



REGULATIONS FOR MAYKOR CHARITABLE ACTIVITIES



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1. GENERAL PART

1.1. These Regulations are developed in compliance with the Civil Code of the Russian Federation, the Federal laws “On Joint Stock Companies” and “On Charitable Assistance” and determine the procedures for the charitable and sponsorship activities undertaken by MAYKOR (MAYKOR LLC) and its subsidiaries (hereinafter referred to as “Company”).

1.2. The purpose of these Regulations is to determine the primary objectives of the charitable activities and the procedures for implementing the charitable initiatives undertaken by the Company.

2. OBJECTIVES OF THE CHARITABLE ACTIVITIES

2.1. The objectives of the Company’s charitable activities are the following:

- to create a favorable environment for business development;
- to facilitate the resolution of social issues;
- to promote MAYKOR’s image as a socially responsible company;
- to draft the corporate culture of the Company, promote the personal and professional development of its employees, and also support effective communication inside and outside the Company.

2.2. Areas of the Company’s charitable activities:

- Social support and protection (i.e. improvement in the financial well-being and social rehabilitation) of citizens who, due to various life circumstances and health issues, are not able to protect their rights and legitimate interests.

- Assistance to the victims of natural, environmental, industrial or other disasters and armed conflicts, to the refugees and forced migrants.
- Building of a favorable environment for orphaned children, children deprived of parental care or in difficult life situations.
- Support for educational, cultural, scientific and medical institutions.
- Support for regional development.
- Preservation of cultural values.
- Support for physical culture and sports, promotion of a healthy lifestyle.
- Support for environmental protection activities.
- Development of volunteerism.
- Facilitating prevention of socially dangerous activities of the population.
- Facilitating achievement of the primary national objectives in IT field.
- Assisting in youth employment, promotion of in-demand IT professions, finding and supporting talented individuals.

2.3. MAYKOR does not support any political parties, movements, groups or religious organizations and does not direct funds or any other material assets to them.

2.4. Charitable assistance should not be directed toward any objectives not provided for in these Regulations.

3. 3. SOURCES OF FUNDING AND AMOUNT OF CHARITABLE DONATIONS

3.1. The charitable donations made by the Company are funded from the net profit and from voluntary contributions of the employees.

3.2. The extent of financing for the Company's charitable activities is determined in compliance with the budgeting procedure of the Company.

4. 4. CHARITABLE ACTIVITIES PROCEDURES

4.1. The decision on undertaking particular charitable activities is made by the President of the Company.

4.2. Charitable assistance may be provided on the basis of a direct request from a potential beneficiary, may be the initiative of the employees or the Marketing and Corporate Communications Department within the framework of the approved corporate programs.

4.3. The Company monitors the use of funds issued for charitable assistance.

4.4. Charitable activities are not obligatory for MAYKOR and are limited by the financial ability of the Company.

4.5. The Company may refuse to provide charitable assistance without giving any reasons for this.

4.6. The Company may report to a wide audience the fact of giving charitable assistance without the consent of the beneficiary.

5. 5. FINAL PROVISIONS

5.1. These Regulations are to be approved by the President of MAYKOR.

5.2. All changes and amendments to these Regulations are approved by the President of MAYKOR.

5.3. The corporate charitable programs are outlined in the Appendices to these Regulations.

APPENDIX 1. “THE ENGINEERING PROFESSION” PROGRAM

1. PROGRAM OBJECTIVES AND IMPLEMENTATION METHODS

1.1. The objectives of the program include ensuring the flow of sought-after workers to the IT industry and to the Company, improving the level of education in IT and applied technologies, lowering risks of staff shortfall, and retaining specialists in the profession.

1.2. To achieve the above objectives, the Company undertakes the following actions:

- Provides its charitable support to facilitate a higher level of education in IT and applied technologies.
- Takes part in the development of educational programs for industry-specific higher educational institutions and secondary specialized colleges and provides them with professional expertise on a pro-bono basis.
- Supports by various means, including financial, educational campaigns, career guidance projects and activities aimed at promotion of in-demand IT professions, finding and supporting talented students and facilitating better training of the IT workers.
- Offers internship opportunities in the Company to students specializing in field-related professions.
- Cooperates with employment agencies.
- Creates favorable conditions for entering the profession by young specialists whose career launched with the Company.

- Develops and distributes informational, educational or other materials facilitating the achievement of desired objectives.
- Undertakes an array of in-house, goal-oriented actions.

2. DURATION OF THE PROGRAM

2.1. This program is long-term.

2.2. Launch date: September 14, 2013.

2.3. Completion date: indefinite.

2.4. The program may be terminated ahead of schedule by decision of the President of the Company. Unused assets will be channeled to other objectives.

