

Order of the Economic Security Bureau of Ukraine

Dated 30 December 2025, No. 274

On Approval of the Procedure for Organizing and Conducting a One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, Criteria and Methodology for Assessing Integrity and Professional Competence of Employees During the Attestation

Pursuant to the Law of Ukraine No. 3840-IX dated 20 June 2024, "On Amendments to Certain Legislative Acts of Ukraine regarding Improvement of the Activities of the Economic Security Bureau of Ukraine," based on the results of consultations with members of attestation commissions, in order to ensure the conduct of a one-time attestation of employees of the Economic Security Bureau of Ukraine

HEREBY ORDER:

1. To approve the Procedure for Organizing and Conducting a One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, as well as the Criteria and Methodology for Assessing Integrity and Professional Competence of Employees During the Attestation, attached hereto.
2. The Legal Department, together with the Department of Organizational Support, shall ensure the submission of this Order for state registration to the Ministry of Justice of Ukraine in accordance with the procedure established by law.
3. This Order shall enter into force on the day of its official publication.
4. Control over the execution of this Order shall remain with me.

Director

Oleksandr TSYVINSKYI

APPROVED

Order of the Economic Security Bureau of Ukraine

30 December 2025

Regulation

on Organization and Conduct of One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, Criteria and Methodology for Assessing Integrity and Professional Competence of Employees in the Process of Attestation

I. General Provisions

1. This Regulation sets out a procedure for the organisation and conduct of one-time attestation of employees of the ESBU (hereinafter referred to as the attestation) in accordance with clause 4 of Section II "Final and Transitional Provisions" of Law of Ukraine No. 3840-IX dated 20 June 2024 "On Introducing Amendments to Certain Laws of Ukraine Regarding Improvement of the Work of the Economic Security Bureau of Ukraine" (hereinafter referred to as the Law), criteria and methodology for assessing integrity and professional competence of employees in the process of attestation.

2. In this Regulation, terms are used in the following meanings:

professional relationships shall mean a connection between persons with direct subordination or joint work in the same structural unit of an enterprise, institution, or organization or repeated (three times or more) personal interaction in the process of performing official duties or mutual rights and obligations emerging in the context of commercial activities;

conflict of interest shall mean that a member of the attestation commission or secretariat of the attestation commission has a private interest while performing their powers stipulated by the law and this Regulation, which might affect the

objectivity or impartiality of their decision-making or the committal or failure to commit actions while performing such powers;

independent observer shall mean a reasonable and well-informed person who is looking at the situation and circumstances objectively from the outside while being sufficiently aware of facts and processes that are taking place;

reasonable doubt - shall mean an objectively justified degree of doubt which an objective observer has based on accurate, relevant, sufficient, and specific factual data about compliance of the attestation participant with the criteria and indicators defined by the Law and this Regulation;

personal relationships - shall mean a connection with family members and close persons or friendly or other off-duty relationships;

private interest - shall mean any property or non-property interest of a member of the attestation commission or secretariat of the attestation commission, including one caused by personal or professional relationships with the attestation participant;

level of personal welfare - shall mean a complex indicator reflecting the degree of satisfying financial, spiritual, and social needs and including financial situation of the attestation participant and their family members which covers rights for all objects of civil rights that were or are owned, possessed, or used by the attestation participant, their family members, close persons, including objects of civil rights of third persons with respect to which the attestation participant or their family members can directly or indirectly commit actions equated to disposal, possession, or use, as well as their expenses;

lifestyle - shall mean a form of behavior of the attestation participant which is a direct manifestation of their moral values, principles, and standards.

The term “object of civil rights” shall be used in the meaning given in the Civil Code of Ukraine.

Other terms used in this Regulation are used in the meaning given in the laws of Ukraine “On the Economic Security Bureau of Ukraine” and “On Corruption Prevention.”

3. Attestation is a part of the comprehensive reform of the ESBU, which is aimed at increasing the level of trust in the ESBU as an independent body with tasks related to action against offenses against the functioning of the economy of the state. Attestation is a one-time and time-limited measure.

Attestation commissions shall perform their activities in line with the Constitution of Ukraine, the Convention for the Protection of Human Rights and Fundamental Freedoms of 1950, and the requirements of the legislation of Ukraine, as well as with observance of the right to respect for human dignity, private and family life. Attestation commissions shall be governed by the principles of legality, legal certainty, transparency, fairness, impartiality, reasonableness, proportionality, non-discrimination, proper justification, and the motivated nature of decisions.

Attestation commissions and their secretariat shall follow the requirements of the Law of Ukraine “On Personal Data Protection” while performing their duties.

4. The decision on the start of the attestation is taken by the ESBU Director by means of issuing an order that is published on the official website of the ESBU on the date of its issuance.

Employees of the ESBU determined by para. 2 of clause 4 of Section II, “Final and Transitional Provisions,” of the Law shall not be subject to the attestation.

5. Within 14 days from the date of issuance of the ESBU order on the start of attestation, employees of the ESBU subject to the attestation shall submit a written statement of consent to undergo the attestation or refusal to undergo the attestation in a form given in Annex 1 hereto.

Employees of the ESBU subject to the attestation who have refused to undergo the attestation according to para. 5. Clause 4 of Section II, “Final and Transitional Provisions,” of the Law, shall submit a written statement on consent to undergo the attestation or refusal to undergo the attestation using the form given in Annex 1 hereto within 14 days from the date on which circumstances preventing them from undergoing the attestation cease to exist.

