CONFIDENTIAL

Al Shirawi Facilities Management L.L.C
Human Resources Department
Together we can...

EMPLOYEE CODE OF CONDUCT

2022

Experience the Difference

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CODE OF CONDUCT

The company believes that a smooth, orderly and systematic way of running the day-to- day operations would only be possible if a Code of Conduct is established for maintaining the proper discipline of all employees. These rules are established to ensure a clear basis for disciplinary measures. The purpose is to correct, reform or rehabilitate the employee and to maintain a general standard of discipline rather than to punish.

Should an employee violate policies as provided in the company code of Conduct, disciplinary actions will be imposed, as much as possible, in progressively increasing weight, after he/she has been given the opportunity to be heard or after due process has been given.

The company Code of Conduct is hereby adopted for personnel in recognition of the role of discipline in the healthy and harmonious relationship between the company and the workers themselves. The rules listed in this document are designed for the following purpose:

1. To inculcate upon the employees their duties and obligations in carrying the company's goal and objectives.
2. To provide corrective and reformative measures in order to improve an employee's performance, enhance his/her capabilities, develop his/her proper attitude towards work, and promote his/her social relationship with his/her fellow employees.
3. To establish a definite pattern of conduct in order to ensure harmonious relationship among the employees and between the employees and the company.

Violation of any rule of the company may result in disciplinary actions, up to and including discharge. The list of rules below does not contain every rule or possible standard of conduct expected form our employees, but it states many of the more fundamental rules. If you are unsure about what is expected of you in a certain circumstance, please ask your supervisor.

GIFTS /SOLICITATION AND DISTRIBUTION

- Acceptance of any gift or compliments, benefits or hospitality from suppliers or clients, which might place them or the company under an obligation to the donor, is strictly forbidden.
- Selling commercial goods, merchandise, distributing any kind of written or printed materials (e.g. handbills, pamphlets, advertising materials etc.), gathering of signatures or promoting membership in club and organization in work areas are prohibited.
- Non-adherence to this policy will result in strict disciplinary action including possible termination.

WORKPLACE & ACCOMMODATION- SECURITY POLICY

In situations where an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should immediately contact their supervisor or HR Department and if necessary and appropriate, contact law enforcement authorities by dialing 999.

For everyone's guidance and assurance of safety, the company has standards which applies equally to all. Engaging in the activities detrimental to the organization may subject you to disciplinary action, up to and including termination to employment and/or legal actions.

- Smoking is restricted both in work place and accommodation.
- If he/she is absent without leave for more than twenty intermittent days or more than seven continuous days within one year, found missing three consecutive scheduled workdays without authorization or notification to the company, late reporting for duty or uninformed leave, without valid/permissible reasons.
- Contributing to unsanitary conditions or poor housekeeping in work place and accommodation.
- Causing damage/loss/wastage of material, assets or its parts both at work and in accommodation.
- Unethical usage of mobile phones and social media/Apps, proving detrimental to the organization.
- Exhibiting any behavior/ actions whatsoever in the public/media in a way detrimental to the organization, misuse of /disrespect to the Client's/Company's uniform/logo/brand names.
- Posting, altering or removing any matter on bulletin boards on company property, unless specifically authorized.
- Threatening, intimidating, coercing or interfering with others, engaging in or contributing to violent behavior with violence.
- Leaving the work shift without permission, working overtime without authorization or failure to work the assigned overtime, failing to follow job instructions, verbal or written, insubordination-including but not limited to, refusal to do assigned work.
- Using company's facilities, equipment, time or materials without authorization.
- If the employee assumes a personality or a nationality other than his/her own or has produced fraudulent or counterfeit documents and certificates. If he/she is found falsifying any company records, including employment information, timesheet of self/others, allowing any other employee to falsify records.
- Carrying firearms or any other dangerous weapons at any time, fighting, threatening or attempting bodily injury to self/ another. Provoking or instigating a fight or fighting, engaging in criminal conduct of any sort.
- If the employee commits a mistake causing the employer a major financial loss/loss of reputation.
- Sleeping on the job during work hours.