3. PROCEDURE FOR PROGRAM IMPLEMENTATION

3.1. The Marketing and Corporate Communications Department in collaboration with the other departments of the Company annually compiles the list of external and internal activities corresponding to the stated objectives of the program, with the rationale for each of them.

3.2. These activities and the amount of funding are subject to approval by the President of the Company.

3.3. The implementation of the approved activities and the reporting on their completion are the responsibility of the structural units.

4. SOURCES OF FUNDING

4.1. The program may be funded from the charity budget of the Company, as described in section 3 of these Regulations, or from a budget intended for other purposes which correlates with the objectives of this program.

5. REPORTING

5.1. The Company is to submit reports on program implementation per the standard procedure for reporting charitable activities, i.e. via a social responsibility report or internal reporting.

5.2. The Company reserves the right not to publish information on the results of the program.

APPENDIX 2. “GOOD FUTURE WITH MAYKOR” PROGRAM

1. PROGRAM OBJECTIVES AND IMPLEMENTATION METHODS

1.1. The objective of the “Good Future with MAYKOR” program is to provide the children in orphanages and correctional institutions with favorable conditions for their creative development and socialization.

1.2. The program is based on the principles of corporate volunteering with the financial support of the Company.

1.3. Key actions within the framework of the program include:

- Financial and material support of the orphanages and correctional institutions for orphaned children, children with disabilities, or children deprived of parental care funded from the charity budget of the Company.
- Organization of volunteer fundraising events to collect money for the institutions for orphaned children, children with disabilities, or children deprived of parental care.
- Organization and support of the events for children aimed at enhancing their creative development, personal enrichment and socialization.
- Support of the charitable campaign “Charity Instead of Souvenirs”, organized by the Russian business community.

2. DURATION OF THE PROGRAM

2.1. This program is long-term.

2.2. Launch date: December 31, 2012.

2.3. Completion date: indefinite.

2.4. The program may be terminated ahead of schedule by decision of the President of the Company. Unused assets will be channeled to other objectives.

3. PROCEDURE FOR PROGRAM IMPLEMENTATION

3.1. The Marketing and Corporate Communications Department annually compiles the list of activities corresponding to the stated objectives of the program, with the rationale for each of them.

3.2. These activities and the amount of funding are subject to approval by the President of the Company.

3.3. The implementation of the approved activities and the reporting on their completion are the responsibility of the Marketing and Corporate Communications Department.

4. SOURCES OF FUNDING

4.1. The program may be funded from the charity budget of the Company, as described in section 3 of these Regulations, or from the budget for corporate souvenirs.

5. REPORTING

5.1. The Company is to submit reports on program implementation per the standard procedure for reporting charitable activities, i.e. via a social responsibility report and internal reporting.

5.2. The Company reserves the right not to publish information on the results of the program.

APPENDIX 3. “HEALTHY BACK” PROGRAM

1. PROGRAM OBJECTIVES AND IMPLEMENTATION METHODS

1.1. The “Healthy Back” Program is aimed at promotion of the sports that help to prevent musculoskeletal system disorders among Company employees and a vast audience.

1.2. The Program features the following measures:

- Providing the employees with the opportunity to exercise in fitness clubs with a swimming pool at reduced rates.
- Development and distribution of informational leaflets on sporting activities beneficial to the musculoskeletal system among the employees of the Company.
- Giving a bonus to each employee who received a rating in swimming.
- Encouraging the employees to take part in sporting events devoted to sports beneficial to the musculoskeletal system.
- Financial support of major sports competitions and regional sporting events.

2. 2. DURATION OF THE PROGRAM

2.1. This program is long-term.

2.2. Launch date: December 1, 2014.

2.3. Completion date: indefinite.

2.4. The program may be terminated ahead of schedule by decision of the President of the Company. Unused assets will be channeled to other objectives.

3. PROCEDURE FOR PROGRAM IMPLEMENTATION

3.1. The Marketing and Corporate Communications Department annually compiles the list of activities corresponding to the stated objectives of the program, with the rationale for each of them.

3.2. These activities and the amount of funding are subject to approval by the President of the Company.

3.3. The implementation of the approved activities and the reporting on their completion are the responsibility of the Marketing and Corporate Communications Department.

4. SOURCES OF FUNDING

4.1. The program is funded from the charity budget of the Company, as described in section 3 of these Regulations.

5. REPORTING

5.1. The Company is to submit reports on program implementation per the standard procedure for reporting charitable activities, i.e. via a social responsibility report and internal reporting.

5.2. The Company reserves the right not to publish information on the results of the program.