

United Feeding Industries Company Human Resource Management



Work ethics and job behavior policy



F30-PD01-PR09	Reference:	Human resource management policies and procedures	United Feeding Industries Company
01	version number:		
March, 2021	date of starting:		

1.0 Politics

This work ethics and job behavior policy has been prepared in order to lay a sound foundation and an ethical ideal for work practices, so that it represents an integral pillar of the general policy of the United Feeding Industries Company, which aims to create an integrated concept of the highest standards of integrity and professional performance.

2.0 Objectives

Establishing ethical standards, basic rules and principles of job ethics, and developing high professional values and culture among the company's employees.

3.0 Scope and mechanism of application

This Business Ethics and Job Conduct Policy applies to all employees of the Company. Each new employee, before commencing work, must sign the document attached to this policy, in which he undertakes to abide by its contents, and a copy of it is kept in his job file.

4.0 Regulations and procedures

- All employees must act wisely and rationally in all matters, apply the highest ethical standards at work, and fully comply with the general laws and regulations of the state as well as the company's work policies, procedures and rules.
- All employees are required to do their best individually and collectively in order to achieve the overall objectives of the company.
- Work to create a good work environment in which trust, mutual respect and professional performance prevail.
- Create a good work environment and build trust and respect between employees and subordinates to each other
 - Refrain from using obscene words, sexual references, or inappropriate signs between employees or between subordinates.
 - Non-discrimination of race, gender, color or religion between employees
 - Not to deal with trainees from existing employment from training schools in an inappropriate manner
- The work environment is intended for the completion of the company's business, and therefore it is completely prohibited:
 - Gathering in any offices other than the purpose of work or roads within the company and talking about matters not related to work
 - Discussing political matters or mindAhThis is or of a factional or racial naturexfor the company.
 - Eating any meals inside the work offices and in times other than the allocated rest
- in caseNon-compliance of the employeeAny of the rules and principles described in the policyIt is considered a violation of the company's instructions, and appropriate administrative measures are taken in this regard

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4.1 Handling information

4.1.1 Confidentiality of the information

- Any kind of business information in the company that is not available to the public by its nature is considered confidential and highly sensitive and it is strictly forbidden to disclose it to any outside parties or use it for any purposes other than its intended work.
- Employees must take adequate precautions to protect confidential information against any attempts to view it by unauthorized persons, even if they are employees of the company.
- All employees of the company must protect the security and confidentiality of information related to work in the company, and not disclose it even after the end of the employee's service with the company.

4.1.2 Intellectual property right

- All employees must exercise due care when handling Company property and confidential information and their designs and protect it from the access of unauthorized persons, and it is not allowed to publish any information related to the company on the Internet or in any form or means of publication except after obtaining prior written approval from the senior management.
- None of the employees are allowed to use the information systems, devices and equipment of the company for personal purposes.
- All documented or recorded programs and materials provided or completed by an employee on the job are the property of the Company and cannot be returned.

4.1.3 passwords and confidential information

- Employees must be careful not to disclose or share their passwords with other people.
- Choose passwords that are difficult for others to create or guess, and change them regularly.
- All employees are prohibited from misusing their positions in the Company by making use of any work information for personal or unauthorized and illegal benefits.
- All employees are prohibited from using, copying or deleting the information available to them through their work in the company, directly or indirectly, for their personal benefit or the benefit of any other third parties.

4.1.4 Documentation, integrity and accuracy of records

- All operations and contracts completed without delay must be documented in an accurate, correct and transparent manner.
- Employees are prohibited from making any entries, alterations or deletions in work records that would mislead or conceal the true nature of any operation.
- It is not allowed to approve or spend any expenses or expenditures on behalf of the company if it is found that they are used for purposes not specified in the documents attached to it or the directives issued in this regard.

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4.1.5 authorized use

The Internet and communication services provided by the company to its employees must not be used for any of the following:

- Use for personal benefits or purposes.
- Fraud by disguising yourself as other people.
- Sending or uploading messages promoting political issues and opinions.
- Sending or uploading messages that are contrary to morals and public decency.
- Announcing company information without prior permission or approval from senior management.
- Participate in sending and receiving serial messages or the like.
- specified in the documents attached to it or the directives issued in this regard.

4.1.6 Salary confidentiality

- It is absolutely not allowed for any employee to view, speak or trade any data related to salaries
- In the event that the employee has any inquiries regarding his salary, he can only refer to the employee of the Human Resources Department concerned with wages for review and clarification.

