|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Plan integriteta | | | | | | | | | | | | |  |
|  | 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 |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | 1.1 | Rukovođenje i upravljanje | | |  | | --- | | predsjednik odbora direktora | | članovi odbora direktora | | izvršni direktor | | rukovodilac finansijsko računovodstvenih poslova | | |  | | --- | | Donošenje nezakonitih odluka | | Neblagovremeno i neažurno obavljanje povjerenih poslova | | |  | | --- | | Interna pravila i procedure | | Izvještaj o radu | | Statut | | Pokretanje disciplinskih postupaka za utvrđivanje odgovornosti zaposlenih | | |  | | --- | | Donošenje odluka pod nekim drugim uticajem, suprotno javnom interesu. | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | 2 | | |  | | --- | | 3 | | |  | | --- | | 6 | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | -Redovno obavljanje internih kontrola; -Obavezni kolegijumi za sve važne odluke, vezane za rukovođenje i upravljanje, kako bi omogućili učešće svih relevantnih subjekata prije samog odlučivanja; | predsjednik upravnog odbora | Kontinuirano | |  | | --- | | ↔ | |  | | članovi upravnog odbora | | izvršni direktor | |  | |  |  | |  |  |  | |  |  |  |  | |  |  | 15.09.2022. |  | |  |  |  |  | | | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | 2.1 | Kadrovska politika, etično i profesionalno ponašanje zaposlenih | | |  | | --- | | izvršni direktor | | rukovodioci | | svi zaposleni | | |  | | --- | | Neetično i neprofesionalno ponašanje prema korisnicima usluga | | Povrede profesionalnih, etičkih pravila i pristrasno ponašanje | | Neetično i neprofesionalno ponašanje zaposlenih | |  | |  | | --- | | -Gubitak povjerenja građana u rad zaposlenih u Društvu; - Narušavanje integriteta Društvu; | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | 2 | | |  | | --- | | 2 | | |  | | --- | | 4 | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | -Poštovanje svih donešenih internih pravila i procedura koje se odnose na profesionalno i odgovorno ponašanje prema korisnicima usluga; - Interna kontrola; - Mogućnost pokretanja disciplinskog postupka za utvrđivanje odgovornosti zaposlenih; - Neposredan razgovor; | svi zaposleni | Kontinuirano | |  | | --- | | ↔ | |  | |  | |  |  | |  |  |  | |  |  |  |  | |  |  | 15.09.2022. |  | |  |  |  |  | | | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | 3.1 | Planiranje i upravljanje finansijama | | |  | | --- | | izvršni direktor | | rukovodilac finansijsko računovodstvenih poslova | | službenik za javne nabavke | | |  | | --- | | Neadekvatno planiranje i izvršavanje budžeta | | Neadekvatno sprovođenje postupaka javnih nabavki | | |  | | --- | | Zakoni i podzakonska akta | | Zakon o javnim nabavkama | | |  | | --- | | - Zloupotreba budžetskih sredstava; - Mogućnost davanja prednosti određenoj firmi kroz neobjektivno bodovanje pristiglih ponuda; | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | 2 | | |  | | --- | | 3 | | |  | | --- | | 6 | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | - Omogućeno učešće svih relevantnih subjekata prilikom planiranja budžeta; - Redovno pohađanje dodatnih obuka i seminara, kako na temu planiranja i sprovođenja budžeta, tako i tema | rukovodilac finansijsko računovodstvenih poslova | Kontinuirano | |  | | --- | | ↔ | |  | | službenik za javne nabavke | |  | |  |  | |  |  |  | |  |  |  |  | | | | | | | | | | | | | | |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | 3.1 | Planiranje i upravljanje finansijama | | |  | | --- | | izvršni direktor | | rukovodilac finansijsko računovodstvenih poslova | | službenik za javne nabavke | | |  | | --- | | Neadekvatno planiranje i izvršavanje budžeta | | Neadekvatno sprovođenje postupaka javnih nabavki | | |  | | --- | | Zakoni i podzakonska akta | | Zakon o javnim nabavkama | | |  | | --- | | - Zloupotreba budžetskih sredstava; - Mogućnost davanja prednosti određenoj firmi kroz neobjektivno bodovanje pristiglih ponuda; | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | 2 | | |  | | --- | | 3 | | |  | | --- | | 6 | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | koje se odnose na javne nabavke. |  |  | |  | | --- | | ↔ | |  | |  |  |  |  | |  |  | 15.09.2022. |  | |  |  |  |  | | |  |
