

# Professional Conduct Integrity Instructions.



## Professional Conduct Integrity Instructions

The instructions in the integrity of professional conduct are the essence of the work and an approach taken by the company, which is the general characteristic of all our activities and work.

The purpose of these Professional Conduct Integrity Instructions is to establish and specify the conduct and conduct instructions for all transactions of our employees, partners, customers, and suppliers related to the day-to-day dealings with our company.

Any deviation from these instructions will not be tolerated, and none of those to whom these instructions apply will not be exposed to any adverse consequences as a result of adhering to and adhering to these instructions or as a result of reporting any suspected violations.

The instructions of the integrity of professional behavior reflect the basic principles of combating bribery or any similar behavior, and they express the principles and standards of the company.

These instructions have been approved by the company's management and the provisions of these rules are very simple. In any case, if you have any difficulty in a particular situation, you should apply the following principles of common sense:

- Do not use any of the property of the company or any other party related to the work you perform for your own benefit.
- Ask yourself whether any potential transaction or business practice would expose you to liability if disclosed.
- Do not do anything that you know or believe is illegal or immoral.
- Do not do anything that would cause you to be required to be dishonest.
- If you undertake an action that you do not know its dimensions or results, seek advice and advice in case of doubt.

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The following are the aspects that are related to the company's activity, and it must enjoy the integrity of professional behavior:

## **Conflict of interest:**

A conflict of interest is any situation in which the Company's interests' conflict or conflict with your own interests, those of your close relatives, or other persons with whom you have private personal or business relationships. These situations should be avoided as they can influence your judgment without even noticing them. Any manifestation of conflict of interest must also be avoided due to giving it the impression of lack of integrity.

## **Examples of conflicts of interest that must be avoided include:**

- Providing commercial service to one of the clients or one of the parties dealing with the company
- Using the company's property or land for personal benefit
- Direct or indirect acceptance of any kind of personal benefit except for socially acceptable gifts or hospitality.
- Obtaining any interest or accepting a position for you or a close relative of a customer, supplier or competitor, except for commercially traded guarantees to an extent that does not give effective influence or create unnecessary dependence, provided that this interest is disclosed.
- Appointing a first or second degree relative of yours without obtaining approval from the company's management.

## **Services integrity:**

We must provide all our services in a professional, honest, independent, and integrated manner, with honesty and full commitment to the approved methods, practices, and policies of major companies. We should not be affected by any pressure from any customers in any work area in order to obtain other transactions with these customers or to increase the services leading to them.

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Accordingly, all results of services must be accurately documented and not changed in a way that contradicts reality. Therefore, reports and testimonies must reflect these results and conclusions.

## **The integrity of the company's financial records:**

All financial transactions must be correctly and accurately recorded, in addition to all records entries (whether paper or electronic), provided that they are supported by the correct documents.

All entries and records must be kept in accordance with the applicable laws of the country in which the company's branch is located, as well as in accordance with the company's policies.

## **The purchase:**

Follow a procurement procedure so that it provides for the implementation of the procurement of goods and services in a correct and transparent manner in order to obtain the best quality and the best price, and that the procurement order or contracts are not awarded based on personal knowledge and references.

## **Adhere to the laws.**

We are committed to complying with the laws of the countries in which our business is located, so that each employee is responsible for ensuring this compliance and obtaining legal assistance when needed.

## **Granting or accepting undue advantages to obtain unlawful benefits.**

Unworthy benefits shall not be granted or accepted in any way.

The undeserved privileges, which include bribery in all its forms, gifts, or political or economic contributions, are privileges that are granted to influence the decisions of influential parties related to the field of work. It is usually granted by agents or suppliers, and to prevent such advantages, one should not deal with these parties. All payments, goods or services must be delivered to the person

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who supplied them. The acceptance or granting of any of these privileges is contingent upon it being in accordance with local law and obtaining prior approval thereof.

Benefits in the form of gifts, hospitality and entertainment must be related to a real business purpose. So that it is not intended to influence a decision or procedure and that it is kept within the permissible limits socially and legally.

As for charitable donations or sponsoring events and occasions, prior permission must be obtained from the company's management.

Simple and non-exaggerated facilitation payments are excluded from the foregoing, which are customary in some authorities in order to perform routine procedures and work.

### **Company employee relations:**

The company provides a workplace suitable for the quality of services it provides, safe, healthy and respectful. There is no discrimination or harassment based on race, gender, or origin. And that the relationship between employees and their subordinates and their superiors at work is based on respect and appreciation.

### **Honest and fair competition with companies working in the same field.**

The company is committed to developing and applying all procedures and instructions that guarantee fair and honest competition within the framework of applicable competition laws. Among the most important of these procedures and instructions is not agreeing with competitors on prices or market shares, and not exchanging competing information. At the same time, not to give or promote misleading or incorrect information about competitors' services.

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## **Handling company documents:**

None of the company's employees should trade or disclose any of the company's papers or financial reports to a third party, especially those that contain confidential information in their possession, which, if disclosed in any way, would have negative effects on the company's shares or on its turnover.

## **Confidentiality:**

All employees must know how to protect the information of the company and its customers in order to preserve their rights. This includes any information that is not available to the public and that there is an interest in keeping it confidential, such as:

- Data on customers, the volume of their business, their transaction prices, or the names and addresses of any of their suppliers.
- Information disclosed by third parties under confidentiality obligations.
- Information related to personal data of employees.

For confidential information relating to others, it may only be disclosed with the consent of the person or entity concerned.

## **Implementing the integrity of professional behavior instructions:**

- The company's management is responsible for issuing, updating, and maintaining professional integrity instructions.
- Each manager is responsible for making sure that these instructions reach all his employees and that they have been reviewed, understood, and trained in theoretical and practical terms.
- Every employee is responsible for compliance and adherence to the implementation of the instructions of the integrity of professional behavior.

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- Each employee will annually sign his commitment to implement these instructions and that he accepts the penalty imposed on him by the company in case he violates any of these instructions.
- Every employee must report any violation he discovered from another employee who violated these instructions, as he thus protects the institution in which he works from any harm that may occur to it, and it will certainly affect him personally. Provided that the company's management undertakes to protect the whistleblower and not to disclose his identity to avoid retaliation against him.
- The company's management welcomes suggestions on developing or implementing the instructions at any time.

I have read, understand, and agree to comply with the Company Integrity Instructions.

**Name:**

**Date:**

**Signature:**

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