

Corporate code

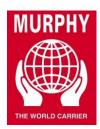
Murphy Kazbegi LLC

(ID/N: 400152106)

Approved by the director of Murphy Kazbegi LLC

T. Aliev

01.04.2020



1. Introduction

Each of the employees of Murphy Kazbegi LLC (hereinafter also referred to as the company) is part of a large, close-knit team united by common goals and values, having its own traditions and internal corporate culture. Developing steadily and striving for continuous improvement of business processes, Murphy Kazbegi is focused on long-term cooperation with each employee.

The development of the company and its employees is a simultaneous two-way process, the company functions only together with its employees and, in turn, the employee is also being developed with the company.

The reality in which a company functions is shaped by its staff, so we understand that every person who is a member of our team is also a major resource and value.

Any team needs rules and norms that will underlie the interaction between its members in order to achieve common goals and mutual understanding. A collection of such rules and regulations is this code - the Corporate Code of Murphy Kazbegi LLC.

The Corporate Code of our company is a set of basic moral, ethical and business standards and principles that guide our employees in their professional activities.

We hope for the knowingly acceptance of these standards by each employee, since these standards were dictated and formed over time as a result of joint activities, creative, labor interaction between the employees of Murphy Kazbegi LLC.

2. Fundamentals of corporate culture

Company's mission:

creative activities aimed at high-quality and effective satisfaction of market needs, promoting economic growth and development of the industry, ensuring the well-being of employees.

In relation to employees:

we welcome and create opportunities for professional growth and improvement of our employees.

In relation to partners:

we achieve long-term relationships with suppliers and contractors by maintaining a high level of service, high quality products and effective solutions, we offer partnerships to market participants.

In relation to the environment:

We take a responsible approach to the use of natural resources and environmental conservation.

The purpose of the company:

To become a leader in Georgia, to actively develop cooperation with foreign partners.

Values:

- responsibility to our partners;
- responsibility to employees;
- Social responsibility;
- positive business reputation for many years;
- quality control of the services provided;
- professionalism and improvement;
- occupational health and safety and the environment.

3. Rules for interaction with partners

3.1. Interaction with counterparties

Maintaining a high level of service is a priority in the activities of our company. In order to constantly meet the expectations of our counterparties, it is necessary:

- Act respectfully, honestly and openly in their work with the partner on the basis of the principle of mutual benefit;
- Provide assistance and advice in accordance with the interests of the partner;
- Provide timely and quality service and response to the request of the partner;
- Create all conditions for long-term cooperation with partners
- Provide counterparties, at their request and on their own initiative, all information about our company, in case this information is not classified as a commercial secret;
- Ensure the confidentiality of information about the partner
- Carefully and objectively treat comments, complaints and claims about our company;
- Advise partners on the consideration and resolution of complaints and claims, if necessary;
- Consider emerging difficulties and conflicts timely and carefully, quickly resolve claims and complaints and take the necessary measures to eliminate the consequences of violations;
- For poor quality or untimely satisfaction of the partner's needs, the employee and his immediate supervisor are equally responsible.

3.2. Interaction with suppliers

When working with suppliers, employees of Murphy Kazbegi LLC should proceed from the following principles:

- procurement of raw materials or goods and / or services necessary to ensure the work process, as well as to maintain internal business processes is only in the competence of authorized employees;
- when dealing with suppliers employees must act strictly in the interests of the company without protection or preference of third parties;
- the purchase of the required products / services should be carried out only on the basis of the "quality-cost-reliability" ratio, which is beneficial for the company;
- employees responsible for purchasing necessary services or products should not initiate and accept (directly or indirectly) payment, gifts or anything similar of value from the actual or potential supplier of our company in gratitude for the concluded transaction.

3.3. Rules for interacting with colleagues

The main principle of interaction between all employees is respect for the individual and human dignity, openness and benevolence, willingness to provide all possible assistance to a colleague.