|  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | 4.1 | Čuvanje i bezbjednost podataka i dokumenata | | |  | | --- | | svi zaposleni | | |  | | --- | | Nesavjesno čuvanje podataka i dokumenata od strane zaposlenih u njihovom radu | | Zloupotreba povjerljivih službenih podataka i informacija o korisnicima usluga / strankama | | |  | | --- | | Interna pravila i procedure | | Pokretanje disciplinskih postupaka za utvrđivanje odgovornosti zaposlenih | | |  | | --- | | - Korišćenje podataka za neslužbene svrhe. | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | 1 | | |  | | --- | | 2 | | |  | | --- | | 2 | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | - Utvrđene jasne procedure za čuvanje, evidentiranje, prikupljanje i obradu kako podataka tako i dokumenta; | svi zaposleni | Kontinuirano | |  | | --- | | ↔ | |  | |  | |  |  | |  |  |  | |  |  |  |  | |  |  | 15.09.2022. |  | |  |  |  |  | | |  |
|  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | 5.1 | Stručni i drugi poslovi za potrebe Društva | | |  | | --- | | izvršni direktor | | rukovodioci | | |  | | --- | | Bezbjednost korisnika usluga | | Neblagovremeno i neažurno obavljanje povjerenih poslova | | |  | | --- | | Interna kontrola | | Interna pravila i procedure | | Podjela radnih zadataka | | Mogućnost ulaganja žalbi | | Obaveza sastavljanja izvještaja | | |  | | --- | | - Propusti i zloupotrebe prilikom obavljanja poslova iz osnovne djelatnosti; - Davanje prioriteta prilikom obavljanja poslova iz naše djelatnosti, zbog postojanja prijateljskih i rođačkih veza; | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | 1 | | |  | | --- | | 2 | | |  | | --- | | 2 | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | - Izdavanje radnih naloga sa tačno utvrđenim opisom i redosledom obavljanja poslova i radnih zadataka; - Zapošljavanje kadra sa odgovrajućim stepenom stručnosti; | rukovodioci | Kontinuirano | |  | | --- | | ↔ | |  | |  | |  |  | |  |  |  | |  |  |  |  | |  |  | 15.09.2022. |  | |  |  |  |  | | |  |
|  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | 6.1 | Odnosi sa javnošću | | |  | | --- | | službenik za odnose s javnošću | | službenik za slobodan pristup informacijama | | |  | | --- | | Neblagovremeno postupanje po zahtjevima za slobodan pristup informacijama | | Bezbjednost korisnika usluga | | |  | | --- | | Interna pravila i procedure | | |  | | --- | | - Neblagovremeno objavljivanje informacija od značaja korisnicima naših usluga; - Nepotpuno ili netačno objavljene informacije; | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | 1 | | |  | | --- | | 3 | | |  | | --- | | 3 | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | - Odrediti službenika zaduženog za odnose sa javnošću; - Odrediti jasne procedure za obavještenja koja mogu uticati na zdravlje korisnika naših usluga; - Unaprijed pripremiti predlog odgovora u odnosu na moguća pitanja, koja su od javnog interesa ili izazivaju posebno interesovanje medija i javnosti, a tiču se naše osnovne djelatnosti; | službenik za odnose s javnošću | Kontinuirano | |  | | --- | | ↔ | |  | | službenik za slobodan pristup informacijama | |  | |  |  | |  |  |  | |  |  |  |  | |  |  | 15.09.2022. |  | |  |  |  |  | | |  |