

Supplier Code of Conduct



Preamble

Supplier Code of Conduct (the "Code") covers guidelines outlined around ethical standards of conduct that Jazal Holding & its subsidiaries (the "Company") expects from Vendors, potential vendors & bidders and subcontractors with their employees (the "Business Associates") to adhere while supplying goods and services. This Code provides executive management to focus on core values, monitor areas of ethical risks, provide guidance to people on how to handle with ethical issues, provide means to report unethical behavior, and help to develop a culture of transparency and integrity. All business associates are expected to get acquainted with this Code and to apply the same in dealings with the company and are accountable for adhering to this Code. Time to time review and monitoring is done to make sure code is aligned with our daily business operations.

This Code is also applicable to potential vendors / bidders who have not started business relationship with the company but are in the process, through either a:

- Prequalification Process.
- Bidding / tendering Process.

Apart from Code, Suppliers are mandated to accept General Terms and Conditions listed on the website to start business with the Company. By acceptance we mean business associates had received a copy, read and agreed with the code and General Terms and Conditions.

Adherence of laws, rules, and regulations

The Company does not own any illegal actions or misappropriation of any kind by Business Associates not abiding law of the land. Any violations shall be handled legally without any compromise. This commitment ensures our reputation for transparency, accountability and integrity. Acceptance of any business opportunity (Purchase Order / Contract) from the company by default confirms acceptance and adherence to the code and general terms and conditions by business associates.

Conflicts of Interest

A "conflict of interest" arises by Business Associates interests interfering in any way with Company's interests. Any such conflict of interest should be intimated to the Company in a formal written document, at the time of acceptance of Code or immediately as the conflict of interest arises. A conflict of interest might include, but not limited to :

- Any Business Associates owned or represented by any of the Company's previous employees or a second degree relation.
- Any Business Associates involved in business with Company's clients disclosing pricing, terms & conditions of business with us.
- Any Business Associates that have access to confidential information which receives any tangible or intangible benefits as a result of business with the company.
- Any Business Associates offering company's employees a freelance or part time opportunity, or other financial or professional opportunities.

- Any Business Associates uses project documents received for bid disclosing with the company's direct or indirect competitions.
- Any Business Associates hiring employees from the Company handling particular operations and utilising for similar activity.
- Any Business Associates with relations with Clients, Consultants or government officials who have influence over matters that could reasonably be expected to affect Company's business.

Business associates are encouraged to collect more information on any conflicts of interest and to share their concerns with senior management to make a choice.

Gifts and Entertainment

As we practice fair and transparent dealings, we forbid business associates from offering, receiving or giving our employees gifts, services, discounts, gratuities, payments of fees, bribes, entertainment or other benefits or items of value (the "Gifts"). Also our employees along with their immediate families shall not accept or forced to accept gifts from business associates doing business with us or seeking to do business with us. Bribes can take many forms: "anything of value" literally means anything that might have value, including cash, gifts, meals, entertainment, business opportunities, loans or rebates, Company product, offers of employment, and more. There is no monetary threshold: any amount could be considered as a bribe if it is offered in exchange for a favorable decision or treatment. The "thing of value" does not actually have to be given; the promise or offer alone is prohibited.

Environment, Health & Safety

Business associates should ensure a safe and healthy workplace for all employees by ensuring personal dignity, globally accepted human and labor rights, and protecting employees from physical or mental harassment.

As a commitment to the future, all our business associates are encouraged to adopt industry best practices for Environment, Health & Safety related matters. Suppliers are encouraged to source from sustainable organizations and minimize impact to the environment. We emphasis to our business associates on protection and wellbeing of their employees, communities and all business associates by incorporating safe working culture.

Confidential Information

Data and information form important intangible assets generated by the company, and transparent and efficient information distribution is vital to our success. A Non-Disclosure Agreement ("NDA") or similar confidentiality provisions in contractual agreements will mutually exist upon engaging with the company even before the start of business, from the tendering/ bidding phase itself, all our business associates shall never transmit any such information. All confidential information pertaining to any project shall be handled with utmost care, as securing data, information and IP is crucial in improving transparency and accountability. All data from price, specification, drawings, documents transmitted between our company and business associates shall not be disclosed with any outside party without written consent from the company. Any such data or information, if revealed, might be beneficial to competitors or hurting the Company's business and harmful to clients shall be handled legally.

Accurate reporting and Business integrity

Company expects all Business associates to follow statutory standards and accounting principles while reporting to company. It is responsibility of every business associate to ensure that no fraudulent or deliberately misleading documents (including delivery report,statement of accounts, invoice, payment certifications, etc)are submitted to the company. Any inaccurate reports or documents will lead to denial of claim and legal actions. We are committed to promoting honesty, and integrity and operate a zero-tolerance approach to fraud.

Fair Dealing

We believe healthy Competition promotes best trade practices and organisations to grow, as a policy we promote all fair dealings that give opportunity to compete compliance with all applicable antitrust, competition and fair dealing laws in all regions where we operate. We have transparent and excellent operating procedures,never taking unfair advantage of others. We never encourage our business associates from gaining any unfair competitive advantage by manipulating, hiding or utilizing any confidential information or misrepresenting details by indulging in any other unethical business activities.

Company Assets

Business associates permitted to handle company assets shall ensure their efficient and safe use from being lost, vandalized, misused, stolen, misappropriated, or damaged. Any such incidents or actions should be reported to custodians and shall follow cost implications.

Employee Rights

The Company is strongly committed to ensure that all business associates respect human rights and the environment and protect the fundamental dignity of workers and are free from physical,mental, harassment, or other abusive conduct.

Public Communications

We alert all employees to be careful while using social media and connecting with the general public. In your personal social media, other Online postings, or public interactions, you must never divulge sensitive information about the Company or business associates. Employees are not permitted to speak or comment on behalf of the Company unless specifically authorized to do so. If you are requested to speak publicly on behalf of the company necessary approval and review shall be done on the communication from senior management.

Breach of Code of Conduct

No Code can cover all possible circumstances,it is all business associate's obligation to apply the principles outlined in this Code responsibly, using common sense and judiciously.Any serious breach of code of conduct impacting company's business by any nature may result in disciplinary action including termination of contract, cancellation of purchase orders, as well as legal actions if required.

Cooperation and honest involvement are expected from business associates in any investigation of misconduct. Regardless of whether you're an employee, contractor, vendor, or other business associate, you are urged to report any misconduct through website or directly through Compliance officer. In general, if you have any questions or issues concerning compliance with this Code,

please contact audit@jazalec.com

Acknowledgement Form

The Acknowledgment to Jazal's Supplier Code of Conduct must be signed by an authorised representative of the Supplier or individuals acting as an attorney on behalf of the Supplier. By acceptance we mean business associates had received a copy, read and agreed with the code and General Terms and Conditions.

Company _____
Name Name _____
Signature _____
Date _____