

INTERNAL RULES



| Description | Requirement | Matter Expert | Latest Update |
|--|-------------------|---------------|---------------------|
| 1. Statute | law | Zharov | 2023-->24 |
| 1.1. Code of Ethics | compliance | Klopota | 2022 |
| 1.1.1. Membership policy | CoE | Klopota | 2024 |
| 1.1.2. People management | CoE | Klopota | 2024 |
| 1.1.3. Complaints management procedure | CoE | Tkachenko | WIP |
| 1.2. Financial policy | compliance | Dulyk | 2024 |
| 1.2.1. segregation of duties (RACI) matrix | FP | Dulyk | incl. |
| 1.2.2. records management procedure | CoE | Dulyk | incl. |
| 1.2.3. expense policy | CoE | Dulyk | incl. |
| 1.3. Communication policy | compliance | Yaremenko | 2023 |
| 1.3.1. Events management policy | operational | Yaremenko | WIP |
| 1.3.2. NDA | law | Klopota | 2022 |