



## ASZ Company FZCO Code of Conduct

### Company Overview:

ASZ Company FZCO is a Dubai-registered firm committed to upholding the highest standards in business practices, ethics, and employee conduct. We are dedicated to fostering an environment of respect, professionalism, and inclusivity. This Code of Conduct outlines the principles and behaviors expected of all employees, contractors, and partners.

### Professional Integrity

- - All employees must act with honesty, transparency, and integrity in all business dealings and interactions.
- - Avoid conflicts of interest and disclose any potential conflicts to management.
- - Report any unethical behavior, fraud, or misconduct to the appropriate authorities within ASZ.

### Respect and Inclusivity

- - Respect all individuals regardless of gender, nationality, religion, or other differences.
- - Foster an inclusive environment, ensuring everyone feels valued and respected.
- - Harassment or discrimination of any kind will not be tolerated and may result in disciplinary action.

### Confidentiality

- - Safeguard confidential company information, including trade secrets, proprietary information, and sensitive data.
- - Do not share confidential information with external parties without proper authorization.
- - Maintain discretion in handling customer and partner information, respecting privacy and confidentiality.

### Health and Safety

- - Follow all health and safety guidelines to maintain a secure and safe work environment.
- - Report unsafe conditions or accidents immediately to the designated health and safety officer.
- - Avoid any behavior that could endanger the health or safety of others.

### Use of Company Resources

- - Use company resources, including time, equipment, and facilities, responsibly and for authorized purposes only.
- - Avoid misuse or misappropriation of company property.

- - Ensure all transactions, expenses, and use of funds are properly documented and align with ASZ policies.

### **Compliance with Laws and Regulations**

- - Adhere to all applicable laws and regulations in the UAE and other jurisdictions where ASZ operates.
- - Avoid engaging in any unlawful activities, including bribery, corruption, or fraudulent behavior.
- - Be aware of and comply with industry-specific regulations.

### **Environmental Responsibility**

- - ASZ is committed to sustainable and environmentally responsible practices.
- - Strive to reduce waste, conserve resources, and adopt sustainable business practices wherever possible.
- - Report any actions or conditions that could harm the environment.

### **Reporting Violations**

- - Employees are encouraged to report any suspected violations of this Code of Conduct to their supervisor or designated HR representative.
- - ASZ ensures that any reports will be handled confidentially and will not tolerate retaliation against employees who report misconduct.

### **Consequences of Non-Compliance**

- - Violations of this Code of Conduct may result in disciplinary actions, including termination of employment or legal action, depending on the severity of the violation.
- - Compliance with this code is a condition of employment with ASZ Company FZCO.

### **Acknowledgment**

I, Ahmad Zarrien, have read, understood, and agree to abide by the ASZ Company FZCO Code of Conduct.

Signature: 

Date: 28/10/2024

