

2019

Al-Bilad Arabia Co. LTD.



**ALBILAD
ARABIA CO. LTD.**

[CODE OF CONDUCT]

The ABA in Saudi Arabia Code of Conduct is a summary of this environment and culture, and the many factors which interweave to foster it across the ABA network

Code of Conduct



In **ABA** our people are our Assets, and for us we perform our best, to provide the services our clients expected from us. ABA's Code of Conduct is a summary of our environment and culture across ABA network

Policy Brief & Purpose

ABA's **Employee Code of Conduct Company Policy** outlines our expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

We encourage freedom of expression and open communication. Having said that: We expect all our employees to strictly follow our "code of conduct". Our employees should avoid offending, participating in serious disputes and disrupting our workplace. We expect them to behave in a professional manner to reflect the name of the company they carry.

Scope

This policy applies to:

Senior Management and leadership teams

All our people, to recognize what is expected of them

New and prospected employees as a guide to the firm

Clients, suppliers, external consultants and contacts

Everyone at ABA is required to comply with the Code of Conduct

Policy Elements

Our employees are bound by their contract of employment to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with the KSA Law

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. All employees must abide by the KSA law while working at ABA.

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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.

Protection of Company Property

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

Employees:

- Shouldn't misuse **company equipment** or use it for personal purposes.
- 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.
- Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.
- Employees should protect all company internal information and documentation from all outsiders.

Professionalism

All employees must show integrity and professionalism in the workplace:

Personal Appearance

All employees must follow our dress code and personal appearance guidelines. Also all employees must put on the company badge at all times.

Corruption

We prohibit our employees from accepting gifts from clients or vendors. Bribery does not exist in our dictionary.

Job Duties and Authority

All employees should fulfill their job duties with integrity and respect toward customers, vendors, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to fairly delegate duties to their team members taking into account 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.

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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.

Collaboration

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

Communication

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

Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

Memos from HR

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

Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Warning letters.
- Second warning letters.
- Suspension or termination for more serious offenses.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

Each ABA partner and employee is personally responsible for following the legal, professional, and ethical standards that apply to his or her job function and level of responsibility.