

CODE OF BUSINESS CONDUCT

OUR BELIEFS, VALUES & CONDUCT

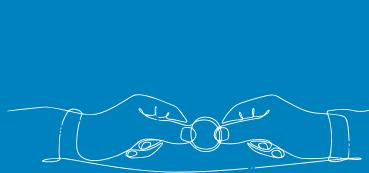
Doing things right

Responsibility &
Accountability

Community &
Teamwork

Finance

Creativity





A LETTER FROM MANAGEMENT

Each day, our products and services help people around the world live better lives. Through our commitment to providing high-quality products and services, we help people live longer and healthier lives. For over a century, we've been building trust by developing Our core values. These guiding principles help define our responsibilities to the people we serve.

The Code of Business Conduct sets expectations for how we conduct ourselves and how we do business. It provides a framework for our Company policies and procedures.

Regardless of where we work, or how we live, when we do what's right, we live Our core Values. This means that we treat the people we work with with the same dignity and respect.

To remind you of the Code of Business Conduct, I remind you to keep in mind that our actions reflect the right behavior. These documents are vital tools that help our group of companies employees improve the way they serve our key stakeholders.

Our core values have helped us build that trust for over a century. They define our first responsibilities to the people who rely on us for their healthcare.

Yours Sincerely,

Management Team

**"Our most precious asset
is the individual citizen"**

-King Hussein of Jordan



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INTRODUCTION

The Code of business Conduct applies to everyone working for us, without exception regardless of location role or level of seniority. Every employee is responsible of being aware of the contents of the Code of Business Conduct. All employees are required to follow the Code of Business Conduct and the policies contained in it.

ETHICAL PRINCIPLES & CORE VALUES



REPORTING/SPEAKING UP GUIDELINE

We encourage all employees to ask questions and raise issues without fear of retaliation and we are committed to treating reports seriously and investigating them thoroughly. Employees must report unprofessional, unsafe, suspected unethical, illegal or suspicious behavior immediately.

To report a concern:

- Talk to your manager.
- Or contact Human Resources.
- Or make a confidential and/or anonymous report and deposit it in the company complaint box.

SPEAKING UP

By asking questions and reporting concerns, you are doing the right thing & helping our Company stop or prevent misconduct.

**WE DO
NOT
Retaliate**



PLAN YOU DAY!

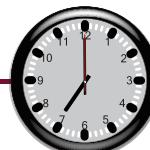
WORKING HOURS

All our employees have standard working hours, based on local regulations and industry standards.

Working hours are 48 hours per week, 6 days a week, 8 hours a day plus 1 hour lunch break per day, as per the following Table:

ALWAYS THINK FIRST

Planning your day the right way means proactively blocking time for the things that are most important in your work right now.



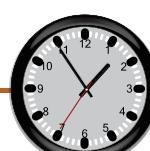
ASSIGN TASKS TO DO YOUR LIST

A great way to start your day is to look at your entire to-do list.



KEEP TRACKING OF EVERYTHING

Eliminate distractions.



REFLECT ON YOUR DAY

At the end of the day, take some time to reflect.
Think about everything you accomplished.



These are some points that you need to follow in order to accomplish your goals:

You must always remember that proper planning is extremely important.

No matter what you are going to do, make sure to implement your resources in the best possible way.
Managing the time is your way to success!

DID YOU KNOW?

The HR & Talent Development Department is available to conduct training & provide advice to help our businesses and employees understand and comply of labor and immigration laws and regulation



EQUAL OPPORTUNITY

No toleration of discrimination based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability or any other protected class. We respect and value the individuality and diversity that every employee brings to the business and we seek to create a positive, open working environment.

CONFLICTS OF INTEREST

Employees must ensure that no conflict of interest may arise between their duty to the company, and any interests outside of work.

Q. What is a conflict of interest?

A. A conflict of interest can occur when an employee's personal activities, investments or associations compromises their judgment or ability to act in the company's best interests. For example:

→ WORKING FOR COMPETITORS, SUPPLIERS AND CLIENTS OF OUR COMPANIES.

