



# Mazrui Code of Conduct

## At a glance

### 01 Maintain our high ethical standards

This Code of Conduct aims to help you handle work situations professionally whilst maintaining the highest ethical standards. It applies to all Mazrui employees irrespective of their role, job title, grade, seniority, start date or location. We want our key suppliers, customers, partners and stakeholders to also respect it.

### 02 Respect the equality and dignity of all people

Conduct all Company business with respect for diversity and the equality and dignity of all people. We do not tolerate any type of discrimination or harassment.

### 03 Be productive

Your time at work should be used effectively and efficiently in the service of the Company. Additionally, you should be generally contactable during your contractual hours of work.

### 04 Keep your workplace safe

You are responsible for the prevention of harm and hazard towards all people and the environment in your area of work. When accidents happen, you are responsible to respond as quickly and effectively as possible.

### 05 Protect company property

You must protect our cash and all our other property from theft, misappropriation, loss, damage or destruction. Company equipment should generally be used for business purposes only.

### 06 Ensure proper business records

You are obliged to prepare proper documentation and maintain an appropriate audit trail of transactions. Concealment, falsification or unauthorised destruction of business documents is prohibited.

### 07 Dealings with government officials must be transparent

Dealings with government officials can be sensitive and might be viewed suspiciously by others. Consequently, dealings with government officials must always follow the highest standards of transparency.

### 08 Avoid decisions that benefit you at the expense of the company

You must always avoid actions and decisions at work which are influenced by opportunities to benefit yourself or your family or friends. Such situations place you in a conflict of interest. If you are in a conflict situation, withdraw from the related activity and avoid the conflict.

### 09 Modest gifts are acceptable

Receiving small gifts is sometimes customary and acceptable as long as your business decisions and actions will not be influenced. Please remember however that receiving gifts may create a conflict of interest.

### 10 Do not give or accept bribes

You must not offer to pay or to make, or to ask for or to accept, any form of payments, gifts or favors in return for any advantage or favorable treatment. Also, you must not allow others to do so on your behalf. We do not tolerate any form of bribery or other forms of giving or receiving unfair advantages.

### 11 Comply with trade laws

Respect trade control rules, as they are closely linked with international laws and may result in big fines and penalties – both for the company and its employees. Importing, exporting or trading in certain types of goods or with certain countries may be restricted or even totally banned under national and international sanctions and regulations.

### 12 Use IT resources reasonably

Use your Company devices, email and internet services for business purposes. Reasonable private use of these resources is sometimes acceptable, however should not be abused. Watch out for cyber security risks.

### 13 Protect Company information

Respect and protect all confidential information and personal data. Access to such sensitive data should be strictly limited to the employees whose job responsibilities require it, and then further limited to only what they need to know.

### 14 Reporting breaches of the Code

You must report any breaches of the Code you become aware of. You may contact Compliance [[compliance@mazruiinternational.ae](mailto:compliance@mazruiinternational.ae)], Safecall, the anonymous and toll-free external Hotline, or the Chairman. A full version of Mazrui's Code of Conduct may be obtained by contacting us at [[compliance@mazruiinternational.ae](mailto:compliance@mazruiinternational.ae)].