- If the employee fails to carry out his basic duties as provided for the in the contract and continue to do so in spite of oral or written warning, then his/her services will be terminated.
- If he/she discloses information of the Group, he/she is working for.
- If he/she is convicted of a crime involving his/her honor or honesty and public morals.
- If he/she is found anywhere in the premises of workplace/accommodation, intoxicated under the influence of alcohol/narcotics, consuming, possessing, selling or distributing alcoholic liquor or illegal drugs or narcotics on company property.
- If he/she carries any documents pertaining to the company, business without the permission of the top Management. Employees are not allowed to carry any official documents to their residence.
- If the employee is found working in any other place other than specified in the contract either part time or full time.
- If any offensive comments on personal appearance, race, color or ethnic background are made.
- If an employee uses foul language, outrageous or inappropriate behavior towards others.
- If an employee, without the presence of an authorized adult or colleague, establish any contact- direct or via social media-- with a minor or vulnerable adult so as to question the intention behind.
- If the employee does not respect the local culture, religion and other customs of the country.
- If the employee participates in any sort of political activity- direct/indirect/social media.
- If the employee commits a theft or inappropriate removal or possession of property, misusing, destroying or removing company's assets without permission.
- If the employee indulges in sexual or other unlawful/ unwelcome harassment, exhibits unsatisfactory performance or conduct.
- If the employee uses company equipment for purposes other than business.
- Failure to return tools and equipment to proper storage place after use.
- Failing to immediately and accurately report an industrial injury.
- No Jewelry, long hair, loose sleeves, loose clothing is allowed around any machinery while operating it.
- Horseplay, scuffling or throwing things and running around is forbidden.
- Proper etiquette & hygiene shall be maintained when arriving to/returning from work/break time.
- Failure to wear gloves by employees whose work exposes hands to hazardous substances, cuts or burns.
- Failure to wear appropriate foot protection (steel toed shoes) by employees who are exposed to foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, which may cause injuries.
- Employees operating motor vehicles in their work must conform to, and maintain a safe driving record.
- Operating a forklift without being designated as its operator by the company.
- All applicable protective equipment shall be utilized when handling hazardous materials.
- Violating safety rules or safety practices.
- Misconduct or violation of company policies, rules or procedures may result in a verbal or written warning, a suspension with or without penalty or termination. The company will base the type of discipline it administers upon the facts of each particular case as determined by the company.

- The possession, sale or use of knives, explosives, firearms, or other dangerous weapons.
- Inability or refusal to work in harmony or collaboration with fellow employees so as to cause friction, conflict or lowering of group morale, including deliberate spreading of false rumors adversely affecting the operation of the company.
- Deliberate or willful destruction or vandalism of company tools, machines, products, supplies or other company property.
- If found violating the rules of accommodation & not adhering to the entry/ exit timings as specified by Operations & HR-Accommodations departments.
- If soliciting/entertaining undue attention of any other person not belonging to the accommodation or workplace, on the said premises.
- If found absent from the workplace or accommodation, without prior information to the Operations/ Accommodations manager & HR, whose approval must be obtained for the security to allow entrance to the accommodation.
- If found being picked up & dropped by strangers and in strange/odd/ unpermitted vehicles.
- Leaving your department or assigned work place without permission and /or the use of working time for non-working purpose.
- Disclosing confidential company information or removing customer's property from the premises, without company's prior authorization.
- Gambling of any kind on company's premises/ illegal gambling in accommodation.
- Unauthorized use/sharing of company property, equipment or materials.
- Uniform, shoes, hairdo etc. shall be in a manner appropriate for the work allocated & the guidelines from the department.
- Money laundering in any form.

REPORTING ON THE JOB INJURIES OR ILLNESS

In the event of injury or illness, related to the job, regardless of how minor should be reported immediately for First Aid and/or medical attention. Medical services for on- the-job injuries are available.

NON-HARASSMENT POLICY

Harassment in employment, including sexual, racial, and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited by the company. Employees who violate this policy are subject to disciplinary actions, including possible termination.

Racial, ethnic and other forms of prohibited harassment include, but are not limited to:

1. Visual conduct, including displaying of derogatory objects or pictures, cartoons, or posters.
2. Verbal conduct, including making or using derogatory comments, epithets, slurs and jokes.

The company will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action.

If you have been harassed by a colleague, supervisor, manager, and customer or if you believe that another employee has been harassed, you have a duty to promptly report the facts of the incident or incidents, and names of the individuals involved, to the Human Resources Department.

OFF-DUTY EMPLOYEES' CONDUCT

All employees are required to leave the company premise at the end of their regular working hours unless your supervisor calls you back or require the employee to stay back for any work related requirements/ for extra work. Otherwise, you are not permitted to return to the company/ workplace until the start of the next workday/ schedule.

While the company does not seek to interfere with your off-duty conduct, certain types of off-duty conduct may interfere with the company's legitimate business interests.
Employees are expected to conduct their personal affairs in a manner that does not adversely affect the company's integrity, reputation or credibility. Off-duty conduct that adversely affects the company's legitimate business interests or an employee's ability to perform his or her work will not be tolerated and may result in disciplinary actions, up to and including discharge.

COMPANY EQUIPMENT MONITORING, ACCESS OR INSPECTION

All company business machines, equipment and furnishing, including but not limited to desks, cabinets, files and lockers, are company property and the company reserves the right to monitor, access, and inspect such equipment and furnishings. Therefore, employees should have no anticipation of privacy with respect to any information or material stored in Company owned equipment and furnishings.