An employee of the ESBU subject to the attestation shall send a written statement of consent to undergo the attestation or refusal to undergo the attestation to the official email address of the ESBU using a qualified electronic signature or

improved electronic signature based on the qualified electronic signature certificate (hereinafter referred to as the electronic signature).

Failure of the ESBU employee subject to the attestation to submit a written statement or submission of the statement on refusal to undergo the attestation shall be a ground for termination of labor relations (dismissal) of such person with the ESBU.

Employees of the ESBU subject to the attestation who have submitted a written statement of consent to undergo the attestation using the form set out by Annex 1 hereto within the established term shall be considered as those who are participating in the attestation according to this Regulation.

If the ESBU employee who has submitted a statement on consent to undergo the attestation following the established procedure has terminated labor relations with the ESBU based on grounds that are not related to the attestation before adoption of the decision on successful or failed completion of the attestation by the attestation commission, the attestation with respect to such employee shall stop without adoption of the decision on the merits.

In such case the employee shall not be considered as such who has failed the attestation, and respective legal consequences shall not be applicable to them.

6. The ESBU Director shall make a decision on the establishment and termination of the attestation commission (commissions) through the ESBU order. The personal composition of the attestation commission shall be determined according to the requirements of the law.

7. The ESBU Director shall take a decision on the termination of the mandate of the attestation commission member in case of:

- 1) termination of the attestation commission where they are a member;
- 2) submission of a personal application on termination of the mandate;
- 3) submission of a proposal by the attestation commission on early termination of mandate of the attestation commission member, including due to undiligent performance of their powers (publication of any information about the attestation participant in the media or social media which allow identifying them, except for information that has already been published on the official website of the ESBU);

failure to participate in two and more consecutive meetings of the attestation commission);

- 4) a guilty verdict of the court entering into force with respect to them;
- 5) their recognition as incapacitated or missing;
- 6) their death;
- 7) emergence of other grounds that make it impossible for the attestation commission member to perform their duties.

8. In case the powers of the attestation commission member are terminated during the attestation period, the ESBU Director shall appoint a new member of the attestation commission to replace them, following the procedure stipulated by the law. Any decision of the ESBU Director on termination of the mandate of the attestation commission member shall be taken in writing with indication of factual and legal grounds, and the respective member shall be notified thereof via electronic communication means (phone, email, or other electronic communication means) at once, but not later than within 24 hours after adoption of such decision. With respect to members determined based on suggestions of international or foreign organizations mentioned in clause 4 of Section II, “Final and Transitional Provisions” of the Law, the ESBU Director shall conduct consultations with the organization that has submitted the proposal before termination of their powers, except for instances set out by para. 5, 6 of clause 7 of this section.

9. A meeting of the attestation commission shall be considered as duly authorized if at least seven members of the attestation commission are present, including at least three members appointed based on proposals of international and foreign organizations mentioned in clause 4 of Section II, “Final and Transitional Provisions,” and three members appointed by the ESBU Director.

A decision of the attestation commission shall be considered as adopted if, during the attestation commission’s meeting, at least seven members of the attestation commission have voted in favor of it, including at least three members appointed based on proposals of international and foreign organizations mentioned in clause 4 of Section II, “Final and Transitional Provisions,” and three members appointed by the ESBU Director.

Should there be an equal number of votes of the attestation commission members who have supported the decision and attestation commission members who have not supported it, abstained during voting, or have not taken part in voting, regardless of the reason, voting regarding the matter shall be held again until the decision is taken.

All decisions of the attestation commission, except for the decision on successful completion of the attestation and the decision on failure of the attestation, shall be taken by the attestation commission in the form of minutes.

10. The chair and secretary of the attestation commission shall be elected at the first meeting of the attestation commission from among members of the attestation commission by means of open voting.

The chair of the attestation commission organises work of the attestation commission, presides over its meetings, establishes the procedure of notifying attestation commission members about its meetings, counts votes of the attestation commission members during voting, signs letters on behalf of the attestation commission, represents the attestation commission in its relationships with the ESBU and public authorities and legal entities, local self-governance bodies, public associations, as well as performing other powers stipulated by this Regulation.

The secretary of the attestation commission organises the preparation of materials on issues considered by the attestation commission, ensures management of the attestation commission's meeting minutes, formation of attestation materials concerning each attestation participant, provision of information about the attestation conduct for publication on the official website of the ESBU, as well as performing other powers stipulated by this Regulation.

If the attestation commission's chair cannot perform their powers temporarily, the attestation commission's secretary shall perform the powers of the attestation commission's chair set out by this Regulation.

Members of the attestation commission can recall the chair or secretary of the attestation commission from their position by their decision in case they fail to perform or improperly perform their duties set out by this Regulation. Such recall from the position does not deprive the chair or secretary of the attestation commission of the status of an attestation commission member.

Should there be no secretary of the attestation commission, performance of their duties is delegated to one of the members of the attestation commission pursuant to the decision of the attestation commission's chair, and that shall be specified in the attestation commission's meeting minutes.

The attestation commission's meeting is convened by its chair, secretary, or at least two of its members. The agenda of the attestation commission's meeting includes issues determined by the attestation commission's chair or supported by at least two members of the attestation commission.

Apart from meetings, the attestation commission can hold working meetings to discuss current organisational and procedural issues.

11. The attestation commission shall perform its functions independently and impartially and shall not be governed by instructions of the ESBU officials and any other persons.

Interferences with the work of the attestation commission are not allowed. The attestation commission member shall notify the attestation commission and ESBU Director in writing about any instances of interference with the work of the attestation commission, for response measures to be taken.

