

# ANTI CORRUPTION POLICY

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## Introduction:

Continuous Services Arabia (CS Arabia) is dedicated to maintaining the highest standards of integrity, transparency, and ethical behaviour in all aspects of our business operations. This Integrity Management Policy provides a comprehensive framework to guide the conduct of our employees, contractors, and business partners.

## 1. Anti-Corruption

### 1.1 Zero Tolerance for Corruption

CS ARABIA has a zero-tolerance policy towards corruption and bribery. Corruption undermines trust, distorts markets, and impedes economic development. To maintain our integrity and reputation, all forms of corruption, including offering, giving, receiving, or soliciting bribes, kickbacks, or any other improper payments, are strictly prohibited.

### 1.2 Compliance with Anti-Corruption Laws

Employees and business partners must comply with all applicable anti-corruption laws and regulations, including but not limited to:

Saudi Arabia's Anti-Bribery Law

The OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions

### 1.3 Prohibited Practices

The following practices are explicitly prohibited under CS ARABIA's Anti-Corruption Policy:

- **Bribery:** Offering, giving, receiving, or soliciting anything of value to influence the actions of an individual or organization in a position of authority.
- **Facilitation Payments:** Small payments made to expedite routine governmental actions, such as processing permits or providing services. CS ARABIA prohibits facilitation payments in all circumstances.
- **Kickbacks:** Payments made in return for a favour or advantage in a business transaction. Kickbacks are strictly forbidden.
- **Improper Influence:** Any actions that seek to improperly influence the decisions of public officials or private sector counterparts.

### 1.4 Due Diligence

To prevent corruption and ensure compliance with anti-corruption laws, CS ARABIA requires thorough due diligence when engaging with third parties, including agents, consultants, and business partners. The due diligence process includes:

- **Background Checks:** Conducting background checks on potential third parties to assess their reputation and history of compliance with anti-corruption laws.
- **Contractual Clauses:** Including anti-corruption clauses in contracts with third parties, outlining their obligations to comply with anti-corruption laws and CS ARABIA's policies.
- **Monitoring and Auditing:** Regularly monitoring and auditing third-party relationships to ensure ongoing compliance with anti-corruption requirements.

### 1.5 Training and Awareness

CS ARABIA is committed to providing comprehensive training and raising awareness about anti-corruption policies and practices. This includes:

**Employee Training:** Regular training sessions for employees on anti-corruption laws, CS ARABIA's Anti-Corruption Policy, and practical guidance for identifying and avoiding corrupt practices.

**Communication:** Disseminating information and updates on anti-corruption issues through internal communications, such as newsletters, emails, and intranet postings.

**Third-Party Training:** Providing training and resources to third parties to ensure their understanding and compliance with anti-corruption requirements.