- By all their actions, employees of our company must show and confirm their respect for each other;
- Respecting each other's dignity, company employees should not tolerate rudeness, obscene language;
- Discrimination and hostility towards any employee on the basis of his nationality, religion, gender, sexual orientation, age, citizenship, physical disabilities or the same characteristics among his relatives or friends should not be tolerated in any form;
- Appeal to a colleague should start with the address "sir / madam", then the name, or, if there is mutual agreement, only with the name;
- Interpersonal conflicts should not in any way affect the professional interaction between the conflicting parties;
- Both sides of the arisen interpersonal conflict should resolve it as soon as possible; if the parties fail to agree, then they have the right to turn to their immediate supervisors for help;
- Conflicts that have arisen in the course of solving official tasks are subject to settlement by the leaders of the conflicting parties;
- Personal, intimate, informal communications between employees within the walls of the company are prohibited;
- Employees and their right to privacy should be respected;
- It is necessary to respect the rules of public morality in the relationship;
- Employees should refrain from unconstructive and unreasoned criticism of the employee, show tact when justified criticism;
- It is necessary to show respect for the qualifications and professional experience of employees;
- The working time of employees should be appreciated;
- It is necessary to take measures to prevent and resolve conflicts of interest;
- Measures should be taken to prevent corruption
- During working hours, it is forbidden to engage in business that is not related to the performance of official duties;
- Employees should always apologize for your inappropriate behavior;
- Employees should not bring friendships to the work environment;
- Employees should always help colleagues, share knowledge and experience;
- It is recommended for employees to praise colleagues for a job well done;
- It is recommended for employees to discuss the problems of career growth not with colleagues, but with your immediate supervisor;
- It is necessary to suppress intrigues, rumors, gossip;
- It is not recommended to discuss wages in the company with other employees.

4. Rules of interaction between a supervisor and a functional subordinate

One of the important tasks of a supervisor is to provide an opportunity for a subordinate employee to grow and develop professionally, to see the prospects for his activities in the context of the functioning of the entire enterprise, to feel a sense of involvement in a common cause.

4.1. The supervisor should:

- Optimally organize the functioning of the team entrusted to him, take into account the abilities of
 employees so that each of them has the opportunity to work at the highest level and enjoy their
 work;
- Stimulate personal success and achievements of employees;
- Demonstrate a high level of professionalism by their own example;
- Encourage initiative, creativity, independence of thinking of employees;
- Promptly inform employees about the decisions made, maintain a friendly business atmosphere in the team, prevent possible conflicts between employees;
- Remember that his subordinates are also responsible for compliance with corporate ethics and other norms of local regulations;
- Remember that lack of proper publicity breeds mistrust and misunderstanding;
- Constantly conduct a dialogue with subordinates, receive feedback, be ready for reasoned compromises.

4.2. The functional subordinate should:

- Comply subordination when interacting with the supervisor;
- Addressing to the immediate supervisor-,, mister / madam, hereinafter the name, unless otherwise mutually agreed (addressing other supervisors also occurs ,, mister / madam, hereinafter the name, unless otherwise mutually agreed);
- Work with other supervisors only through their immediate supervisor or in agreement with him;
- Contact your immediate supervisor for help in the event of a difficult, complex or disputable situation related to professional activities;
- When meeting in a corridor or in an open area, the subordinate should be the first to greet;
- Entering the room (including the supervisor), entrant is the first to greet those present.

5. Exchange of business cards

Business cards are an essential element of business relations, corporate information carrier. Exchanging business cards is a mandatory attribute of the first meeting with a business partner.

- 1. Business cards are usually exchanged at the very beginning of a business meeting.
- 2. The first business cards are handed by the representatives of the host country, starting with the most high-ranked persons.
- 3. A business card is usually held out and accepted with the right hand.
- 4. When you are at the negotiating table, after reading the business card, you must put it in front of you.
- 5. A business card should not be crumpled and folded, make notes that are not related to the contact information should not be made on the card; respect for a business card shows respect for the person represented on it.

6. Rules of interaction with the external environment

Each employee of the company, when interacting with the external environment, is a carrier of information, so he must understand and always remember that any point of view expressed by him as an employee of the company or disseminated information relates directly to the company itself, its image and affects its reputation in the business community.

In this regard, the employees of the company must understand and strictly observe the following rules:

- Carry out any interaction with the media, regulatory authorities, representatives of other companies, etc. should only be employees authorized to do so, in strict accordance with the job description and other local acts of the company;
- When applying or making inquiries from government agencies, other companies, media, etc. first of
 all, the employee must inform his immediate supervisor without commenting on the request on his
 own initiative, since any inconsistent information can negatively affect the reputation of the
 company;
- Employees should not comment on any media inquiries about the company
- If there is a suspicion that someone from the external environment is trying to obtain classified information about our company, employees should immediately contact their supervisor;
- Speak out as respectfully and carefully as possible about the activities of the company's competitors;
- Participation of an employee in the activities of political and public organizations is carried out only outside the walls of the company and during non-working hours, while each employee acts as an individual without using the resources of the company;
- Employees should not to take part in the activities of extremist and other illegal organizations;
- Employees should refrain from campaigning, posting advertising materials, disseminating relevant information in support of political candidates, with the exception of various official charitable actions.