Every Monday of the current week, the attestation commission shall submit to the ESBU generalized information about its work for the previous week in an electronic format for subsequent coverage of the attestation process on the official website of the ESBU.

12. The ESBU Director shall determine, through its order, persons responsible for cooperation between the ESBU and the attestation commission and for organizational and technical support of its activities.

II. Conduct of the Attestation

1. Attestation shall be conducted in two stages: attestation of heads of units of the central office of the ESBU and their deputies, heads of territorial offices of the ESBU and their deputies;

attestation of other employees of the ESBU, subject to the attestation.

2. Attestation shall be conducted in line with principles of non-discrimination and provision of equal access of the attestation participants to all stages of the attestation, including:

- 1) testing to determine the level of knowledge of Ukrainian legislation;
- 2) testing to determine the level of general abilities;
- 3) interview to assess compliance with the criteria of integrity and professional competence (hereinafter referred to as the interview).

3. Attestation participants who are persons with disabilities shall be provided with reasonable adjustments, including adapted formats or auxiliary aids, if necessary and proportionate.

The attestation commission shall publish the results of testing with respect to each attestation participant on the official website of the ESBU not later than 48 hours before the interview.

The results of the interview with the attestation participant shall be published on the official website of the ESBU on the next working day following the interview.

4. The attestation commission shall conduct the attestation according to the schedule of testing and interviews prepared upon approval with the ESBU Director, taking into account stages of the attestation, and published on the official website of the ESBU not later than 10 calendar days before the date of the respective stage of the attestation, with indication of the venue, date, and time.

Publication of the schedule of testing and interviews with indication of surnames, names, and patronymics (if any) of the attestation participants on the official website of the ESBU shall be considered as proper notification of the attestation participants about the date, time, and venue of the testing and interview.

5. It is prohibited for the attestation participant to retake any of the attestation stages or interview, except for instances when the court decision reverses the attestation commission's decision on failure to pass the attestation based on grounds stipulated by the law coming into effect.

If during any of the attestation stages and until its completion there arise circumstances that make it impossible to conduct or complete it regardless of the attestation commission (technical failure, power outage, etc.), the attestation

commission shall prepare a respective formal note and announce a break or determine a new date and time for the respective stage(s) of the attestation, which is specified on the official website of the ESBU. In such instances, incomplete testing shall be retaken by the attestation participant using a new set of test questions, and the incomplete interview with the attestation participant shall be resumed.

6. In-person participation of the attestation participant in all stages of the attestation is mandatory. Prior to each stage, the attestation participant shall present either a Ukrainian passport (ID card) or an official ESBU employee identification card.

In case the attestation participant fails to appear without valid reasons to complete a respective attestation stage on the set date and time and at the set venue, the attestation commission shall take a decision on such attestation participant's failure to pass the attestation. The fact of the attestation participant's failure to appear shall be recorded in the attestation commission's meeting minutes during which the respective stage of the attestation of such participant was supposed to take place.

In exceptional cases, provided that there is an application signed by the attestation participant or person properly authorized by them (if the attestation participant cannot sign it and/or personally submit to the attestation commission due to health reasons) on change of the testing or interview date due to valid reasons, the attestation commission shall have the right to take a decision on postponement of the date of the respective testing, interview for such attestation participant within three business days since the date on which such application is received. Such an application can be submitted within the term, which is determined by the attestation commission once for all stages of the attestation, and which cannot be less than two business days since the date on which the attestation participant fails to appear at the respective attestation stage. The application for postponement of the date of testing or interview due to valid reasons, with documentary confirmation of valid reasons for failure to appear on the date of testing or interview, can be submitted until the date of such stage conduct. Postponement of any of the attestation stages due to valid reasons is allowed a maximum of three times. In case of systematic (more than three times) failure of the attestation participant to appear at any of the attestation stages, the attestation commission shall take a decision on such attestation participant's failure to pass the attestation.

7. Valid reasons are the following:

- 1) force majeure, which made it impossible for the attestation participant to arrive safely to complete the respective attestation stage on the set date, time, and in the set venue (epidemics, military events, natural disasters, or other similar circumstances);
- 2) a serious disease that made it impossible for the attestation participant to arrive safely to complete the respective attestation stage on the set date, time, and in the set venue, or in-patient treatment in a health care facility;
- 3) death of close relatives, family members, or other close persons or a threat to their life;
- 4) other valid reasons.

8. The application for postponement of the testing and/or interview date due to valid reasons shall be accompanied by a copy of the document that confirms information about the valid reasons for the failure to appear for the respective testing and/or interview. If it is impossible to provide a document to confirm information about the reason for the failure to appear on the date of such application submission, the attestation participant shall provide such documentary confirmation on the date to which the attestation commission has postponed the respective attestation stage, but before the start of testing and/or interview on the respective date. If the attestation participant fails to provide a document to confirm information about valid reasons for their failure to appear before the start of postponed testing and/or interview, the attestation commission shall take a decision on such attestation participant's failure to pass the attestation.

Information about the new date, venue, and time of testing and/or interview for such attestation participant shall be published on the official website of the ESBU. Since the date on which this information is published, such attestation participant shall be considered as properly notified about the new date of the respective attestation stage.

If the attestation participant's application is submitted to the attestation commission with a violation of the term set out by this clause, or it does not specify valid reasons for failure to appear, the attestation commission shall take a decision on denial in postponing the date of the attestation stage and on such attestation participant's failure to pass the attestation.