4.2 Conflict of interest

- Conflict of interests in all its forms must be avoided in all transactions or deals, and any cases or situations that may result in a conflict of interest must be reported in writing to the director of the concerned department in order to take the necessary action.
- You must not approve or approve any financial transactions or contracts by employees related to themselves or one of their relatives or friends, or companies or institutions in which there is an interest or benefit for the employee or one of his relatives.

4.3 gifts and services

No employee shall use their position in the Company to solicit, receive or otherwise provide gifts or services from the Company's clients or any other third parties in exchange for unlawfully providing them with some business-related services or facilities. These gifts or services are only allowed if they are of small or symbolic value, provided that they are done with the knowledge and approval of the Director of the Department, as appropriate for each individual case.

4.4 Fraud, dishonesty or criminal behaviour

4.4.1 Bribery

It is strictly forbidden for all employees to offer or accept any form of bribery or to direct any person to do so on their behalf in order to facilitate work procedures.

4.4.2 Dishonesty

It may be the authority of the employee to deal with money, information, goods, documents and papers of the company or one of its clients, so any of the following acts, for example, is considered a violation of the rules of this policy: Embezzlement, unauthorized borrowing of things, use of company property for personal purposes, unauthorized access or access to information.

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4.4.3 Fraud or deception

All employees must be wary and aware of any suspicious or unusual activities or requests from any other employee, customer or any third parties, and the company's policies and procedures must be strictly adhered to. In the event that there is any pressure on the employee by another employee, customer or external parties in order to violate the company's policies and procedures, the direct manager must be informed of this immediately.

4.4.4 Alcohol and drugs

It is known that such things are forbidden and prohibited in workplaces, especially by force of law, so the company prohibits its employees from selling, distributing, using, possessing, or transporting narcotic substances or alcoholic beverages, whether inside the company's buildings and facilities at all times or outside during working hours, and whoever does so has exposed himself to the procedure Disciplinary in addition to criminal accountability from the state.

4.5 honesty in implementation of jobs and job activities

- It means honesty in implementation of jobs and job activities. In the company, employees are committed to fulfilling their obligations within the framework of duty, the responsibilities and powers of his job and not to undertake what he cannot fulfill within the limits of his job powers.
- The company urges all employees to cooperate with each other, and concealing or withholding any work-related information from co-workers is considered immoral behavior that does not contradict the confidentiality of information clause.
- All workers are prohibited from carrying out any commercial work or participating in it without a written permit from the administration. The administration has the right to grant, reject or cancel this permit without giving reasons.
- All workers are prohibited from working for another employer, even outside the company's working hours.
- It is forbidden for officials of all ranks to use their subordinates or other workers to perform special services for them, and to assault or mistreat them in any way.

4.6 Dealing with suppliers

- It is not acceptable for any employee to receive any gifts from any of the current suppliers or potential suppliers, whether directly or indirectly, in the form of cash or in kind, for the purpose of performing any actions related to the supplier.
- It is not acceptable for any employee to accept services for free or at reduced prices or at a special discount from any supplier to make a deal during the employee's service period.
- In the event that the gift is in the form of a bribe in exchange for doing something special for the benefit of the supplier, it will be considered a legal offense.
- The general rule, which can be simplified in the case of simple gifts (New Year's gifts), is that the term "simple gifts" should be interpreted very carefully eg: agenda, notebook or pens.

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- If the employee has any doubts about accepting a particular gift, he should consult his direct manager and senior management

4.7 Complaints and suggestions

- Everyone within the company must submit any complaint or suggestion
- The proposal is submitted with an internal memorandum of the company
- The proposal is placed in the box designated for complaints and the other for suggestions
- The boxes are sorted every week by the committee assigned to search the two boxes
- Complaints and proposals are presented to the senior management for decision
- The proposal or complaint is then presented to the committee for consideration in both cases
- None of them are implemented and followed up for the completion of the two assignments

5.0 responsibilities

Director of Human Resources and Administrative Affairs

- Responsibility for publication and follow-up of the application and for the employees to sign the pledge.

Direct manager

- Enforcing the policy within the scope of his supervision.

6.0 Version history

approved by	approval	Review Date
Managing Director	Human Resources Manager	

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Personal undertaking to abide by the company's work ethics and job behavior policy

I acknowledge that I have received and read the Business Ethics and Employment Conduct Policy United Feeding Industries Company And I understand very well my responsibilities as one of the company's employees towards adhering to the principles, rules and standards set forth in this policy.

I also understand very well that my agreement to abide by this policy of ethics and business conduct is part of my contractual obligation with the company.

Name: _____ Job Number: _____

Signature: _____ Date: _____