7. Communication by phone

When communicating by phone, you should stick to the following rule:

- It is unacceptable to ignore telephone calls: after the second ring signal, an answer must follow;
- Answering a phone call, you must politely say hello, pronounce the name of the company, give your name (Good afternoon, Murphy Kazbegi LLC, Nina);
- Telephone conversations should be conducted in a clear voice, speech should be intelligible and benevolent;
- During telephone conversations, extraneous loud sounds are unacceptable, since this can be a communication barrier that distorts information (irritates the interlocutor);
- If the employee whose phone is ringing is not at the workplace, his colleague must answer the phone call.
- At the beginning of the conversation, you should ask whether it is convenient for the interlocutor to talk now;
- Leaving a message on the answering machine, state the date, time of the call, the name of the company, your name, and then briefly state the purpose of the call;
- Not finding the required subscriber on the spot, ask when it is more convenient to call back or leave your name and phone number for communication;
- When ending a telephone conversation, it is necessary to follow the rule: the one who first started the conversation (called) must end it;
- To transfer a significant amount of information, it is necessary to use e-mail;
- When a call comes to a colleague who is absent from the workplace, you need to accept a message for him;
- If the connection is lost, the person who called should restart the call;
- If the caller dialed the wrong number, you must politely ask him to call again;
- In relation to the caller, you should show goodwill, attention and courtesy; always remember that you are representatives of the company.

8. Use of computer, Internet, e-mail

All employees to one degree or another are users of the company's computer system (Internet, e-mail, mobile gadgets, computer).

Our employees must be aware of the responsibility for the use of the computer system, it is necessary to understand that the use is strictly for official purposes, and for other purposes in agreement with their immediate supervisors, strictly in accordance with the order on information security.

Since the computer system is owned by the company, employees should not expect to be kept private when using it on company premises. Our company reserves the right to monitor information within the limits permitted by law, for instance:

- Blocking access to unwanted websites;
- Interception or viewing of any messages or files transmitted or stored in its systems;
- Deletion of documents stored in a computer system;
- Tracking sites visited by employees on the Internet;
- Tracking chat groups and newsgroups;
- Overview of incoming and outgoing e-mail messages;
- Overview of downloaded materials;

We would like to pay special attention to blogs, social networks and chats. The actions of any employee can be associated with the company as a whole, so be careful when placing any kind of information in the media field.

Since it is very important for us to protect any kind of information related to our company, we should never share such data that could jeopardize the confidentiality of information about the company or its reputation.

In addition, employees should not express criticism of the employer and company products outside of work. If you are not satisfied with any actions of our company, then these problems should be discussed within the walls of the company, preferably with the supervisor. The absolute taboo are obscenities, insults and discrimination based on race, religion, sex and nationality, announced in the public media field.

It is unacceptable to post on social networks and any other public Internet resources - photo and video materials on which information about the company appears, or mention of know-how, disclosure of internal information regarding the intellectual property of the company.

Also, it is unacceptable to disclose information in various Internet resources regarding supervisors, strategic plans of the company. Any photo and video material about the company is its intangible asset and is not subject to disclosure.

Any public comments about the company on behalf of an employee can only be of a purely personal, subjective nature.

On behalf of the company, the right to announce information for public communications is assigned only to the director. In case of violation of these conditions in each individual case, the penalty will be considered personally by the director.

When composing an email, the following rules must be followed:

- Conduct correspondence from corporate e-mail;
- It is always necessary to indicate the detailed subject of the letter;
- One email one subject;
- Files must be attached to the letter only with correct names;
- Do not forget to greet the addressee at the beginning of the letter, addressing by name;
- At the end of the letter there must be a signature of an employee of Murphy Kazbegi LLC, made according to the following sample:

Respectfully, I.F. Position Company name The address

Tel:

Email:

9. Attitude towards gifts and illegal payments

This Code of Practice on Gifts and Illegal Payments obliges employees who interact with suppliers, customers, government officials, and others who have or seek to establish business relationships with the company to avoid situations were receiving or giving gifts may cause a conflict of personal and corporate interests.