9. During the attestation, it is prohibited for the attestation participant to do the following:

- 1) during the testing, have and/or use terminal equipment (tablet, mobile phone, smartwatch, etc.), devices for reading, processing, storing, and reproducing information, printed or handwritten materials, other means, objects, devices (except in cases when the use of additional electronic devices is a reasonable adjustment for a person with disability);
- 2) interfere with or otherwise obstruct other participants in the attestation process during the testing process;
- 3) communicate with other attestation participants in any form during the testing process;
- 4) damage equipment used to conduct testing or interfere with its work;
- 5) interfere with, obstruct, or otherwise impede the conduct of any attestation stage;
- 6) move around the premises where the attestation is held leave such premises without permission from the attestation commission.
- 7) display disrespect towards members of the attestation commission members of the attestation commission's secretariat.

10. Violation of one or several requirements set out by clause 9 hereof shall be documented with a respective formal note, the form of which is adopted by the attestation commission's decision and which is signed by at least two members of the attestation commission. The formal note is a ground for adoption of the decision by the attestation commission on such participant's failure to pass testing or interview and, accordingly, on their failure to pass the attestation.

11. Information about the date, time, and venue of the attestation commission's meeting shall be published on the official website of the ESBU not later than 24 hours before its start. During the attestation, a video and audio recording of the testing and interviews shall be provided according to the requirements of the Law. Upon prior written consent of the attestation participant, there is an online broadcast of the interview on the ESBU's official YouTube channel. Upon written request to the ESBU, the attestation participant has the right to access

video and audio recordings of their testing and interview in compliance with the legislation on the protection of information with restricted access.

Accredited journalists and media representatives can be present during the attestation stages and meetings of the attestation commission (except for the attestation of covert in-house employees of the ESBU).

Journalists and media representatives are allowed into the premises where the attestation stage is conducted (meeting of the attestation commission) upon prior registration. Journalists and media representatives are allowed into the premises in the order of their arrival. It is prohibited for journalists and media representatives to make video and audio recordings in the premises where the attestation is held.

With a view to preventing disclosure of information with restricted access during the attestation of employees of operational and technical units of the ESBU, the attestation commission can take a reasoned decision on the application of peculiarities of access by journalists and media representatives, which consist in limiting the scope of information to which access is provided.

Upon the initiative of the attestation commission members or the person undergoing the attestation, the attestation commission may, through its decision, temporarily remove journalists or media representatives from the premises if it may result in disclosure of a secret protected by the law or if it is necessary to prevent disclosure of information about the personal and family life of the attestation participant that is absent from publicly available state registers databases.

If admitted journalists or media representatives do not fulfill the instructions of the presiding member of the attestation commission or interfere with the attestation procedure or work of the attestation commission, they shall be immediately removed from the respective premises upon the attestation commission's decision.

With a view to ensuring objectivity and impartiality of the attestation process, it is prohibited for the attestation commission members and members of the attestation commission secretariat to publish any information in the media or on social media about the attestation participant that allows identifying them (except for information that is already published on the official website of the ESBU).

Publication of such information is a ground for early termination of the powers of the attestation commission member.

12. In case a member of the attestation commission or secretariat of the attestation commission has a real or potential conflict of interests, such member of the attestation commission or secretariat of the attestation commission shall immediately notify the attestation commission about existence of the real or potential conflict of interests and shall have no right to take part in collection of information, consideration of the matter concerning respective attestation participant, voting, and preparation of a draft decision regarding them.

Any other member of the attestation commission or secretariat of the attestation commission, attestation participants, any individuals and legal entities, public authorities, local self-governance bodies, or public associations may inform about the conflict of interests of a member of the attestation commission or secretariat of the attestation commission. The statement on the conflict of interest shall be included in the minutes of the attestation commission's meeting. The statement on the conflict of interests shall be submitted immediately when the person submitting the statement learns about the respective circumstances.

The application for recusal (self-recusal) of a member of the attestation commission secretariat of the attestation commission shall be reasoned and submitted to the attestation commission in writing. The application may be sent to the email address of the attestation commission.

The decision to grant an application for recusal (self-recusal) of the member of the attestation commission, secretariat of the attestation commission, shall be adopted by the majority of votes of attestation commission members present at the meeting, except for the attestation commission member with respect to whom the issue of recusal (self-recusal) is resolved, and such member shall not participate in voting.

13. Each stage of the attestation shall take place in the form of meetings of the attestation commission. The minutes of the attestation commission's meeting shall be managed by the secretary of the attestation commission, another member of the attestation commission, or a member of the attestation commission's secretariat. The minutes of the attestation commission's meeting shall be drafted in electronic or paper form and signed by the chair of the attestation commission.

The minutes of the attestation commission's meeting can be signed using the electronic signature.

The attestation commission's decision on successful passing or failure to pass the attestation is executed in writing and signed by the chair of the attestation commission. The attestation commission's decision can be signed using an electronic signature.

The ESBU shall inform the attestation participant about the attestation commission's decision on successful passing or failure to pass the attestation following the procedure set out by Article 9¹ of the Law of Ukraine "On Civil Service" within five business days since the date of its adoption by means of sending the decision to the email address of the attestation participant specified by them in the statement on consent to undergo the attestation. If, pursuant to the testing results, the attestation participant is recognized as someone who failed to pass the attestation, they shall receive respective excerpts with information about testing results with a view to determining the level of knowledge of the legislation of Ukraine and the level of general abilities of the ESBU employees during the attestation process (Annex 2) (hereinafter referred to as Minutes on Testing Results) signed by the chair of the attestation commission.

Minutes, prepared materials of the attestation with respect to each attestation participant, and video recordings of the attestation commission's meetings shall be handed over to the ESBU not later than within a month since the date of the attestation completion by all attestation participants and shall be stored in the ESBU for three years since the date of their receipt or until adoption of the final court decision in case the attestation commission's decision is challenged.

The chair of the attestation commission shall be responsible for the timely handover of materials, their content, and their accuracy.

14. Attestation of employees of operational-technical units of the ESBU shall take place separately from other employees of the ESBU and in a manner that makes it impossible to identify such employees.

Completion of the attestation stages by employees of operational and technical units of the ESBU shall take place according to separately formed schedules of the attestation stages, which makes it impossible to identify such employees.

Conduct of the meeting of the attestation commission on issues related to the attestation of employees of operational and technical units of the ESBU, as well as publication of information about the date, time, and venue of the attestation stages conducted on the official website of the ESBU, shall be done in a manner that makes it impossible to identify such employees.

III. Testing

1. Testing is conducted in writing using information and communication technologies (software) that rule out any outside influence on the testing process and its results.

Separate lists of test questions may be approved for different categories of ESBU employees who are subject to attestation. Test questions may vary in content and level of difficulty, in particular for detectives, analysts, heads and deputy heads of territorial offices, heads of detective units, heads of ESBU informational-analytical units, other persons holding positions that require special ESBU ranks; civil servants who hold positions under categories “B” and “C” in the civil service; persons who have entered into an employment contract with the ESBU.

2. Before the start of the test, a member of the attestation commission or a member of the secretariat of the attestation commission shall familiarize the attestation participants with the general procedure for conducting the test. Members of the attestation commission secretariat and other ESBU employees who ensure the proper technical conditions for the test may be involved in ensuring organizational support and control of compliance with the established procedures during the test.

3. Based on the test results, a software-assisted report is generated, signed by the attestation participant who took it, and attached to the minutes of the attestation commission’s meeting. The attestation participant's refusal to sign the report shall be documented in the report by the secretary or a member of the attestation commission and shall not prevent the report from being generated.

The attestation commission enters the aggregated test results for each day into the Test Results Report. The test results reports shall be approved by a decision of the attestation commission.

4. The list of test questions for the testing to determine the level of knowledge of Ukrainian legislation and the answer options (without indication of the correct answer) shall be approved by the ESBU Director and published on the ESBU official website within three working days from the date of its approval, but no later than 10 calendar days before the date of the test as per the schedule of tests and interviews.

5. During the test to determine the level of knowledge of Ukrainian legislation, test questions for each attestation participant shall be automatically selected by software from the list of test questions. The calculation of points and evaluation of attestation participants based on the testing to determine the level of knowledge of Ukrainian legislation results is carried out automatically using software.

Each test question has three to four answer options, one of which is correct. One point is awarded for each correct answer to a test question.

6. Attestation participants who, based on the results of the testing to determine the level of knowledge of Ukrainian legislation, have scored below the passing score are not admitted to the testing to determine the level of general abilities and are considered to have failed the attestation process. The number of test questions, the passing score, and the duration of the test are determined by the ESBU Director. The passing score is determined by the ESBU Director for all attestation participants and published on the ESBU official website along with a list of test questions.

7. The testing to determine the level of general abilities shall be conducted in writing using information and communication technologies (software) to assess abilities in abstract-logical thinking, as well as the ability to understand and work with textual and numerical information. Sample test questions shall be published

on the ESBU official website no later than 10 calendar days before the day of the general abilities test.

8. During the testing to determine the level of general abilities, test questions for each attestation participant shall be selected automatically by software from the list of test questions. The calculation of points and evaluation of attestation participants based on the general abilities test results are carried out automatically using software.

9. Attestation participants who, based on the results of the testing to determine the level of general abilities, have scored below the passing score are not admitted to the interview and are considered to have failed the attestation process. The number of test questions, the passing score, and the duration of the test are determined by the ESBU Director. The passing score is determined by the ESBU Director for all attestation participants and published on the ESBU official website along with sample test questions.

IV. Assessment of compliance with integrity and professional competence criteria and decisions based on the results of the attestation

1. Assessment of compliance with the criteria of integrity and professional competence of an attestation participant is carried out based on an analysis of the materials available to the attestation commission regarding the attestation participant, the results of the previous stages of attestation, and the results of the interview with the participant.

The information and documents collected by the attestation commission regarding the attestation participant, including explanations and other information provided by the attestation participant, as well as the results of previous stages of attestation, constitute attestation materials that are examined by the attestation commission and the secretariat of the attestation commission for the purpose of conducting an interview and preparing a decision on the attestation participant's compliance with the criteria of integrity and professional competence.

The attestation participant has the right to submit a request to the attestation commission for the attestation materials for their perusal no later than 10 calendar days before the interview. No later than 5 calendar days before the interview, the attestation commission shall provide the attestation participant with the opportunity to review the attestation materials available to it on the date of receipt of the request. Reviewing shall be granted through access to electronic copies of the attestation materials at the ESBU premises. Before being granted access to the attestation materials, the attestation participant shall sign a written undertaking to comply with the requirements of the legislation on the protection of personal data and a correspondingly dated act granting them access to the attestation materials.

The attestation participant's review of attestation materials containing restricted information is carried out in compliance with the requirements of the legislation in the field of protection of restricted information.

2. The requirements set forth in Article 15 of the Law of Ukraine "On the Economic Security Bureau of Ukraine" apply to the assessment of the compliance of attestation participants with the criteria of integrity and professional competence.

To determine the compliance of attestation participants with the criteria of integrity and professional competence, members of the attestation commission shall be guided by the criteria for assessing the integrity and professional competence of ESBU employees during the attestation process, as set out in Annex 3 to this Regulation.

