



Asr AlAmdad trading Co (AAA)

Code of Conduct Policy

December 2022

I. Policy Brief and Purpose

Our Code of Conduct policy outlines fundamental standards of legal and ethical behavior. We expect that anyone doing business with the Company will follow these principles. It sheds light on our expectations regarding employees' behavior towards their colleagues, supervisors, and overall organization.

We promote freedom of expression and open communication, but we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful, and collaborative environment.

It is important to mention that the Code does not and could not address every possible ethical or legal situation.

Protect yourself and our Company by always doing the right thing and using the Code and our Values to act as your guide. A violation of the Code may result in negative consequences, up to and including termination and even legal action against you or us.

By behaving legally, ethically, and responsibly, we can all play a part in upholding our reputation around the world.

II. Scope

This policy applies to all our employees regardless of employment agreement or rank.

III. Policy Elements

Employees are bound by their contract to follow our Code of Conduct while performing their duties. Here, we outline the components of our Code of Conduct below:

FA

A. Compliance with Laws

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

B. Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

All employees must be open for communication with their colleagues, supervisors or team members.

We respect the privacy of those who work for the Company, those who have worked for the Company, those with whom we do business, and those we support.

C. Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Our confidential information must be protected. To keep confidential information safe, you have a responsibility to:

FA

1. Recognize the many types of proprietary or confidential information, including any non-public plans, financial data, reserve estimates, processes, formulas, and information about employees, other individuals, and business partners.
 2. Not communicate this information outside the Company without proper authorization, and not share it internally unless the other person has a legitimate business need to know.
 3. Take care in discussing our business in any public setting.
 4. Be sure that your external emails, texts, web postings, and social messages are appropriate and don't reveal confidential information
- Shouldn't misuse **company equipment** or use it frivolously.
 - Should protect company facilities and other material property from damage whenever possible.

D. Professionalism

All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees must dress properly and represent the company in the best way and protect the company image all the time.

- **Corruption**

We discourage employees from accepting or giving gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

- **Job Duties and Authority**

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

FA

We encourage mentoring throughout our company.

- **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But generally, we expect employees to be punctual when coming to and leaving from work.

- **Conflict of interest**

We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties. Employees should avoid any situations that might lead to conflict of interest between their personal and company interests.

- **Policies**

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.




Faisal Alshaiaban