→ OWNING INVESTMENTS IN OTHER ENTITIES THAT ARE COMPETITORS, SUPPLIERS & CLIENTS OF OUR COMPANIES.

It's important for employees to disclose any relationships, associations or activities that could create actual, potential, or even perceived, conflict of interest as per our Reporting Speaking Up Guideline.

CONFIDENTIALITY

As we operate in a highly competitive environment, confidentiality has become an important matter to all our stakeholders, especially when many of our clients operate in a highly sensitive industries, they expect and demand their confidential information and trade secrets to be protected in systematic manner.

If you are required to disclose confidential information under the terms of an order of any judicial governmental, regulatory or supervising body, please Officially notify your line manager, HR/legal team and seek their approval before disclosure.

CONFIDENTIAL INFORMATION INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

- Current and future prospective Products & Services.
- Product prices, specifications and development.
- Sales Information & Customer lists.
- Any other information that could damage us or our Stakeholder's interest's if it was disclosed.
- Trade Secrets.
- Terms of Contracts.
- Financial Statements.
- Company Policies and Procedures.
- Marketing Plans and Strategies.

PRIVACY

Within the framework of applicable laws and regulations we respect the privacy of our stakeholders. In conducting our business, we gather data from clients, suppliers, competitors and other third parties. Those date will be dealt with in a confidential manner. It will only be used for professional purposes of the company, all withing the applicable legislation.



“OUR FINAL RESPONSIBILITY IS TOWARDS OUR OWNERS.”



RECORD KEEPING & FINANCIAL REPORTING

It is essential that we record our financial and non-financial information in an accurate and objective manner. Financial Reporting all books, records and accounts must conform with the International Financial Reporting Standards (IFRS) & our policies, procedures and reporting standards.

You should follow these basic rules:

YOU SHOULD		YOU MUST NOT
<input checked="" type="checkbox"/>	All records must be accurate and complete and they should allow an accurate view of the business at any point in time.	<input checked="" type="checkbox"/> Falsify and record – financial or non-financial.
<input checked="" type="checkbox"/>	Supporting documentation should be collected at the time of a transaction.	<input checked="" type="checkbox"/> Dispose or otherwise transfer any group assets without proper documentation and authorization.
<input checked="" type="checkbox"/>	Accounting records and documentation should be retained in accordance with local legal and fiscal requirements, but in any case, for not less than five years.	<input checked="" type="checkbox"/> Make any false or misleading accounting entries or expense claims.
<input checked="" type="checkbox"/>	Annual financial statements and documents relating to acquisitions and other significant transaction should be kept permanently.	<input checked="" type="checkbox"/> Destroy information to conceal bad practices.
<input checked="" type="checkbox"/>	Fully cooperate with any internal or external audits, making sure that you provide the auditors with accurate information and allow them unrestricted access to documents and colleagues.	If you are concerned that correct financial processes are not being followed or that any kind of false or misleading entries are being made, you should promptly report your concerns as per our Reporting/Speaking Up Guideline.

RISK MANAGEMENT & INTERNAL CONTROL

We are exposed to traditional business risks and specific industry risks. Our Management is responsible for the high quality of Risk Management and internal control mechanisms. Management is well aware of the relevant risks, the necessity of mitigating the risks and adapting measures to changing external circumstances as these risks influence our market position, turnover, net profit, liquidity and ratios.

PROTECTION AND PROPER USE OF COMPANY ASSETS

We require all employees to protect its assets. All assets should be used for legitimate purposes, efficiently, and only for our company's business. Personal use of company assets is allowed when and where it is necessary and within reason. Assets include facilities, equipment, computers and information systems, telephones, employee time, confidential and proprietary information, corporate opportunities, company funds and Vehicles.

Suspected incidents of fraud, theft, negligence, and waste should be reported as per our Reporting/Speaking Up Guideline.

**WE BELIEVE OUR FIRST RESPONSIBILITY
IS TO THE PROFFISONAL WHO USE OUR
PRODUCTS & SERVICES!**

WORK SAFETY

QUALITY, HEALTH, SAFETY ENVIRONMENT (QHSE)

Our people are our most valuable assets. They are key to the success of the business. It's everyone's responsibility to ensure that they lead in a way that nurtures, motivates and inspire our people, without exception, to provide our standing services for one another &/or customers.

