**Annex to Decision no. 1409/28.12.2018**

METHODOLOGY FOR ASSESSING INTEGRITY INCIDENTS WITHIN  
SNTGN TRANSGAZ SA

1. SCOPE

The present assessment methodology aims at ex-post evaluation of integrity incidents within SNTGN TRANSGAZ SA by obtaining and analysing relevant information and proposing prevention and control measures. The evaluation of integrity incidents is the activity carried out by the person in charge designated for this purpose by the head of the company, consisting of obtaining and analysing relevant information on integrity incidents and proposing prevention and/or control measures.

1. DEFINITIONS

For the purposes of this assessing methodology, the following terms have the following meanings:

1. **corruption hazard ■** a corrupt action or event that may occur within a specific activity of SNTGN TRANSGAZ SA or an organizational structure within it;
2. **integrity incident -** one of the following events concerning the situation of an employee of SNTGN TRANSGAZ SA:
3. disciplinary termination of the individual employment contract following the commission of an act of corruption constituting a breach of the internal rules or other legal provisions for which this sanction is provided;
4. indictment or conviction for committing a corruption offence or an offence related to non-compliance with the regime of interdictions, incompatibilities, conflict of interest or declaration of assets; the final outcome of a finding issued by the National Integrity Agency regarding the violation of legal obligations regarding unjustified assets, conflict of interest or the regime of incompatibilities;
5. **prevention and/or control measures ■** the set of actions ordered by the management of SNTGN TRANSGAZ SA in order to remove or keep under control the vulnerabilities identified following the occurrence of an integrity incident or to prevent the occurrence of similar integrity incidents;
6. corruption risk assessment process - series of actions through which vulnerabilities and risks to corruption in SNTGN TRANSGAZ SA are identified, assessed, prioritized and managed through specific intervention measures;
7. **person responsible for the implementation of the methodology -** person, working group within SNTGN TRANSGAZ SA, carrying out the activity of obtaining and analysing relevant information on integrity incidents and proposing prevention and/or control measures;
8. corruption risk - the likelihood of a corruption threat materialising, targeting an employee, a professional group or an area of activity, determined by specific duties and likely to have an impact on the achievement of SNTGN TRANSGAZ SA objectives or activities;
9. **vulnerability -** a weakness in the system of regulation or control of activities, which could be exploited and lead to corruption.
10. REGULATORY FRAMEWORK

This methodology has been developed in accordance with the Methodology for the assessment of integrity incidents in central public authorities and institutions approved by Government Decision No 599 of 2 August 2018.

**DESCRIPTION OF THE INTEGRITY INCIDENT ASSESSMENT ACTIVITY**

1. ATTRIBUTIONS OF THE PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF THE METHODOLOGY

The person responsible for the implementation of the methodology for the assessment of integrity incidents is designated by the head of SNTGN TRANSGAZ SA by internal decision.

The person responsible for the implementation of the methodology carries out the following activities:

1. obtaining information on the integrity incident;
2. analysing the integrity incident;
3. proposing prevention and/or control measures.
4. OBTAINING INFORMATION ON THE INTEGRITY INCIDENT
5. The management of SNTGN TRANSGAZ SA, the Organisation and Human Resources Department, the General Inspection Division, the Legal Division or other structures within the company that have information on the disposition of measures regarding an integrity incident shall refer the matter to the person responsible for the implementation of the methodology and shall provide him/her with the information or documents necessary to carry out the methodology for the evaluation of the integrity incident, within 30 days of becoming aware of the integrity incident in question.
6. to the extent deemed necessary, the person responsible for the implementation of the methodology may request information from the National Integrity Agency, the National Anticorruption Directorate, the Prosecutor's Office attached to the High Court of Cassation and Justice and other public authorities or institutions holding information on the integrity incident.
7. CONTENT OF THE ANALYSIS OF INTEGRITY INCIDENTS
8. The analysis focuses on the following aspects:
9. the type of event constituting the integrity incident assessed;
10. the department/directorate/unit in which the integrity incident occurred and the position of the person who committed it;
11. state of play and modus operandi;
12. the applicable legislative framework and internal procedures of SNTGN TRANSGAZ SA relevant to the incident under analysis;
13. the causes of the integrity incident in relation to the threats and vulnerabilities identified in the corruption risk assessment process and those related to the integrity incident assessed;
14. the duration of the procedure for investigating facts constituting disciplinary misconduct;
15. disciplinary, administrative or, where appropriate, criminal penalties imposed;
16. the effects of the integrity incident on the employment relationship of the person who committed the integrity incident;
17. impact of the integrity incident on the activity of SNTGN TRANSGAZ SA.
18. Based on the information obtained, the person responsible for the implementation of the methodology shall draw up, for each integrity incident that occurs, a report containing the information referred to in paragraph 1. (1), proposals for measures to prevent the occurrence of a similar incident, as well as the person responsible and the deadline for the implementation of the proposed prevention and/or control measures.
19. The report referred to in para. (2) shall be submitted to SNTGN TRANSGAZ SA management for approval.
20. VERIFICATION OF THE IMPLEMENTATION OF THE RECOMMENDATIONS

The management of SNTGN TRANSGAZ SA shall order a six-monthly verification of the implementation of the measures approved in accordance with Article 6 para. (2). The feedback shall be centralised in a report by the person responsible for the implementation of the methodology.

1. REPORTING TO THE TECHNICAL SECRETARIAT OF THE NATIONAL ANTI-CORRUPTION STRATEGY

The person responsible for the implementation of the methodology prepares an annual report on the assessment of integrity incidents, which is approved by the management of SNTGN TRANSGAZ SA, published on the company's website and submitted to the Technical Secretariat of the National Anti-Corruption Strategy by 31 March of the following year. The content of the report is set out in Annex 1.

1. USE OF INFORMATION IN THE PROCESS OF ASSESSING THE RISKS OF CORRUPTION
2. The data contained in the report referred to in Article 8 shall be used in the corruption risk assessment process carried out at SNTGN TRANSGAZ SA level.
3. The Integrity Plan of SNTGN TRANSGAZ SA shall be updated annually, corresponding to the prevention and control measures referred to in Article 6 para. (2).

Annex 1

APPROVED

DIRECTOR GENERAL

Annual Integrity Incident Assessment Report for SNTGN TRANSGAZ SA for the year………………..

**I. Integrity incidents**

|  |  |  |
| --- | --- | --- |
| Total number of integrity incidents | |  |
| Type of offences | No. of breaches of the rules of ethics or similar provisions designed to protect the integrity of public office |  |
| No. of corruption offences or acts related to non-compliance with the regime of interdictions, incompatibilities, conflict of interest or declaration of assets |  |
| No. of breaches of legal obligations regarding unjustified assets, conflict of interest or incompatibilities regime |  |
| Department/Division/Unit where integrity incidents occurred | |  |
| Positions of persons who have committed integrity incidents | No. of offences committed by persons in management positions |  |
| No. of offences committed by persons in executive positions |  |
| Number of sanctions applied | No. of disciplinary sanctions |  |
| No. of administrative sanctions |  |
| No. of criminal sanctions |  |
| Average length of procedures for investigating disciplinary offences | |  |

II. Prevention and/or control measures

|  |  |
| --- | --- |
| Total number of measures proposed: | |
| Description of the measures | Implementation status |
| 1. |  |
| 2. |  |
| 3. |  |

Methodology Implementation Officer