

Explanation of the services of the enterprise.

In order to improve the efficiency of enterprise management, Biokimyo JSC developed and approved regulations on services, according to the approved structure of the enterprise. Regulations define the status of departments, reflect its place in the management system, organize daily activities. The provisions on services define the tasks and functions assigned to it.

Tasks and functions of services:

Management Board.

Chairman of the board.

Services in the subordination:

- Corporate advisor - control of compliance of the Company with the Corporate Legislation;

- Internal Audit Service - performs work to control and evaluate the work of the executive body and structural subdivisions by inspecting and monitoring their compliance with legislative acts, constituent and internal documents, ensuring the completeness and accuracy of data in accounting and reporting;

- Office Manager - performs work on organizational and technical support of the activities of the Chairman of the Board of the company;

- Service of civil protection, mobilization and emergency situations" - organizes and performs activities for the prevention and liquidation of accidents and disasters, caused by potentially dangerous features of production and technological process; exercises control over the creation and use of reserves of financial and material resources for the elimination of emergency situations;

- Security Service - the tasks of the organization and protection of buildings, facilities and material assets of the enterprise, the implementation of access and on-site regime;

- Administrative and economic service - economic service of the subdivisions of the enterprise, maintenance of the buildings and premises of the subdivisions and territory of the enterprise in proper condition;

- Foreign economic activity service - carries out the development of proposals and measures for the development of progressive forms of foreign economic relations, scientific, technical and economic cooperation with foreign countries;

- Personnel management service performs work on providing the enterprise with workers of required specialties and qualifications, registration of employees admission, transfer and dismissal in accordance with the labor legislation, accounting of the personnel of the enterprise;

- Department of Capital Construction and Construction Management Service provides performance of work related to capital construction and reconstruction, rational use of capital investments, improvement of their efficiency, reduction of construction in progress;

- Compliance Service - develops internal documents on anti-corruption; develops and updates standards in the area of corruption compliance; conducts

explanatory activities on anti-corruption issues and forms anti-corruption culture; develops corporate ethical values; coordinates work to reduce corruption risks.

- Legal Counsel - the main task: compliance with the legality of the company's activities and protection of its legal interests;

- Medical Center - organizes medical and preventive and sanitary work at the enterprise, provides first aid in case of acute illnesses and accidents;

- Service for corporate relations with shareholders - deals with issues related to corporatization, securities, privatization;

First Deputy Manager.

Director of production, localization, expansion of cooperative relations and information technology - carries out the organization of technical development of the enterprise, provides the development of scientific and technical progress, as well as the improvement of technical services and their management;

Subordinate Services:

- Chief Technologist Service - strengthening of production and technological discipline in the subdivisions of the enterprise, quality control of finished goods, raw materials, materials and semi-finished products, quality of technological operations, the state of technological equipment and accessories, production conditions;

- Chief Power Engineer Service - ensuring the proper technical condition and rational operation of the power equipment of the enterprise, ensuring the uninterrupted supply of the enterprise with all types of energy;

- Service of the chief mechanic - maintenance in operating condition of all types of equipment ensuring uninterrupted operation of the production by means of timely and qualitative repair and technical maintenance.

- Labor protection and technical safety service - organization of work on creation of safe labor conditions at the enterprise, organization and provision of control over measures aimed at creation of safe and healthy labor conditions at the enterprise;

- Production and technical department - provides organization of rhythmic work of shops and the enterprise as a whole, mobilization of reserves of production growth, introduction of new progressive technologies;

- Information Technology Service - development of internal enterprise standard to ensure a unified approach to information processing and storage, building technical infrastructure, maintenance of software and technical means of the information system, ensuring the safety of the enterprise's information;

- The alcohol production shop ensures: fulfillment of the production plan for a given nomenclature of products and assortment, in compliance with the established technical and economic indicators; rhythm of high quality production; effective use of fixed and circulating funds, with minimum consumption of labor, material, energy and financial resources,

- Other shops and auxiliary departments and areas.

Deputy manager.

Director of Marketing, Sales and Investments manages the marketing, material supply and sales of finished products, warehousing, turnover turnover acceleration.

Subordinate Services:

- Marketing and Sales Department is a subdivision ensuring sales of enterprise production in accordance with concluded contracts, its shipment to consumers in terms and volume established by sales plan;

- Internal and External Purchases Department is a subdivision providing enterprise with necessary for its production activities material resources (raw materials, materials, fuel, tools, spare parts, work clothing, tools, etc.);

- Warehouse of food and industrial alcohol - is working on the reception and shipment of alcohol in the warehouse, provides the safety of finished products, compliance with storage, accounting of warehouse operations;

- Warehouse of material assets - provides work on reception, storage and release of material assets in the warehouse, their placement, taking into account the rational use of storage space;

Deputy Head.

Director of Finance, Economics and Planning - organizes and improves the economic activities of the company, aimed at improving productivity, efficiency and profitability of production, quality of products, reducing its cost, takes measures to ensure financial stability of the enterprise.

Subordinate services:

- Chief Accountant and Accounting Department - organization of accounting of financial and economic activities of the enterprise, control over the safety of company property, the proper expenditure of funds and material values, the implementation of the economy, analysis of economic and financial activities of the company;

- Department of strategic planning of business development - provides leadership in economic planning and participation in the development of corporate strategy;

- Transport service - provides all structural divisions of the enterprise with serviceable automobile, tractor, road-building, handling machinery;