

Supplier Policy and Code of Conduct





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• Introduction:

The Supplier Code of Conduct Policy sets out the guiding principles of AL-ASMA ALMUSTAGBALIA and its affiliates (hereinafter referred to as the Group) regarding expectations of third parties (vendors/suppliers, contractors, service providers, etc.) in terms of ethical behavior.

• Scope:

1 - The Policy applies to third parties including vendors/suppliers, contractors, service providers, etc. (as well as their employees, agents, affiliates, subcontractors, etc.) who work with AL-ASMA ALMUSTAGBALIA, its affiliates and subsidiaries.

2 - It encourages affiliates to establish a Supplier Code of Conduct that is consistent with their core values.

3 - The principles set out in this Policy will be in addition to, and not in lieu of, any written or other agreement with our third parties and any legal or other obligations independent of such agreements.

• Policy Statement:

AL-ASMA ALMUSTAGBALIA acknowledges that the activities of third parties may affect our reputation and its relationship with stakeholders. Accordingly, it encourages third parties to adhere to the following principles when conducting business with or on behalf of it.

- Honesty and Ethical Conduct:

1 - Engaging in bribery and corruption, it encourages third parties to prohibit financial terrorism, fraud, extortion, anti-payment facilitation, money laundering, trust, anti-competitive dealing, tax evasion, insider trading, and drug use in accordance with applicable laws and regulations. In addition.

2 - It encourages third parties to establish policies that prohibit or establish internal controls on gifts, honoraria, meals, entertainment or hospitality, contributions or donations.

- Privacy and Data Protection:

1 - It encourages third parties to comply with data protection laws while taking necessary security measures to protect the privacy and confidentiality of data belonging to its customers, employees, or other third parties.

2 - Confidential information obtained by a third party through a relationship with it may not be misused or used for personal gain or for the benefit of third parties.

3 - Third parties may refer to our Privacy and Data Security Policy for more details.



- Conflict of Interest:

It encourages third parties to avoid conflicts of interest in their business dealings and with it, in accordance with applicable laws and regulations in the locations where they operate.

- Environmental Performance:

1 - It encourages third parties to mitigate and reduce their adverse impacts on the environment including, but not limited to, greenhouse gas emissions and climate change, use of natural resources and energy, waste disposal, toxic emissions and disposal of hazardous waste, and wastewater.

2 - It encourages third parties to comply with relevant environmental laws and regulations in the locations where they operate.

- Human Rights:

1 - It encourages third parties to support internationally proclaimed human rights including the non-use of child labor and forced and compulsory labor acquired through modern slavery or human trafficking, in line with International Labor Organization (ILO) conventions and the laws and regulations of the locations where they operate.

2 - It encourages third parties to create a work environment that is free from discrimination of any kind, harassment or abuse, including protecting individuals who report discrimination, harassment or abuse from retaliation.

3 - It encourages third parties to create lawful working conditions and foster equal employment opportunities.

- Health and Safety:

It encourages third parties to provide a safe and healthy workplace in accordance with the laws and regulations in the locations where they operate.



- **Supporting Local Communities:**

It encourages external parties to implement initiatives that support their local communities in ways appropriate to their business.

Means of Encouragement our Request for Proposals (RFPs) shall allot a minimum of 10-5 (combined) of the overall score to honesty and ethical conduct evidence provided by suppliers bidding for contracts of the above; evidence of honest and ethical conduct policies and procedures, privacy and data protection policies and procedures, conflict of interest policies and procedures, environmental policies and procedures, human rights policies and procedures, health and safety policies and procedures, and supporting local communities.

• **Stakeholder Engagement:**

It fosters relationships with stakeholders to better understand ethical conduct concerns and endeavors

to integrate these considerations into this Policy.

• **Training and Awareness:**

1 - It encourages external parties to promote the training and development of their employees to empower them with the knowledge and skills they need to uphold ethical conduct.

2 - It encourages external parties to further promote awareness and an understanding, amongst employees, of how ethical conduct impacts their operations and how their operations impact stakeholders.

• **Compliance:**

1 - It encourages external parties to understand and comply with this Policy. If, for any reason, external parties cannot comply, they should inform it at the earliest opportunity.

2 - It may request external parties to certify compliance with this Policy and reserves the right to conduct inquiries of external parties to assure compliance with this Policy.

3 - It reserves the right to evaluate its relationship with external parties that do not adhere to this Policy and could result in termination of the business relationship.

4 - It also encourages external parties to comply with laws and regulations of the host country of their operations.

5 - For the avoidance of doubt, external parties registered and operating in countries other than the KSA, are encouraged to adhere to both the laws of the host country in addition to the applicable laws of the KSA, throughout the duration of the external party's contractual agreement and/or business relationship with the Group.

6 - External parties registered in the KSA are encouraged to remain compliant with KSA laws.





• Roles and Responsibilities:

All directors, executives, employees, outsourced individuals, or seconded employees working for or on behalf of it shall ensure that external parties engaged with or on behalf of AL-ASMA ALMUSTAGBALIA are aware of this Policy. It encourages authorized persons of external parties to ensure their directors executive, employees, outsourced employees, or seconded employees working for or on behalf of the external party to uphold principles as set forth in this Policy.

• Reporting and Transparency:

It encourages stakeholders to report concerns, suspicions, or potential violations of this Policy.

• Policy Review:

-1 It will review and revise this Policy periodically if required so that it remains up-to-date and aligned with the company's core values, laws and regulations of the KSA, and with global best practices.

-2 It shall make available this Policy and future amendments to directors, executives, and employees.

This Policy was last reviewed in January 2025 by:

CEO

Hashem Omar Hashem