The company reserves the right to listen to employee voice mail and read E-mail messages and to access employee computer files to ensure compliance with these rules. This may be done randomly and without due notice to the employee and even on the employee's absence.

LIFE THREATENING DISEASES

The company is committed to keeping your work environment healthy and safe. Therefore, if you or another employee has or contacted a life-threatening disease, the company will treat life-threatening diseases the same as any other disease in terms of employee policies and benefits and you will be allowed to keep working as long as:

- You can meet the company's performance standards, with or without reasonable accommodation.

- Your illness does not actually endanger the health or safety of colleagues, clients or others. In case of contagious diseases, adequate preventive & regulatory measures as imposed by the Ministry of Health & Prevention/DHA must be adhered to.

- Harassment or discrimination directed at an employee with a life- threatening disease is strictly prohibited. Employees who refuse to work with or who harass or discriminate against any employee with a life- threatening disease are subject to discipline, up to and including termination.

For purposes of this policy, "Life-threatening diseases" includes, but is not limited to cancer, heart disease, AIDS, Hepatitis and other diseases of a severely degenerative nature.

PERSONAL INFORMATION

In order to properly administer the personnel functions of a business, we must gather and maintain personal information about our employees. Company recognizes each employee's right to privacy and seeks to avoid any unwarranted intrusion upon that right. Reasonable steps are taken to assure the accuracy, completeness and timeliness of the information in our possession. The purpose of this policy is to set forth the guidelines with regard to the collection, maintenance and disclosure of employee information.

Human Resources Department is responsible for the strict implementation of this policy as they hold the employee files and takes charge on the collection of employee information.

- Designating the appropriate use of an employee's personal and health information for bona fide business purposes and limiting the disclosure to only employees with a business need to know.
- Training employees on company policies and procedures on the appropriate uses of any employee's personal and health information and protecting this information as required by the government law. All training must be documented.
- Implementing appropriate administrative, technical and physical safeguards to protect the privacy of employees' personal and health information from intentional, unintentional or inadvertent disclosure.
- Administering appropriate sanctions to any employee who violets the company's privacy policy.

Outside Requests for Information about our Employees

Please direct all written requests, telephone calls or other inquiries regarding information about a current or former employee to the HR Department. Only HR Department is authorized to release information unless authority is given by the company CEO. Guidelines for release of information are set out below.

- We will not release employee data to individuals or organizations outside of the company without the employee's authorization. The only exception is when the disclosure is compelled by court order, administrative purpose or a specific provision of law. Prior to release, the person requesting the information must present the appropriate court document or agency authority.
- When other employers ask for references, we will limit information regarding former employees to dates of employment and job(s) held unless the company CEO authorizes an exception. Any former employee who wants to release additional information about his or her employment must sign a request and waiver.

In case you respond to a verbal or telephone request for information, record what information you released, to whom and for what purpose, and present it to your supervisor for further processes.

It must be remembered that the employment relationship is based on mutual consent of the employee and the company. Accordingly, if it is proven that your conduct has been undesirable, either you or the company can terminate the employment relationship at will at any time, for any or no reason. Further, the company can demote, transfer, suspend or otherwise discipline an employee in its sole and absolute discretion. In case any of the listed prohibited measures are proven as carried out, the organization reserves the right to take all appropriate actions as admissible.

ACKNOWLEDGEMENT

[*Please sign and return this form to the Human Resources Department.*]

I have received a copy of the Al Shirawi Facilities Management LLC's Employees' Code of Conduct booklet. I understand its contents and agree to follow it.

I understand that the code of conduct booklet may be changed any time and that I am bound by these changes.

Name of the Employee : _____

Employee Code (Oracle ID #) : _____

Designation & Department : ASFM _____

Employee's Signature : _____

Manager's Signature : _____

Date : _____/_____ /2022_____

For Operations : Name _____ Sign: _____

For Human Resources: Name _____ Sign: _____

Date : _____/_____ /2022_____

ACKNOWLEDGEMENT

[*Please sign and return this form to the Human Resources Department.*]

I have received a copy of the Al Shirawi Facilities Management LLC's Employees' Code of Conduct booklet. I have understood the Child Protection Protocol of ASD also. I understand the contents and agree to ensure my employees to comply with its conditions and clauses.

I understand that the code of conduct booklet may be changed any time and I/my employees am/are bound by these changes.

Name, Designation & of the Subcontractor's Representative : _____

Subcontracted Company : _____

Department : A+HK _____

Representative's Signature : _____

Manager's Signature : _____

Date : _____/_____ /2022_____

For Operations : Name _____ Sign: _____

For Human Resources: Name _____ Sign: _____

Date : _____/_____ /2022_____