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|  |  Izvještaj o sprovođenju plana integriteta za 2021. godinu |  |
|  |  DOO „Komunalne usluge-Gradac“ Mojkovac |  |
|  | REGISTAR RIZIKA | PROCJENE I MJERENJE RIZIKA | REAGOVANJE NA RIZIK | PREGLED I IZVJEŠTAVANJE O RIZICIMA |  |
|  | Oblasti rizika | Radna mjesta | Osnovni rizici | Postojeće mjere kontrole | Preostali rizici(rezidualni) | Vjer. | Posljedice | Procjena | Predložene mjere za smanjenje/otklanjanje rizika | Ogovorna osoba | Rok | St. | Kratak opis i ocjena realizacije mjere |  |
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| 1.1 | Rukovođenje i upravljanje |

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| direktor |
| rukovodilac pravne službe |
| rukovodilac finansijsko računovodstvenih poslova |

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| Donošenje nezakonitih odluka |
| Neblagovremeno i neažurno obavljanje povjerenih poslova |
| Neadekvatno zastupanje interesa institucije |

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| Interna pravila i procedure |
| Podjela radnih zadataka |
| Pokretanje disciplinskih postupaka za utvrđivanje odgovornosti zaposlenih |

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| Donošenje odluka pod nekim uticajem, suprotno interesima Društva |

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| -Redovono obavljanje internih kontrola | direktor | kontinuirano |

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 | RealizovanoU Društvu postoje interna pravila i procedure za sve radne zadatke. Redovnim izvještavanjem o istim uvedena je maksimalna kontola zakonitosti rada i blagovremenog obavljanja radnih zadataka. |
| rukovodilac pravne službe |
| rukovodilac finansijsko računovodstvenih poslova |
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| -Praćenje postojećih internih pravila i procedura i donošenje novih, ako je potreban veći stepen zakonitosti u donošenju odluka | direktor | kontinuirano | RealizovanoU periodu izvještavanja donijeli smo još nekoliko novih internih pravila i procedura, time smo obuhvatili svaku djelatnost u Društvu. |
| rukovodilac pravne službe |
| rukovodilac finansijsko računovodstvenih poslova |
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| 1.1 | Rukovođenje i upravljanje |

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| rukovodilac finansijsko računovodstvenih poslova |

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| Donošenje nezakonitih odluka |
| Neblagovremeno i neažurno obavljanje povjerenih poslova |
| Neadekvatno zastupanje interesa institucije |

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| Interna pravila i procedure |
| Podjela radnih zadataka |
| Pokretanje disciplinskih postupaka za utvrđivanje odgovornosti zaposlenih |

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| Donošenje odluka pod nekim uticajem, suprotno interesima Društva |

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| 2.1 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| svi zaposleni |

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| Neetično i neprofesionalno ponašanje prema korisnicima usluga |
| Nesavjesno čuvanje podataka i dokumenata od strane zaposlenih u njihovom radu |

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| Interna pravila i procedure |
| Pokretanje disciplinskih postupaka za utvrđivanje odgovornosti zaposlenih |

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| Gubitak povjerenja građana u rad zaposlenih i Društva uopšte |

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| omogućiti korisnicima usluga da napišu primjedbu u slučaju neprofesionalnog ponašanja zaposlenih | direktor | kontinuirano |

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 | RealizovanoPlanom smo predvidjeli da korisnicima usluga omogućimo da napišu primjedbe u slučaju neprofesionalnog ponašanja zaposlenih što smo i učinili. |
| rukovodilac pravne službe |
| rukovodilac finansijsko računovodstvenih poslova |
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| sprovoditi ankete o radu Društva | menadžer integriteta | do kraja godine | RealizovanoAnkete su dostupne na svim naplatnim mjestima i kod poslovnog sekretara Društva. |
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| prilikom zapošljavanja kadrova koji su u kontaktu sa korisnicima usluga obavezno obaviti dodatne razgovore sa ciljem ukazivanja na ponašanje i profesionalan odnos sa strankama | direktor | kontinuirano | RealizovanoSa svim zaposlenima je obavljen razgovor sa ciljem ukazivanja na ponašanje i profesionalan odnos sa strankama.  |
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| 2.1 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih |

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| svi zaposleni |

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| Neetično i neprofesionalno ponašanje prema korisnicima usluga |
| Nesavjesno čuvanje podataka i dokumenata od strane zaposlenih u njihovom radu |

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| Interna pravila i procedure |
| Pokretanje disciplinskih postupaka za utvrđivanje odgovornosti zaposlenih |

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| Gubitak povjerenja građana u rad zaposlenih i Društva uopšte |

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| 3.1 | Planiranje i upravljanje finansijama |

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| direktor |
| rukovodilac finansijsko računovodstvenih poslova |
| službenik za javne nabavke |

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| Neadekvatno planiranje i izvršavanje budžeta |
| Neadekvatno sprovođenje postupaka javnih nabavki |
| Nepoštovanje pravila i postupaka utvrđenih Zakonom o javnim nabavkama |
| Zloupotreba finansijskih ovlašćenja |