3. The assessment by the attestation commission of the compliance of attestation participants with the integrity criteria shall be carried out taking into account the following principles:

1) assessment is based on information without temporal or territorial limitations.

- 2) an attestation participant shall be found noncompliant if noncompliance is proven or if the attestation commission has reasonable doubts about compliance;
- 3) any opinion or evaluation by a state authority or international body regarding the attestation participant's integrity or presence or absence of violations in their decisions, actions, or inaction is not predetermining for and not binding on the attestation commission;
- 4) the attestation commission may take into account the severity, one-time, repeated, or systematic nature of violations; occurrence of harm or damage; extent of the consequences; the form of guilt and motives, attitude of the attestation participant to the violation, circumstances of the actions or inaction, and prescription of the violation;
- 5) an attestation participant meets the integrity criterion provided that he or she meets all integrity criteria indicators;
- 6) the attestation commission may take into account information from criminal, administrative, civil, administrative offense cases, or disciplinary proceedings, regardless of whether a final decision has been made in the relevant proceedings.

4. The assessment of the participant's compliance with the professional competence criterion shall be carried out taking into account the position and job duties of the participant, the results of previous stages of the attestation, performance indicators, personal information files, materials received from the ESBU, and the analysis of submitted documents, interviews conducted, and other sources of information.

5. In accordance with the Law and Article 15 of the Law of Ukraine "On the Economic Security Bureau of Ukraine", a participant in the attestation process is deemed compliant with the integrity criterion if they are independent, honest, impartial, incorruptible, diligent, adheres to ethical standards, and demonstrates impeccable behavior in their professional activities and personal life, and there

are no doubts regarding the legality of the sources of origin of their property and property of their close persons, the correspondence of their standard of living to the declared income, and the correspondence of the lifestyle of the attestation participant to their status.

6. In accordance with the law and Article 15 of the Law of Ukraine “On the Economic Security Bureau of Ukraine,” a participant in the attestation process is deemed compliant with the criterion of professional competence if they have the required knowledge and experience to perform relevant duties, have demonstrated analytical abilities, oral and written communication skills, leadership abilities, and the capacity to work hard.

7. To assess the compliance of an attestation participant with the criteria of integrity and professional competence, the attestation commission members and members of the attestation commission secretariat have the right to collect, verify, and analyze information about attestation participants from open sources and other sources specified in clause 4 of Section II “Final and Transitional Provisions” of the Law, including information received from individuals and legal entities, state authorities, local self-governing bodies, and public associations that may indicate the attestation participant's compliance (non-compliance) with the criteria of professional competence and integrity.

8. No later than 10 calendar days after the general abilities test, the ESBU shall provide the attestation commission with the following materials for each attestation participant admitted to the interview stage:

biographical background information and data on the results of official activities and assessment of professional skills;

an integrity questionnaire for employees of the Economic Security Bureau of Ukraine in the form set out in Annex 2 to the Regulation for Conducting Integrity Checks and Monitoring the Lifestyle of employees of the Economic Security Bureau of Ukraine approved by Order of the Economic Security

Bureau of Ukraine No. 19 as of 19 November 2021 registered under No. 94/37430 with the Ministry of Justice of Ukraine on 27 January 2022;

a copy of the certificate on the results of a special check (if conducted) in accordance with the Law of Ukraine “On Prevention of Corruption”;

materials of disciplinary proceedings with a brief summary of the circumstances of each proceeding and its results;

submitted complaints regarding actions of the attestation participant, with a brief description of the essence of such complaints and the decisions taken as a result of their consideration;

information on cases of non-compliance by the participant in the attestation with the rules of ethical conduct and integrity, as well as the results of checks carried out in relation to him/her in accordance with the Regulation for conducting integrity checks and monitoring the lifestyle of employees of the Economic Security Bureau of Ukraine approved by Order of the Economic Security Bureau of Ukraine No. 19 as of 19 November 2021 registered under No. 94/37430 with the Ministry of Justice of Ukraine on 27 January 2022;

other information and documents upon request of the attestation commission.

9. For the purpose of conducting interviews, the attestation commission has the right to obtain from the ESBU, the National Anti-Corruption Bureau of Ukraine, the State Bureau of Investigations, the National Agency for Corruption Prevention, and other state authorities any information about an attestation participant deemed necessary for the purposes of attestation.

10. Prior to the interview, the attestation commission and the secretariat of the attestation commission may send a request/requests to the email address of the attestation participant, which is specified in the statement of consent form to undergo attestation or in the personal file of the attestation participant, with a proposal to provide written explanations on issues related to the attestation

materials. In this case, within 10 calendar days from the date of receipt of the request, the attestation participant shall submit written explanations (if necessary, scanned copies of documents) to the attestation commission by email.

The explanations of the attestation participant shall be attached to the attestation materials; they must be substantiated and meet the following requirements: be sufficiently detailed and specific; be truthful and consistent; and be supported by documentary evidence, when possible.

11. During the interview, the members of the attestation commission discuss the attestation materials with the attestation participant, including through questions from the members of the attestation commission and answers from the attestation participant.

To determine the participant's compliance with the professional competence criterion, the members of the attestation commission have the right to ask questions related to the attestation participant's job duties.

The interview lasts up to 1 hour for an individual attestation participant. If necessary, the time allotted for the interview with the attestation participant may be increased, but not by more than one hour.

12. During the interview, the attestation participant has the right to inform the attestation commission of his/her position orally or in writing, provide oral and written explanations, objections, documents, arguments, and considerations to prove their professional competence and integrity, which shall be added to the attestation materials.

