

AL-YAMAMA COMPANY CODE OF ETHICS

COMPANY VALUES

Controlling and organizing the rules of conduct and code of ethics in AYC can be achieved by encouraging the following values:

1. Inspire our employees by empowering them with a clear and common understanding of the ethical boundaries in which we must operate.
2. Engage our diverse workforce by ensuring that we maintain a respectful and welcoming work environment.
3. Create a sustainable compliance and integrity framework to support innovation in products, processes and solutions in a highly regulated world.
4. Deliver growth by earning the trust of our employees, customers and business partners that we will always conduct business with uncompromising integrity.

CODE OF CONDUCT

The code of ethics comprise the rules of conduct to be followed by all AYC employees daily, in all transactions and in every work location. In a situation with concerns or doubts about failure to abide by the code of ethics, the Company works on inspiring and creating the culture of immediate reporting such concerns to proper authorities via several channels such as line manager, Human Resources, Legal Affairs and helpdesk phone for technical support for handling legal and regulatory violations. The Company focuses on the fact that it shall not take any penalty or procedures or legal consequence against any person for reporting his concerns or doubts about any legal or regulatory violations.

The below mention Code of ethics covering the major fields of risk and hazard of AYC:

1. Handle Company business honestly and apply the highest methods and ethics in management, and refrain to perform any act that jeopardized Company's honesty and integrity inside and outside the Company.
2. Exert all time and efforts for performing his duties, and refrain to waste other colleagues' time.
3. Cooperate with his co-workers to perform the work to the best interests of the Company.
4. Loyalty to the Company is a very desirable trait for both management and employees. All must prove their loyalty and act always to the best interest of the Company in all work relations, to include customers, government authorities, company presidents and colleagues, and report to executive management any action of negative impact on the Company.
5. Comprehend, and act upon such, that all employees are jointly responsible of supporting Company objectives regarding internal administrative and finance control, and abide by such objectives.
6. Refrain to use any information or items disclosed to the employee confidentially - as a Company employee - for his personal purposes or interests; and avoid disclosing confidential propriety, technical or administrative information to any unauthorized body.
7. Refrain to participate - for free or against money - in any media activity such as giving press releases of publish articles without prior written approval from AYC authorized officer.
8. Refrain to accept any gifts or benefits from internal or external bodies that may have impact on employee's decision or performance of his duties, or failure to perform for the interest of such bodies.
9. Under no circumstances whatsoever should the employee offer or try to offer a bribe or any other item for tempting a probable customer for promoting Company products or services or influencing his decision.
10. Refrain to accept any bribe or any other temptation whatsoever, for achieving any purpose such as: awarding a contract or purchase order to a probable vendor, or giving him information. If the employee was offered a bribe or any other temptation, he should immediately report the incident to his manager.
11. Refrain to use the authority of your position for achieving personal profits.
12. Abide by accuracy and fairness in registering all Company financial transactions according to generally accepted practices of accountancy, protect Company properties according to Company rules and regulations, insure using the assets properly and insure that financial and operational records and reports are accurate, complete and reliable.

13. Employee should not disclose any job secrets and information that came to his knowledge by virtue of his position, and refrain to transport any unpublished information to any third party, unless such action is part of his normal performance of his duties, or approved by the Company.
14. Abide by all applied systems in Kingdom of Saudi Arabia.
15. Company forbids using computers, phone sets and lines, internet and email in aggressive methods towards third parties, or degrade the Morales of employees. Company properties should not be used to enter into commercial joint ventures with third parties, or discuss religious, political or non- work related issues.
16. In response to the preference of our staff and with regard to health concerns, our all business unit / office premises are designated as Non-smoking areas.
17. The usage of landline should be restricted towards official purpose only and should not be busy for a longer time.
18. Employee are not supposed to enter the company premises during weekly off or other than their own work shift with proper approval from Department Manager.
19. Employee who overstay are supposed to take prior approval from Department Manger by justification about work and not disturb other workstations.
20. Employee are not allowed to take any material, record, software, hardware accessories or any proprietary information outside the company premise, without authorization or written permission approved by Department Manager.
21. Employees shall comply with all health and safety regulations that are applicable to their job and workplace, and to immediately report possible threats and risks related to health and safety.
22. Employees should not drink alcohol nor use any kinds of drugs which are strictly prohibited.
23. Employees should not abuse, fight / quarrel or participate in strikes.
24. Employees should not work part-time jobs outside company.

THE CONSEQUENCES OF ABIDING BY THE CODE OF ETHICS

The Company exerts its efforts in planting the culture of “abiding by rules and regulations”, which will enhance its development and development plans in the Company through the following:

1. Adding value to the commercial aspect of the Company, and increase the trust of customers, providers partners, communities and governments in the Company.
2. Open the opportunity for teamwork because the Company aims to exert its efforts towards achieving the same mutual objectives.
3. Encourage self-control, and provide protection beyond the methods of external control only.
4. Increase employees' self-confidence, where they can comprehend work values and introduce them to third parties.
5. Achieve more sense of responsibilities and higher professionalism because the employees can deduce the expected behavior that encourages them to act in a true professional method.
6. Spread the concept of abiding by rules and regulations in order to help employees in working in an environment of controlled performance that abides by regulatory rules.

REPORTING AND MONITORING

This Code provides employees with a venue to submit complaints, compliance questions or concerns and accounts of misconduct related to work while maintaining privacy, discretion and objectivity.

The complaints, concerns, misconduct must be genuine and should be filed only after the employee fails to satisfactorily resolve the matter with the direct manager or with concerned department.

Such complaints must be addressed to the Legal Department and a copy of the final resolution will be sent to the Human Resources department. Information will be kept strictly confidential and the case will be investigated in complete confidentiality.

Email Address: legal@yc.com.sa / complaints@yc.com.sa

Phone Number: +966 13 331 ext. 4374 or 4224 Hotline Number: 05391 74230