

## Code of Conduct

At Inmaa Al Bilad, we are committed to maintaining the highest standards of integrity, ethics, and professionalism in all our business activities. Our Code of Conduct outlines the principles and behaviours that guide our employees, contractors, and stakeholders in their interactions and decision-making processes.

- 1. Integrity and Ethics:** a. We conduct our business with honesty, transparency, and fairness, adhering to the highest ethical standards and legal requirements. b. We avoid conflicts of interest and act in the best interest of the company, avoiding any actions or decisions that could compromise our integrity or reputation. c. We maintain the confidentiality of sensitive information, respecting the privacy and intellectual property rights of our clients, partners, and stakeholders.
- 2. Respect and Fair Treatment:** a. We treat all individuals with dignity, respect, and fairness, valuing diversity and embracing inclusivity in our workforce and interactions. b. We prohibit discrimination, harassment, or any form of inappropriate behaviour based on race, gender, religion, age, nationality, disability, or any other protected characteristic. c. We foster a safe, inclusive, and collaborative work environment that encourages open communication, teamwork, and mutual support.
- 3. Health, Safety, and Environment:** a. We prioritize the health, safety, and well-being of our employees, subcontractors, and communities, ensuring compliance with applicable health and safety regulations. b. We promote a culture of safety awareness, providing necessary training, resources, and equipment to minimize risks and prevent accidents. c. We are committed to environmentally responsible practices, minimizing our environmental impact, and complying with relevant environmental laws and regulations.
- 4. Professionalism and Quality:** a. We uphold professional standards in our work, delivering high-quality services, and products that meet or exceed client expectations and industry standards. b. We continuously enhance our professional skills, staying updated with industry advancements and best practices, and promoting a culture of continuous learning and improvement. c. We maintain accurate records, reports, and documentation, ensuring transparency, accountability, and compliance with legal and regulatory requirements.
- 5. Compliance and Reporting:** a. We comply with all applicable laws, regulations, and contractual obligations, ensuring ethical business practices and fair competition. b. We promptly report any violations or suspected misconduct to the appropriate channels within the organization, ensuring that concerns are addressed and appropriate actions are taken. c. We cooperate fully with internal and external investigations and audits, ensuring transparency and accountability in resolving any reported issues.

Failure to adhere to this Code of Conduct may result in disciplinary action, including but not limited to counselling, retraining, suspension, termination, or legal consequences, as deemed appropriate by the company.

By embracing this Code of Conduct, we demonstrate our commitment to the highest standards of ethical conduct, fostering a culture of integrity, trust, and accountability at Inmaa Al Bilad.

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APPROVED BY:

Mohammad Al Sinan

CEO