It is our moral obligation to safeguard each other, our customers and the environment by operating an injury free, health workplace in designing, manufacturing product and services that minimizes our environmental impacts.

We work hard to continually improve our health and safety performance and we have started to measure our performance against a set of clear metrics to assure our customers and other who work with us that we are operating the safest environment possible.

We believe that a commitment to safety requires a balance approach from both management and employee.

WHAT SHOULD I DO?

Q: A new employee ask if the company provide Personal Protective Equipment.

A: As per the UAE labor Law (Article 91): The employer should provide workers with adequate protection against fire, occupational injuries, and other hazards that may result from using machines and work tools. Meanwhile, the worker should use safety gear and clothing, and follow the employer's instructions and rules on safety.

The safety and health of all employees is one of the prime concerns of the company, because we believe that employee is our number one assets.

Q: What Should I do to Manage Health and Safety in the Company?

A: Plan: Rnew QHSE Policy

Do: Prioritise and control your risks – consult your employees and provide training and information.

Check: Measure how you are doing.

Act: Learn from your experience.





TECHNOLOGY & INTERNET USE

we expect our employees to use company's IT hardware, software, telephone, email system and internet for conducting company business and only necessary personal use.

In order to protect our companies and employees using our IT systems

YOU SHOULD ALWAYS ENSURE THAT YOUR USE OF COMPANY SYSTEM:

- Does not break the law.
- Does not risk bring our name into disrepute.
- Does not cause damage or disruption to company business.

SOME BASIC RULES YOU SHOULD ALWAYS FOLLOW WHEN USING COMPANY SYSTEMS:

- Restrict your use of company systems for personal use to a minimum.
- Protect any username and password that you are allocated and do not share them with others.
- Do not install or use any unauthorized hardware or software on company systems.
- Make sure you save and back up regularly any data or work that you hold on your system in accordance with advice of your IT team.

USE OF SOCIAL MEDIA

Employees are responsible for complying with company policies and procedures when communicating on social media. Employees are accountable for any information they publish online.

EMPLOYEES ARE REQUIRED TO:

<input checked="" type="checkbox"/>	Reveal their relationship with the company when commenting online on issues related to the company, by stating his position in the company and/or using a profile photo that indicates his relation to the company
<input checked="" type="checkbox"/>	Respect the privacy of other employees and refrain from publishing photos of them without their consent.
<input checked="" type="checkbox"/>	Ensure any information they post related to the company is accurate.
<input checked="" type="checkbox"/>	Comply with the rules of the social media sites they use.

EMPLOYEES MUST NOT:

<input checked="" type="checkbox"/>	Speak on behalf of the company if they are not expressly authorized to do so.
<input checked="" type="checkbox"/>	Share confidential information about the company, its clients, stakeholders or suppliers.
<input checked="" type="checkbox"/>	Post comments or pictures that could harm the company's brand, reputation or commercial interests.

“WE ARE RESPONSIBLE TO THE COMMUNITIES IN WHICH WE LIVE AND WORK AND TO THE WORLD COMMUNITY AS WELL.”



SOCIAL RESPONSIBILITY

As one of the many participants in the Business field, we believe in acting as a responsible corporate citizen. We as an organization are open to provide donations to charities & Causes. Currently we are sponsoring King Hussein cancer center (KHCC) in Jordan, which gives treatment to cancer patients, and Zayed Bin Sultan Al Nahyan Charitable and Humanitarian Foundation in U.A.E, which creates numerous projects, activities, charitable and humanitarian work inside and outside the country.

In the past years we have substantially sponsored these foundation.

CODE OF CONDUCT ACKNOWLEDGEMENT

This is to acknowledge that I have received and reviewed the Code of Conduct. I agree to comply with the standards referenced in the Code and all related policies and procedures. I further acknowledge that it is my responsibility to understand and follow compliance standards and to adhere to the ethical principles outlined in the Code of Conduct.

Date:

Name:

Signature: