ⁵ . | | |
| 14 | The engagement team leader avoids conflicts of interest ⁶ . | | |
| 15 | The engagement team leader does not use or disclose confidential information without the appropriate authority / unless it is required by the laws of the Russian Federation. | | |
| Overall assessment and comments: | | | |

Assessment conducted by
Head of the Internal Audit

signature

date

I certify that I have been informed of the assessment
and
agree / disagree with it (underline as applicable)

Comment (must be specified in the event of
disagreement)

Engagement team leader:

signature

date

*

| Assessment | Score |
|-------------------|--------------|
| Fully met | 4 |
| Generally met | 3 |
| Partially met | 2 |
| Not met | 1 |
| Not applicable | 0 |

** Please provide substantiation / comments in the “Comments” column in the event of assessments “Generally met”, “Partially met”, or “Not met”

Proposals:

⁴ However, internal auditors are not expected to have the expertise of a person whose primary responsibility is detecting and investigating fraud

⁵ Tact and correctness in written and oral communications and interaction with employees of the Internal Audit and other structural divisions, as well as with other stakeholders are taken into account. Agreeable attitude, readiness for constructive joint work, skills of workplace conflict prevention and resolution are evaluated

⁶ The assessment shall take into account whether the auditor refrained from:

- auditing the operating areas for which he/she was responsible throughout the year that preceded the audit;
- participating in audits or other tasks, if there is any financial, pecuniary, familial, or other interest in the audited operations;
- participating in any activity that may impair his/her impartiality or be seen as impairing such impartiality.

Form of the Questionnaire for the Assessment of the Internal Auditor's Performance

Form RD-03-PG

Questionnaire for the Assessment of the Internal Auditor's Performance during the Engagement

Auditor:

full name

Engagement description:

Engagement time frame:

| No. | Criteria | Assessment* | Comments** |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|
| 1 | | | |
| 1 | The auditor participates in the development of work plans and detailed testing programs. | | |
| 2 | The auditor ensures full implementation of the engagement, including collection of audit evidence, implementation of audit procedures and documenting thereof. | | |
| 3 | The auditor ensures timely completion of the engagement. | | |
| | The auditor presents his/her observations and conclusions in the work papers in a clear and logical manner and provides quality-assured findings and recommendations. | | |
| 5 | The auditor ensures that the scope of work performed and documents prepared meet the requirements of the Internal Audit's policies and procedures. | | |
| 6 | The auditor expresses an impartial and unbiased opinion and acts in good faith, with objectivity ¹ and professional skepticism ² . | | |
| 7 | The auditor discloses all significant facts known to him/her that may corrupt the auditor's report if not disclosed. | | |
| 8 | The auditor informs the head of the Internal Audit if there are significant limitations of authority or other restrictions that may adversely affect the audit and/or the Internal Audit's activities. | | |
| 9 | The auditor has sufficient knowledge of key information technology risks and controls and is able to use available technology-based audit techniques to the extent sufficient to perform the audit program/other assigned work ³ . | | |
| 10 | The auditor has sufficient knowledge to evaluate the risk of fraud and how this risk is managed ⁴ . | | |
| 11 | The auditor demonstrated the knowledge of the Company's operations, business processes (other auditees). | | |
| 12 | The auditor uses the communication, teamwork, and conflict management skills ⁵ . | | |

¹ Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others

² Professional skepticism is a critical assessment of the strength of gathered evidence and study of evidence that contradicts any documents or statements of the management or evidence that brings into question the reliability of such documents and statements

³ However, the internal auditor is not expected to have the expertise of a person whose primary responsibility is information technology auditing

⁴ However, internal auditors are not expected to have the expertise of a person whose primary responsibility is detecting and investigating fraud

| | | | |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 13 | The auditor avoids conflicts of interest ⁶ . | | |
| 14 | The auditor does not use or disclose confidential information without the appropriate authority / unless it is required by the laws of the Russian Federation. | | |
| Overall assessment and comments: | | | |

Assessment conducted by
Engagement team leader/
Head of the Internal Audit

signature

date

I certify that I have been informed of the assessment and agree / disagree with it (underline as applicable)

Comment (must be specified in the event of disagreement) _____

Auditor: _____

signature

date

*

| Assessment | Score |
|----------------|----------|
| Fully met | 4 |
| Generally met | 3 |
| Partially met | 2 |
| Not met | 1 |
| Not applicable | 0 |

** Please provide substantiation / comments in the “Comments” column in the event of assessments “Generally met”, “Partially met”, or “Not met”

Proposals: _____

⁵ Tact and correctness in written and oral communications and interaction with employees of the Internal Audit and other structural divisions, as well as with other stakeholders are taken into account. Agreeable attitude, readiness for constructive joint work, skills of workplace conflict prevention and resolution are evaluated

⁶ The assessment shall take into account whether the auditor refrained from:

- auditing the operating areas for which he/she was responsible throughout the year that preceded the audit;
- participating in audits or other tasks, if there is any financial, pecuniary, familial, or other interest in the audited operations;
- participating in any activity that may impair his/her impartiality or be seen as impairing such impartiality.

Form of the Questionnaire for the Internal Audit’s Assessment by the Auditee

Form RD-04-PG

Questionnaire for the Internal Audit’s Assessment by the Auditee

Description

of audit / auditee:

To be completed by the Internal Audit

Audit time frame:

To be completed by the Internal Audit

| No. | Description | Assessment* | Comments** |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|
| 1 | The head of the auditee was informed about the time frame and work program of the audit in accordance with the Procedure for Interaction between the Internal Audit and Structural Units and Branches of the Company in Conducting Audits and Monitoring the Implementation of Corrective Measures (“Procedure for Interaction”). | | |
| 2 | The audit was scheduled to take place within such time frame so as to cause the least inconvenience for the auditee’s day-to-day operations (periods of increased workload, reorganization, etc. were taken into account). | | |
| 3 | Information and documents for the audit were properly requested, specific deadlines were set, and methods for information provision were established in accordance with the applicable Company’s regulations. | | |
| 4 | The head of the auditee was promptly informed about the emerging issues. | | |
| 5 | The engagement team complied with the audit timing and work arrangements agreed with the auditee. | | |
| 6 | When interacting with the auditee’s employees, the auditors were considerate and tactful, the interaction was highly efficient. | | |
| 7 | The Internal Audit Department informed the auditee’s head on the audit progress in accordance with the Procedure for Interaction. | | |
| 8 | Conclusions are clear and concise. | | |
| 9 | Recommendations are useful and constructive. | | |

*

| Assessment | Score |
|----------------|-------|
| Fully met | 4 |
| Generally met | 3 |
| Partially met | 2 |
| Not met | 1 |
| Not applicable | 0 |

** Please provide substantiation / comments in the “Comments” column in the event of assessments “Generally met”, “Partially met”, or “Not met”

Proposals:

Head of the auditee:

Date of assessment:

**Form: Internal Audit Quality Assessment Questionnaire
(to be completed by the Audit Committee of the Company's Board of Directors)**

Form RD-05-PG

Questionnaire for the Internal Audit's Assessment by the Audit Committee of the Company's Board of Directors

for _____

| No. 1 | Description 2 | Assessment* 3 | Comments** 4 |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------|
| 1 | The Internal Audit implements decisions/ instructions of the Audit Committee within the established time limits. | | |
| 2 | Representatives of the Internal Audit participate in all meetings of the Audit Committee at which matters within the Internal Audit's competence are considered. | | |
| 3 | The Internal Audit ensures preliminary review of the Internal Audit's plan and budget, as well as the Company's Internal Audit Policy or amendments thereto by the Audit Committee (for subsequent presentation to the Board of Directors for approval). | | |
| 4 | Reports on the Internal Audit's performance, information on the progress against the Internal Audit's plan (including information on the audit results) were communicated to the Audit Committee. | | |
| 5 | Results of the status and efficiency assessment of the internal control, risk management, and corporate governance systems were communicated to the Audit Committee. | | |
| 6 | Results of the internal assessment of the Internal Audit's quality were communicated to the Audit Committee. | | |
| 7 | Results of the external assessment of the Internal Audit's quality were communicated to the Audit Committee (if an external assessment was carried out during the period under review). | | |
| 8 | The Internal Audit demonstrates a high level of preparation for the meetings of the Audit Committee | | |
| 9 | Reports and other materials submitted by the Internal Audit to the Audit Committee are informative, relevant, and formulated in a concise and clear manner. | | |
| 10 | The Internal Audit communicates important matters to the Audit Committee, including such matters as audit limitations, acceptance of unacceptable risk by the head of the auditee, identified corruption or fraud. | | |

*

| Assessment | Score |
|-------------------|--------------|
| Fully met | 4 |
| Generally met | 3 |
| Partially met | 2 |
| Not met | 1 |
| Not applicable | 0 |

** Please provide substantiation / comments in the “Comments” column in the event of assessments “Generally met”, “Partially met”, or “Not met”

Proposals:

Assessment was conducted by: *full name / title*

Date of assessment:

Report: Internal Assessment of the Internal Audit's Quality

Form RD-06-PG

APPROVED

by the resolution of the Board of Directors

of _____ (Minutes No. _)

Internal Assessment of the Internal Audit's Quality REPORT

1. Key conclusions

[The Internal Audit quality assurance and improvement activities are carried out

- in accordance with the Internal Audit Quality Assurance and Improvement Program approved by the Board of Directors on _____ (Minutes No. _____)

- pursuant to the Internal Audit plan for ___ approved by the Board of Directors on _____ (Minutes No. _____)

- in accordance with the action plan for the development and improvement of the internal audit activities.]

[The assessment results confirm:

- Conformance of the Company's internal audit activities with the Internal Audit Policy of the Company;

- Conformance of the Company's internal audit activities with the Definition of Internal Auditing;

- Compliance with the Code of Ethics;

- Implementation of the action plan for the development and improvement of the internal audit activities to ensure adoption and application of the International Standards]

If assessments revealed non-conformance with the Definition of Internal Auditing, the Code of Ethics, or the International Standards that significantly impacts the overall scope or the quality of the internal audit activity, disclose information on such non-conformance and its impact on the internal audit activity.

2. Final results of the internal assessment (self-assessment) of the Internal Audit's quality

2.1. Conformance of the goals and objectives defined in the Internal Audit Policy with the goals and objectives set for the Internal Audit by the Board of Directors (Audit Committee) and executive bodies of the Company

Present the key results of the analysis, indicate whether changes are required or confirm the conformance of the goals and objectives defined in the Internal Audit Policy with the goals and objectives set for the Internal Audit.

2.2. Conformance of the internal audit activities with the Internal Audit Policy

Present the assessment and summarize the substantiation thereof.

2.3. Assessment of the current status of the internal audit function

Summarize the results of the assessment of current status of the internal audit function and what has been achieved (changes compared to the previous self-assessment).

2.4. Analysis of the completion of tasks set for the Internal Audit

Provide a brief overview of the performance against the Internal Audit's plan and other evidence of the completion of tasks set for the Internal Audit by the Board of Directors, Audit Committee of the Board of Directors, CEO with respect to the matters within the Internal Audit's competence

2.5. Implementation of the action plan for the development and improvement of internal audit activities

Provide a brief overview of the performance against the plan.

2.6. Other information on the self-assessment results

Summarize the results of the ongoing monitoring of the internal audit's quality, information received as feedback from the Audit Committee. It is recommended that information summarizing the comparison of the current internal audit practices with best practices be included.

3. Areas for the development and improvement of internal audit activities

Specify the key areas and actions to be included in the action plan for the development and improvement of internal audit activities.

Enclosed: Appendix 1 Action Plan for the Development and Improvement of Internal Audit Activities

ACTION PLAN
for the Development and Improvement of Internal Audit Activities
for the period from ____ to ____

Focus area*: Improvement of interaction with the Board of Directors, Audit Committee, and executive management

| No. | Action | Due dates | Objectives |
|-----|--------|-----------|------------|
| | | | |
| | | | |

Focus area*: Efficiency improvement

| No. | Action | Due dates | Objectives |
|-----|--------|-----------|------------|
| | | | |
| | | | |

Focus area*: Professional development of the Internal Audit's employees

| No. | Action | Due dates | Objectives |
|-----|--------|-----------|------------|
| | | | |
| | | | |

Focus area*: Improvement of the regulatory support of the Internal Audit's activities

| No. | Action | Due dates | Objectives |
|-----|--------|-----------|------------|
| | | | |
| | | | |

Focus area*: Improvement of interaction with auditees

| No. | Action | Due dates | Objectives |
|-----|--------|-----------|------------|
| | | | |
| | | | |

* Examples of possible areas for the development and improvement activities are specified. Exclude, adjust, or add other areas, as appropriate.

Internal Audit Employee's Individual Development Plan Form

Form RD-08-PG

Employee's Individual Development Plan

How to use this form

Professional development planning is the employee's responsibility and is performed to ensure the employee's development. Upon employment (following the probation period) or in the first quarter of the current year, the employee fills out an individual development plan (IDP). A professional development plan specifies competencies and skills required for the accomplishment of the employee's objectives. The employee discusses or, in the event of difficulties, determines his/her professional development objectives together with his/her line manager. During the year, the employee monitors the implementation of his/her IDP and, if necessary, discusses the progress with his/her manager.

| | | | |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------|--------------|-----------------|
| 1. Details of the employee | | | |
| Employee's full name | | | |
| Division and position of the employee | | | |
| 2. Professional development objectives | | | |
| 1 | | | |
| 2 | | | |
| 3. Training activities and events | | | |
| | Description | When | Comments |
| 1 | | | |
| 2 | | | |
| 4. Development of competencies | | | |
| Please specify what competencies / skills need to be developed, set measurable target levels that you plan to achieve | | | |
| No. | Skills / competencies | Target level | |
| | | | |
| | | | |
| | | Name | Date |
| Employee: | | | |
| Line manager: | | | Signature |