Gifts, services and entertainment may be provided at the expense of the company or accepted from a third party cooperating with or seeking to cooperate with the company, only if they meet all of the following criteria:

- 1. They are in accordance with accepted business practices and do not violate applicable laws or ethical standards;
- 2. Public disclosure of the fact of receiving or providing a gift will not put the company, as well as the official or employee, in an uncomfortable position.

10. Responsibility of employees to the company

Employees working in our company are responsible for compliance with all local regulations, this corporate code, applicable labor legislation, as well as generally recognized human standards of morality and ethics:

- 1. An employee of the company is responsible for the quality of the work he performs;
- 2. An employee of the company is personally responsible for maintaining the working environment and the socio-psychological climate in the team;
- 3. An employee of the company is liable to colleagues and supervisors for causing any damage to the company, not only by his actions, but also by inaction;
- 4. An employee of the company is responsible for the efficient use of his working time;
- 5. An employee of the company is actively involved in the prevention of any illegal actions by other employees, customers, partners and other persons.

11. Responsibility of the company to employees

Murphy Kazbegi LLC is responsible for compliance with all local regulations, this corporate code, current labor legislation, as well as generally recognized human standards of morality and ethics, namely:

- 1. Company is responsible for providing all employees with a decent and adequate level of remuneration;
- 2. Company is responsible for creating optimal working conditions for each employee;
- 3. Company is responsible for the support and development of the initiative and development of Know-how of employees;
- 4. Company is responsible for creating equal conditions for the professional and career development of all employees.

12. Private provisions

12.1. Working hours of employees

- 1. The official start time for all employees of Murphy Kazbegi LLC is 10.00, unless otherwise specified in the employee's employment contract or local acts regulating the activities of a specific structural unit. Exceptions are possible, agreed with the immediate supervisor,
- 2. Arriving at work later than 15 minutes of the official start of the working day is a delay.
- 3. If it is impossible to come to work on time, the employee must notify his immediate supervisor about it.
- 4. Being systematically late for work entails disciplinary actions and penalties. Systematic delays can serve as an excuse for refusing further cooperation between the company and the employee.
- 5. The working day for administrative employees, as a rule, lasts from 10.00 to 18:00. Saturday and Sunday are days off.
- 6. The lunch break time is set 60 minutes, according to the individual decision of the employee, during the working day. In special, significant situations, as an exception, the employee may be disturbed during lunch, in which case the lunch time is extended after the performance of the functional duty.
- 7. In case of production necessity, the immediate supervisor may involve individual employees or all personnel outside of working hours with appropriate registration, notification and payment.

12.2. Employee appearance сотрудников

The appearance of employees is a component that forms the image of the company and, as a result, affects the reputation of Murphy Kazbegi LLC.

Therefore, the company's management formulates several general requirements for office and administrative employees:

- 1. In the external appearance of employees, the following are unacceptable:
 - messiness, negligence;
 - unkempt hair, clothes, shoes;
 - open abdomen, back, lower back;
 - low-cut and transparent dresses, blouses, trousers;
 - any sportswear and footwear (elements of tracksuits, shorts, T-shirts, T-shirts, tops, sneakers);
 - any beachwear and shoes (shorts, T-shirts, T-shirts, tops; sandals, flip flops);
 - home clothes and footwear;
 - evening or bright makeup that does not match the business setting;
 - hair of non-standard provocative color (purple, lilac, green, red, pink)
 - evening wear, as well as extravagant, pretentious clothing;
 - a large number of decorations;
 - ripped jeans
 - wearing sunglasses in the office;
 - being in the workplace in outer clothing, as well as in headdresses.
- 2. During the winter and off-season, employees are advised to have clean, changeable shoes at the workplace.
- 3. Heads of departments, participants in business meetings and negotiations, as well as employees of the enterprise who directly work with external clients (including partners, counterparties, suppliers, contractors, applicants, representatives of government and regulatory bodies) need to pay special attention to their appearance and

adhere to at least a lax business style in clothes.