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| Zakon o javnim nabavkama |
| Zakoni i podzakonska akta |
| Interna kontrola |

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| Mogućnost davanja prednosti određenoj firmi kroz neobjektivno bodovanje pristiglih ponuda zbog prijateljskih i rođačkih veza zloupotreba budžetskih sredstava |

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| -osigurati učešće svih relevantnih subjekata i jedinica prilikom planiranja budžeta | direktor | kontinuirano |

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 | RealizovanoSvi relevantni subjekti su uključeni prilikom planiranja budžeta. |
| rukovodilac finansijsko računovodstvenih poslova |
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| -pohađati relevantne obuke i seminare na temu planiranja budžeta | direktor | kontinuirano | Nije realizovanoNije bilo poziva za obuke i seminare na temu planiranja budžeta. |
| rukovodilac finansijsko računovodstvenih poslova |
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| 4.1 | Čuvanje i bezbjednost podataka i dokumenata |

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| svi zaposleni |

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| Curenje informacija |
| Nesavjestan rad |
| Neadekvatno postupanje sa povjerljivim i ličnim podacima |

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| Zakoni i podzakonska akta |
| Interna kontrola |

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| korišćenje podataka za neslužbene svrhe |

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| Primjenjivati interne procedure za čuvanje, evidentiranje, prikupljanje i obradu podataka i dokumenata | svi zaposleni | kontinuirano |

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 | RealizovanoSprovodimo interne procedure za čuvanje, evidentiranje, prikupljanje i obradu kako podataka tako i dokumenata. |
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| Održavati, već obezbijeđeni, eksterni nadzor nad povjerljivim informacijama | direktor | kontinurano | RealizovanoObezbijeđen eksterni nadzor nad povjerljivim informacijam. |
| rukovodilac finansijsko računovodstvenih poslova |
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| 4.1 | Čuvanje i bezbjednost podataka i dokumenata |

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| svi zaposleni |

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| Curenje informacija |
| Nesavjestan rad |
| Neadekvatno postupanje sa povjerljivim i ličnim podacima |

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| Zakoni i podzakonska akta |
| Interna kontrola |

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| korišćenje podataka za neslužbene svrhe |

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| 5.1 | Stručni i drugi poslovi za potrebe Društva |

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| svi zaposleni |

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| Nesavjestan rad |
| Neblagovremeno i neažurno obavljanje povjerenih poslova |

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| Interna pravila i procedure |
| Interna kontrola |
| Podjela radnih zadataka |

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| propusti u primjeni internih procedura |

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| stalno stručno usavršavanje i dodatne obuke zaposlenih | direktor | kontinuirano |

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 | Djelimično realizovanoNije relizovano u mjeri u kojoj smo planirali, iz dva razloga, jedan je finansijska ušteda, a drugi razlog je korona virus zbog čega su se brojne obuke odložile. |
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| zapošljavanje kadra sa odgovarajućim stepenom stručnosti | direktor | kontinuirano | RealizovanoInternim procedurama, kao i kontrolom, vodimo računa da svi zaposleni kadrovi budu sa odgovarajućim stepenom stručnosti. |
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| 6.1 |  Odnosi sa javnošću |

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| menadžer integriteta |

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| Bezbjednost korisnika usluga |

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| Interna pravila i procedure |

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| -Tačnost objavljenih informacija-neblagovremeno objavljivanje informacija  |

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| Unprijed pripremljen prijedlog odgovora u odnosu na moguća pitanja koja su od javnog interesa ili izazivaju posebno interesovanje medija i javnosti | menadžer integriteta | kontinuirano |

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 | RealizovanoIzuzetnom saradnjom sa svim medijima, javnost je u svakom trenutku bila informisana o pitanjima koja su od javnog  |
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| 6.1 |  Odnosi sa javnošću |

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| menadžer integriteta |

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| Bezbjednost korisnika usluga |

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| Interna pravila i procedure |

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| -Tačnost objavljenih informacija-neblagovremeno objavljivanje informacija  |

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 | interesa ili su izazivala posebno interesovanje medija ili javnosti. |
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| redovno, blagovremeno dostavljanje informacija medijima, a tiču se opšteg interesa društva | menadžer integriteta | kontinuirano | RealizovanoIz pomoć društvenih mreža, ali i lokalnih medija redovno smo dostavljali informacije od opšteg interesa Društva. |
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| preko društvenih mreža redovno informisati javnost  | menadžer integriteta | kontinuirano | RealizovanoPreko Društvenih mreža smo informisali javnost redovno i blagovremeno kako o pitanjima od opšteg interesa, tako i o pitanjima koja izazivaju posebno interesovanje javnosti. |
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|  | **PODNOSILAC IZVJEŠTAJA** |  | **STARJEŠINA/ODGOVORNO LICE U ORGANU VLASTI** |  |
|  | **Menadžer integriteta** |  |  |  |  |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |