

# “Code of Ethics”

## Sidi Kerir Petrochemical Co.

Ver.1 2025





## Contents of the Code of the Ethics

<b>1-Chairman &amp; CEO's Word</b>	<b>..... 1</b>	<b>5-4 Computer and information network Uses</b>	<b>..... 13</b>
<b>2-Introduction</b>	<b>..... 2</b>	<b>5-5 Exchange of gifts and entertaining invitations</b>	<b>..... 16</b>
<b>3-Vision, mission and values of SIDPEC</b>	<b>..... 3</b>	<b>5-5-1 Accepted gifts and invitations</b>	<b>..... 17</b>
<b>4 -Company responsibility</b>	<b>..... 4</b>	<b>5-5-2 Gifts and invitations</b>	<b>..... 18</b>
<b>4-1 Occupational Safety and health</b>	<b>..... 5</b>	<b>6 -Conflict of interest</b>	<b>..... 19</b>
<b>4-2 Environment</b>	<b>..... 6</b>	<b>7 -Business dealings with third parties</b>	<b>..... 20</b>
<b>4-3 Employee rights</b>	<b>..... 7</b>	<b>8 -Provide information about the company</b>	<b>..... 22</b>
<b>5-Employee responsibilities</b>	<b>..... 9</b>	<b>9 – Retaliation</b>	<b>..... 23</b>
<b>5-1 Employee responsibility</b>	<b>.....9-10</b>	<b>10 -Bribery and corruption</b>	<b>..... 24</b>
<b>5-2 Managers Commitment</b>	<b>..... 11</b>	<b>11 – Whistleblowing &amp; Asking for help</b>	<b>..... 26</b>
<b>5-3 Record keeping</b>	<b>..... 12</b>	<b>12 – Protection of company assets</b>	<b>..... 27</b>

# 1. Chairman & CEO's Word

Ethical values represent the core identity of SIDPEC and are one of the pillars of its corporate culture. They guide behavior and establish an atmosphere of integrity, respect, and responsibility in all our dealings, both internally and externally.

We believe that commitment to ethical principles is not only a professional obligation but also a fundamental driver for excellence and sustainability. It ensures a work environment that respects individuals, fosters creativity, and preserves the environment.

SIDPEC aims to embed a culture based on transparency, fairness, diversity, teamwork, accountability, and positive citizenship. We are committed to providing products and services that meet the highest quality standards and reflect our commitment to these values at every stage of our operations.

We believe that the reputation and true capital of the company are embodied in the behavior of its employees and the trust placed in us by those who deal with us. Therefore, every individual at SIDPEC is an ambassador for these values.

Adherence to this code is an individual responsibility for every employee of the company. All employees are expected to respect the principles outlined herein. Appropriate actions will be taken against any behavior that violates these values, in accordance with the policies and regulations adopted by the company.

I urge my dear colleagues to always serve as a model of ethical commitment, reflecting the vision of SIDPEC, contributing to achieving its developmental goals, and enhancing its position as a leading national institution in the petrochemical industry.

Together, towards a more prosperous future that befits SIDPEC's history and reflects its aspirations.



**Engineer / Mohamed Mohamed Ibrahim**  
**Chairman of the Board and Managing Director**

A handwritten signature in black ink, appearing to be 'M. Ibrahim', written over a faint circular stamp or watermark.

## 2. Introduction

In today's fastpaced business world, where technological and economic changes occur rapidly, companies are in urgent need of a clear ethical framework that guides the behavior of their employees and ensures the sustainability of their success. Professional ethics serve as an essential foundation for delivering outstanding performance in any field, particularly in critical sectors such as the petrochemical industry, where specialized technical expertise meets the social responsibility required to ensure the health and safety of the community and the environment.

**SIDPEC** strives for excellence in delivering highquality products, a goal that can only be achieved through strict adherence to professional ethics. These ethics serve as the framework that defines behavioral standards for all employees, reinforces a culture of transparency and integrity, and supports development in line with global standards in the petrochemical industry. Sustainable success within the company requires that all work be based on principles of mutual respect, honesty in dealings, and transparency in all processes.

This charter serves as a compass that guides all of us in performing our daily work, both within the company and in our external dealings.

The charter is not merely a set of written rules, but rather a living expression of our values and principles. It ensures that we work in an environment governed by **integrity and professionalism**. It is the framework that helps us make the right decisions and places us all on the path of commitment to the highest ethical standards.

Our goal with this charter is not only to guarantee work quality, but also to strengthen **the mutual trust** among us as a team, and between us and our clients and partners. It binds us all to act transparently, respect laws and regulations, and protect confidential information — one of the most important assets of our company.

Furthermore, our charter reinforces our commitment to the **environment and society**. We do not merely produce highquality petrochemical materials; we are committed to ensuring that our operations are environmentally friendly and sustainable, while contributing to the wellbeing of the communities in which we operate.

The charter also encourages innovation and teamwork. We believe that excellence is achieved through new ideas and integrated efforts. By embracing this charter, we affirm that success lies not only in achieving goals, but in achieving them in ways that reflect our true values.

Let us all make this charter a part of our daily behavior, for it represents the strength of our company and the foundation of its continued success.

**Together, we elevate our company and build a bright future for ourselves and for future generations.**





### 3. Vision, Mission, and Values of SIDPEC

#### Our Vision

“Maintaining our leadership in the petrochemical industry in both local and international markets, through the adoption of sustainable practices and flexible strategies that drive Egypt's petrochemical industry forward, while delivering exceptional value to stakeholders and adapting flexibly to market dynamics.”

#### Our Mission

“Producing and marketing highquality petrochemical products through a business model built on the highest standards of integrity and professional ethics, and relying on the integration between employing competent human capital and utilizing the latest technologies and management systems, with the aim of achieving continuous growth and maximizing profitability for shareholders.”

#### Our Values

SIDPEC plays a leading role in Egypt's petrochemical industry, serving as one of the key pillars supporting the national economy and contributing to enhancing the global competitiveness of Egyptian industry. Since its establishment, the company has adhered to a set of strong values and principles that guide all its production and administrative activities, making it a model of excellence in quality, innovation, and sustainability.

By applying global standards in safety and quality, and continuously developing its technologies, SIDPEC has successfully delivered high quality petrochemical products used across multiple industries such as plastics, packaging, and construction materials. In addition, the company is deeply committed to its environmental and social responsibilities, striving to maintain a clean environment and support sustainable development, while implementing developmental initiatives that improve people's lives and strengthen the local economy.

In this context, we highlight SIDPEC's core values and its pivotal role in reinforcing each one, reflecting the company's commitment to delivering an integrated model of industrial success, social responsibility, and environmental sustainability. The main values embraced by SIDPEC are:

- **Integrity**: We are committed to fairness and the highest ethical standards in all our dealings.
- **Safety**: We uphold the highest standards in the fields of safety, security, health protection, and environmental preservation.
- **Business Excellence**: We strive for excellence in every task we perform.
- **Employee Development**: We encourage continuous learning and develop our employees to the fullest extent.
- **Sustainability**: We are always committed to making a positive impact on our community and future generations, and to using our resources wisely and efficiently.
- **Team work**: We work hand in hand, united in purpose, to achieve our goals with complete success.



## 4. Corporate Responsibility

SIDPEC bears a significant responsibility towards its employees and partners to ensure a work environment and partnership that fosters professional excellence and mutual success. The company's responsibilities toward employees, contractors, suppliers, and customers encompass several key areas, including the following:

- **Providing a Safe Work Environment :**  
SIDPEC is committed to providing a healthy and safe working environment for all its employees and partners, including contractors and suppliers. The company takes all necessary measures to protect them from occupational risks.
- **Developing Employee Skills :**  
The company is responsible for training employees and developing their skills in alignment with market requirements and company goals through continuous educational and training programs.
- **Fair Treatment :**  
SIDPEC ensures fairness for all employees, engages in transparent and fair dealings with suppliers and contractors, and maintains integrity in all contractual relationships, promotions, and bonuses.
- **Compliance with Company Regulations and Procedures :**  
SIDPEC applies all internal regulations and policies fairly and transparently to all employees, suppliers, and contractors to ensure compliance with professional standards and local laws, thereby strengthening the legal work environment.
- **Employees and Partners Rights :** The company ensures the rights of employees regarding salaries, leave, and insurance, and adheres to the rights of suppliers and contractors as per agreed contracts. It also respects the interests of customers and meets their needs efficiently and professionally.
- **Encouraging Innovation and Creativity :** SIDPEC provides a work environment that encourages employees and business partners (suppliers and contractors) to come up with innovative ideas, which contributes to improving processes and increasing productivity.
- **Continuous Communication :** The company emphasizes continuous communication with employees, customers, suppliers, and contractors through official channels to ensure transparency, strengthen relationships, and address any inquiries or challenges that may arise.
- **Environmental Responsibility :** The company aims to reduce emissions resulting from its industrial operations and manages waste in environmentally friendly ways. SIDPEC uses energy efficiently and implements programs for resource recycling.
- **Social Responsibility :** The company supports the Egyptian community, particularly Alexandria and its surroundings, by funding initiatives in education, healthcare, and improving living standards. It also focuses on hiring local talent and providing training opportunities for young people to enhance their skills in line with industry requirements.
- **Innovation Culture :** SIDPEC encourages its employees to propose new ideas to improve production and service processes, while providing the necessary support to develop innovative technologies that boost operational efficiency.