- 4. A relaxed business style for men means:
 - Business suit. A combined suit is possible (for example, a black jacket gray trousers, trousers with a shirt without a jacket). The combination of a shirt with a thin jumper is acceptable.
 - shirt with a long (in winter) or short (in summer) sleeve. Turtlenecks are acceptable.
 - A tie is desirable.
 - Socks in soft colors.
- 5. A relaxed business style for women means:
 - Business suit (trouser or skirt). It is possible to combine a skirt, pants with a blouse without a jacket, a jumper or a sweater (thin).
 - Dress in a business style.
 - Skirt silhouette, close to a straight line. Skirt without pronounced flounces and decorative elements.
- 6. An employee on a business trip determines his appearance in accordance with the goals and objectives of the business trip, taking into account points 4-5.
- 7. These rules regarding the appearance of employees apply to office employees throughout the working week.
- 8. Responsibility for compliance with these rules is borne by the head supervisor within his structural unit.

12.3. Workplace

Order, cleanliness, neatness of the workplace create comfort in the performance of professional duties. Each employee must maintain cleanliness and order in their workplace.

- 1. Responsibility for cleanliness and order is borne by the direct head of the department working in this room.
- 2. At the workplace, it is forbidden to play computer and other games and engage in extraneous matters not related to business matters.
- 3. Eating is prohibited in the workplace. The exception is drinks (tea, coffee, water, etc.), sweets, cookies and fruits. Food intake is carried out in specially designated places.
- 4. Documents constituting a commercial secret of Murphy Kazbegi LLC, as well as other things, items and materials, the use or disclosure of which by third parties (including regulatory organizations) may lead to damage to the company, should not be in the workplace of employees and in places accessible to strangers.

Presence of following things at the workplace is unacceptable:

- 1. Fiction, magazines, newspapers, not directly related to official activities;
- 2. Clothes, dishes, cosmetics, personal hygiene products.

12.4. Smoking, bad habits

Murphy Kazbegi LLC welcomes and promotes a healthy lifestyle.

- 1. Smoking at the workplace in the office space is prohibited. Smoking is allowed only in specially designated areas.
- 2. The direct head of the department is personally responsible for compliance with these requirements and requirements of fire, sanitary, technical safety, safety of furniture and equipment in the room.

It is also strictly prohibited:

- 1. The use of alcoholic beverages at the workplace, on the territory of the enterprise and in the performance of official duties;
- 2. Participation in gambling on the territory of the enterprise and in the performance of official duties;
- 3. The use of any narcotic substances on the territory of the enterprise and in the performance of official duties.

12.5. Resources and equipment

Personal long distance and international calls from corporate phones of the company are prohibited.

To make such calls, you must obtain permission from your supervisor. The use of long distance communication for personal purposes must be subsequently compensated by the employee.

Personal long distance and international telephone calls can be viewed as a form of theft from a company.

The use of office equipment and the use of the Internet for personal purposes without obtaining special permission from the direct supervisor is prohibited.

12.6. Confidentially

Information is the most important intangible asset of a company.

- 1. Disclosure of confidential information is a violation of the terms of the employment contract with the employee on the part of the latter and entails liability up to and including dismissal.
- 2. Similar sanctions can be applied to an employee who has allowed any transfer of information to third parties or organizations that is detrimental to the image and reputation of the company.
- 3. Any negative information about the company or its supervisors, disseminated or transferred by the employee to third parties, as well as information that can be unambiguously interpreted as defaming the company's reputation, is considered by the management as a violation of the terms of the employment contract.

13. Provision and payment of missed days due to illness

- 1. The director of the company has the right to hire and dismiss employees on the recommendation of the heads of structural divisions.
- 2. All employees are hired for a trial period of up to six months in order to verify the employee's compliance with the assigned work. The probationary period does not include the period of temporary unavailability and other periods when the employee is absent from work for valid reasons. By agreement with the immediate supervisor, the probationary period can be reduced.
- 3. If the test result is unsatisfactory, the employee is released from work. Dismissal from work is not subject to appeal and protest.
- 4. In order to manage the business career of the company's employees, an internal rotation of personnel is used (horizontal, vertical) relocation of employees, as well as an internal competition of vacancies.
- 5. Rotation implies both a planned official relocation and a significant change in the employee's job responsibilities.
- 6. Depending on who is the initiator, rotations can be carried out:
 - at the initiative of the company's management;
 - at the initiative of the employee
- 7. The career of each employee of the company depends on his attitude to the official duties that he took upon himself and on how the employee performs them.
- 8. In case of production necessity, an employee may be temporarily transferred to another job to fulfill the duties of a temporarily absent employee.