At the interview, a participant in the attestation process shall present the originals of the documents, copies of which he/she submitted when providing explanations by email upon request of the attestation commission.

If it is necessary to prepare the documents and/or information specified in the first paragraph of this clause, and if the attestation participant could not provide such

information (documents) prior to the interview upon request of the attestation commission for valid reasons, the attestation commission may take one break in the interview for a period of not exceeding 10 calendar days, and determine the place, date, and time for the attestation participant to provide such information (documents) to the attestation commission.

13. After discussing attestation materials with the attestation participant, the members of the attestation commission present at the meeting proceed to discuss the results of the interview.

The discussion of the interview results and the decision-making process takes place without the presence of the attestation participant, media representatives, and journalists, and without video or audio recording.

14. Based on the results of the interview and analysis of the attestation materials, at its meeting, the attestation commission holds a discussion and open vote on the attestation commission's decision on the successful or unsuccessful completion of the attestation for each attestation participant. The vote on the decision on the successful or unsuccessful completion of the attestation is held on the day of the interview with the relevant attestation participant.

If additional verification of the information provided by the attestation participant during the interview is necessary, the attestation commission may take a break for a period of no more than 10 calendar days to obtain such information.

The chair of the attestation commission shall first put to a vote the attestation commission's decision on the successful completion of the attestation by the attestation participant. If the decision of the attestation commission does not receive the required number of votes, the chair of the attestation commission shall put to a vote the attestation commission's decision on the unsuccessful completion of the attestation. During voting, each member of the attestation commission presents their arguments for their decision. Members of the attestation commission have the right to vote "for," "against," or "abstain." The

voting results and the vote of each member of the attestation commission shall be recorded in the minutes of the attestation commission's meeting.

15. The decision of the attestation commission regarding the results of the attestation shall be made in writing.

The decision of the attestation commission on successful completion of the attestation shall contain an introductory and operative part in the form set out in Annex 4 to this Regulation.

The decision of the attestation commission on unsuccessful completion of the attestation shall contain introductory, reasoning, and operative parts in the form outlined in Annex 5 to this Regulation. Such a decision shall reflect the arguments and explanations provided by the participant in the attestation, as well as the comprehensive reasoning of the attestation commission that guided it during the interview.

16. In accordance with clause 4 of Section II "Final and Transitional Provisions" of the Law, a decision to dismiss an ESBU employee who is subject to attestation on the grounds of unsuccessful completion of the attestation may be appealed in a court only by the person to whom it applies, exclusively on issues of compliance with the procedure for making the decision on dismissal, as well as the procedure for organising and conducting the attestation, the failure of which was the basis for dismissal. When considering such complaints, a court shall not reassess the facts or statements assessed by the attestation commission, as well as the relevant conclusions made by the attestation commission based on reasonable doubt.

Annex 1

to Regulation on Organisation and Conduct of One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, Criteria and Methodology for Assessing Integrity and Professional Competence of Employees in the Process of Attestation (Section I, clause 5)

To the Director of the
Economic Security
Bureau of Ukraine

(job title, surname, first name,
patronymic (if any) of the
ESBU employee, email address)

Statement of consent

to undergo attestation or refuse to undergo attestation

I, _____ (surname, first name, and
patronymic (if any), position),

_____ (give
consent or refuse)

to undergo attestation as provided for by Law of Ukraine No. 3840-IX “On Introducing Amendments to Certain Laws of Ukraine Regarding Improvement of the Work of the Economic Security Bureau of Ukraine” of 20 June 2024.

(date)

(*signed*)

Note. All fields of the statement of consent are required to be filled in.

Annex 2

to Regulation on Organisation and Conduct of One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, Criteria and Methodology for Assessing Integrity and Professional Competence of Employees in the Process of Attestation (Section II, clause 13)

Report

on the results of the legislation knowledge test / general abilities test taken by ESBU employees during the attestation process*

Type of test _____.

Approved by the decision No. _____ of the attestation commission dated

_____.

Number	Last name, first name, patronymic (if any) of the ESBU employee taking the test	Points scored	Decision of the attestation commission on successful/unsuccessful completion of testing
1	2	3	4

Appendix: reports on the results of testing on ____ pages.

Chair of the attestation commission

(signed) _____ (last name,
 first name, patronymic (if any))

 *A separate form must be completed for each type of testing.

Annex 3

to Regulation on Organisation and Conduct of One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, Criteria and Methodology for Assessing Integrity and Professional Competence of Employees in the Process of Attestation (Section IV, clause 2)

Criteria for Assessing Integrity and Professional Competence of Employees of the Economic Security Bureau of Ukraine in the Process of Attestation

I. Integrity assessment

“Independence” indicator: means performing one's duties in an independent manner and making decisions without any external influence, inducement, pressure, threat, or interference, direct or indirect, from anyone and for any reason, as well as counteracting unlawful interference within the limits of one's authority.

“Honesty” indicator: means being truthful, principled, and sincere.

“Impartiality” indicator: means acting regardless of private interests, personal attitudes towards any persons, or one's political, ideological, religious, or other personal views or beliefs.

“Incorruptibility” indicator: the attestation participant has not committed any acts that have elements of corruption or corruption-related offenses.

“Diligence” indicator: means performing all duties meticulously, thoroughly, effectively, and prudently.

“Adherence to ethical standards” indicator: the attestation participant has acted in accordance with the relevant rules of professional ethics in his/her professional capacity.