14. Holidays

- 1. All employees of the company are provided with annual paid leave in the amount of 24 working days.
- 2. Leave for the first year of work is granted to employees after 11 months of continuous work. Leave for the second and subsequent years of work can be provided at any time of the working year in accordance with the vacation schedule and in agreement with the supervisor.
- 3. It is advisable to use the annual paid leave for employees no later than the date of the onset of the right to leave.
- 4. The vacation schedule for necessary needs can be revised during the year in agreement with the director and the head of the employee's structural unit.
- 5. Upon personal application of the employee (employee), he may be granted unpaid leave for a period not exceeding 15 days during the year.

14. Provision and payment of missed days due to illness

- 1. In case of illness, the employee must inform his supervisor directly on the first day of illness.
- 2. Other cases are negotiated individually with the director and immediate superior.
- 3. On the first day of illness, the employees are obliged to report the illness or the opening of a sick leave to their immediate supervisor, as well as to the personnel department. Regularly (once every 3 days) inform about their health condition. On the first day of going to work, after being absent for more than 3 days due to illness or injury, the employees must provide a sick leave note to the immediate supervisor, and then to the personnel department and accounting.

15. Remuneration, bonuses, compensation

The amount of remuneration is established in accordance with the professional qualifications and service experience of the employee, approved by the director, initiated by the immediate supervisor.

- 1. Remuneration in the form of wages is paid in accordance with the individual conditions of the employee, agreed upon when hiring.
- 2. If the company has financial capabilities, employees may be paid bonuses for high performance and achievements in work, the amount and procedure for payment of bonuses are established by the director's decision.
- 3. Employees are entitled to reimbursement of expenses and other compensation in connection with business travel. The amount of compensation payments is approved by the orders of the director of the company.

16. Material assistance

Financial assistance can be granted to the employees of the company who have worked in the company for more than 2 years. One-time financial assistance to employees (their families) is provided in the following cases:

- in the event of the death of an employee of the company during the period of his work in the company;
- in the event of the death of his close relatives (parents and children of the employee, husband/wife);
- in the vent of the birth of a child;
- in the event of the marriage;
- in the event of a difficult financial situation in connection with the loss or significant damage to property as a result of a natural disaster or other unforeseen circumstances by the decision of the director of the company;
- in the vent of special need for medical treatment due to an accident by decision of the director of the company.

The amount of material assistance in each specific case is determined by the director individually, depending on the degree of complexity of the situation.

The basis for considering the issue of providing a one-time financial assistance to an employee of the company (his family) is an employee's statement written in the name of the employee's immediate supervisor, or in the name of the director.

17. Compliance with safety precautions

- 1. Employees of the company are obliged to follow safety precautions and be careful when working. If an employee is injured in the performance of his functional duties, then he should immediately report the incident to his immediate supervisor.
- 2. Employees must comply with the following rules:
 - turn off all lighting fixtures when no lighting is needed;
 - turn off all computers and other office equipment after completion of work;
- 3. In case of suspicion or occurrence of a fire, it is necessary to inform the security service about it.
- 4. All company employees need to keep their workplace clean and follow safe working practices.
- 5. Observe all rules related to smoking.
- 6. Any unsafe circumstances or unsafe work practices should be reported to the supervisor.

18. Прекращение трудовых отношений

- 1. The employment relationship with the employee (employee) be terminated in accordance with Georgia's current labor legislation.
- 2. The dismissal of an employee is carried out on the basis of the director's order.
- 3. The grounds for issuing a dismissal order may be a personal statement of an employee, an unsatisfactory result of passing the probationary period (including before the end of the probationary period), other reasons stipulated by law.
- 4. The date of termination is the employee's last working day. A retiring employee is obliged to account for the material values transferred to him in the course of his employment.
- 5. Compensation for damage caused by an employee of the company is made by agreement of the parties or in court.

19. Final clauses

- 1. Employees of Murphy Kazbegi LLC are responsible for compliance with all rules and regulations of this Corporate Code;
- 2. Employees can always get comments and clarifications on the norms of this Corporate Code from their immediate supervisor;
- 3. Employees of the company who witnessed a violation of the norms of this Corporate Code or have reliable information about their violation must inform the violator himself, if such a violation can somehow threaten the company, or it has been committed by the violating employee more than once, then immediately inform your immediate supervisor.

Our company sincerely hopes that you consciously follow the rules and regulations described in this Corporate Code of Murphy Kazbegi LLC, and thereby contribute to the development of our company!

Director of Murphy Kazbegi LLC

Takhir Aliyev