“Impeccable conduct” indicator: the ability to always act with dignity and in a manner befitting the public office held, including without deception or deliberate misleading; has not committed acts or led a lifestyle that undermines the authority and reputation of the ESBU.

“Financial integrity” indicator: the sources of origin of the property of the attestation participant and his/her close relatives are legal, the standard of living of the attestation participant or his/her close relatives corresponds to their official and/or declared income, and the lifestyle of the attestation participant corresponds to his/her status.

II. Assessment of professional competence

“Knowledge and experience necessary to perform the relevant duties” indicator: refers to the knowledge, skills, and experience of the attestation participant that are necessary for the proper performance of official duties, and includes, in particular, the ability to apply in practice the knowledge of Ukrainian legislation necessary for the performance of their duties; the ability to make informed decisions within the scope of their competence that are based on legal norms, facts, and practical experience.

“Analytical abilities” indicator: refers to the ability of the attestation participant to collect, systematize, and critically analyze information from various sources, establish logical connections between facts and circumstances, assess their reliability and significance, and form informed conclusions and proposals for decision-making.

“Written communication skills” indicator: refers to the assessment of the attestation participant's written communication skills demonstrated by the ability to write professional documents, which include, in particular, attention to detail, clarity and completeness of expression in writing, and proper structuring and organisation of texts.

“Oral communication skills” indicator: refers to the assessment of the attestation participant's proper oral communication skills, which include clarity

and completeness of expression of thoughts orally, proper structure and organisation of oral communication, and the ability to express oneself logically.

“Leadership skills” indicator: refers to the ability of the attestation participant to work productively with colleagues, including the ability to take responsibility, as well as the ability to overcome difficulties and implement projects while working in a group.

“Ability to work thoroughly” indicator: refers to determining whether the attestation participant has professional and personal experience that demonstrates: his/her persistence and dedication in performing tasks, despite difficulties and obstacles; personal commitment to high performance and fulfillment of responsibilities; ability to make timely and informed decisions, take reasonable risks, act independently, and show initiative in decision-making.

Annex 4

to Regulation on Organisation and Conduct of One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, Criteria and Methodology for Assessing Integrity and Professional Competence of Employees in the Process of Attestation (Section IV, clause 15)

Attestation Commission

Decision No.

On successful completion of attestation

of 20 city

In accordance with clause 4 of Section II “Final and Transitional Provisions” of the Law of Ukraine No. 3840-IX “On Introducing Amendments to Certain Laws of Ukraine Regarding Improvement of the Work of the Economic Security Bureau of Ukraine” of 20 June 2024 and the Regulation on Organisation and Conduct of One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, Criteria and Methodology for Assessing Integrity and Professional Competence of Employees in the Process of Attestation approved by Order of the Economic Security Bureau of Ukraine No. 274 of 30 December 2025, the attestation commission made a decision on the successful completion of attestation by

(surname, first name, patronymic (if any), position of the ESBU employee)

Chair of the attestation commission

(signed) (last name, first name, patronymic (if any))

Annex 5

to Regulation on Organisation and Conduct of One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, Criteria and Methodology for Assessing Integrity and Professional Competence of Employees in the Process of Attestation (Section IV, clause 15)

Attestation Commission

Decision No. __

On the unsuccessful completion of the attestation

of _____ 20 _____ city _____

In accordance with clause 4 of Section II “Final and Transitional Provisions” of the Law of Ukraine No. 3840-IX “On Introducing Amendments to Certain Laws of Ukraine Regarding Improvement of the Work of the Economic Security Bureau of Ukraine” of 20 June 2024 and the Regulation on Organisation and Conduct of One-Time Attestation of Employees of the Economic Security Bureau of Ukraine, Criteria and Methodology for Assessing Integrity and Professional Competence of Employees in the Process of Attestation approved by Order of the Economic Security Bureau of Ukraine No. 274 of 30 December 2025, the attestation commission made a decision on the unsuccessful completion of attestation by

_____. (surname, first name, patronymic (if any), position of the ESBU employee)

The grounds for this decision made by the attestation commission were

_____'s

(Last name, first name, patronymic (if any)

failure to appear, for no valid reason, for Ukrainian legislation knowledge testing, *or* for general abilities testing, *or* for an interview to assess his/her compliance with the criteria of integrity and professional competence.

Continuation of Annex 5

OR

The grounds for this decision made by the attestation commission were

_____ 's

(Last name, first name, patronymic (if any)

violation of the requirements set forth in subclause _____ of clause 9 of Section II of the Regulation.

OR

The grounds for this decision made by the attestation commission were

_____ 's (Last name, first name, patronymic (if any)

unsuccessful completion of the Ukrainian legislation knowledge test or the general abilities test.

OR

The grounds for this decision made by the attestation commission were the attestation commission's reasonable doubt about

_____ 's (Last name, first name, patronymic (if any)

compliance with the integrity criterion in connection with the following circumstances*:

.

AND/OR

The grounds for this decision made by the attestation commission were

's

(Last name, first name, patronymic (if any) non-compliance with the criterion of professional competence in connection with the following circumstances**:

.

This decision may be challenged in accordance with the procedure established by law.

Chair of the attestation commission _____

(*signed*)
(last name, first name, patronymic (if any))

* A list of circumstances with reasoning is provided, including the conclusions of the attestation commission based on the results of consideration of the explanations of the attestation participant, which were submitted in writing or

during an interview, as well as references are provided to the relevant indicators in accordance with Annex 3 to the Regulation.

** A list of circumstances with reasoning is provided, as well as references to the relevant indicators in accordance with Annex 3 to the Regulation.