## 4.1 Occupational Safety and Health

At SIDPEC, we believe that sustainable success cannot be achieved without adhering to the highest standards of safety and health. This commitment is an integral part of our responsibility towards our employees, partners, and the surrounding community. We recognize that a healthy and safe work environment is not just a legal requirement but is also the foundation of the culture of transparency and mutual respect that we strive to establish in all our activities.

Based on these values, this charter provides a clear framework reflecting our steadfast commitment to protecting the health and safety of everyone and fostering a safe and thriving work environment. From this commitment, we:

- 1. Adhere to Standards and Laws :** We are committed to fully complying with local and international standards related to occupational health, safety, and security.
- 2. Provide a Healthy and Safe Work Environment :** We strive to provide a clean and hazard free workplace that supports the well being of our employees and enhances their productivity.
- 3. Enhance Awareness & Training :** We offer regular training programs to empower our employees to identify risks and effectively implement safety measures.
- 4. Protect Our Employees and Assets :** We are committed to safeguarding our employees while they perform their duties, as well as taking necessary measures to protect our facilities and information from any potential threats.
- 5. Encourage Responsible Reporting :** We promote a culture of transparency by encouraging employees to report any unsafe practices or conditions without fear of repercussions.
- 6. Assess Risks and Take Actions :** We conduct regular risk assessments and implement appropriate preventive measures to minimize or eliminate risks.

Additionally, employees are required to adhere to safety standards that reinforce the concept of a safe working environment. These key points include:

- Awareness and Training :** We offer regular training programs to empower our employees to identify risks  
Emergency Procedures Compliance : Familiarity with emergency plans and adherence to specified instructions for proper action during accidents or disasters.
- Cautious Handling of Hazardous Materials :** Adherence to guidelines for using, transporting, and storing chemicals or hazardous materials to ensure their safety and the safety of others.
- Participation in Improving Safety Standards :** Providing suggestions and observations that can enhance the work environment and strengthen safety procedures.
- Verification of Safety Equipment :** Regular inspection of personal protective equipment and safety tools to ensure their suitability for use.





## 4.2 Environment

At SIDPEC, we recognize that protecting the environment is a shared responsibility that requires us all to commit to sustainable practices that safeguard our planet for both current and future generations. Based on our belief in our central role in preserving natural resources and minimizing the environmental impact of our activities, we are committed to the following:

### 1. Environmental Compliance:

- Full Compliance with Environmental Laws and Regulations : Adhering to all local and international environmental laws and regulations governing the company's activities.
- Regular Review of Compliance : Conducting periodic reviews to ensure alignment with regulatory updates.

### 2. Reducing Environmental Impact:

- Minimizing Resource Consumption : Reducing the use of natural resources through effective strategies for their conservation.
- Reducing Carbon Emissions and Improving Energy Efficiency : Lowering carbon emissions and enhancing energy efficiency across all operations.
- Reducing Waste Production : Minimizing waste generation and implementing recycling programs and waste

### 3. Promoting Sustainable Practices:

- Integrating Sustainability into Product Design, Supply Chain Management, and Distribution : Incorporating sustainable practices into product design, supply chain management, and distribution processes.
- Selecting Suppliers and Partners Based on Their Commitment to Sustainable Environmental Practices : Choosing suppliers and partners who are committed to sustainable environmental practices.

### 4. Education and Awareness:

- Implementing Training Programs to Enhance Environmental Awareness Among Employees : Conducting training programs to raise awareness about environmental issues among employees.
- Promoting Environmental Responsibility Among Partners and Stakeholders : Spreading awareness of environmental responsibility among partners and stakeholders.

### 5. Innovation for the Environment:

- Investing in Developing New Technologies That Reduce Environmental Impact and Improve Resource Efficiency : Investing in innovative technologies that minimize environmental impact and enhance resource utilization.
- Supporting Environmental Research and Studies Aimed at Finding Innovative Solutions : Supporting research and studies focused on developing creative solutions to environmental challenges.

### 6. Collaboration for Change:

- Collaborating with Governmental Bodies, Civil Society, and Environmental Organizations to Strengthen Joint Efforts to Protect the Environment : Working together with government entities, civil society, and environmental organizations to enhance collective efforts in environmental protection.
- Participating in Global and Local Environmental Initiatives to Support Sustainable Development Goals : Engaging in global and local environmental initiatives to support sustainable development goals.

**"We are committed to transforming these principles into daily practices that demonstrate our dedication to protecting the environment and enhancing the well – Being of the community in which we operate."**







### 4.3 Employee Rights

At SIDPEC, we believe that employees are the fundamental cornerstone of our success and the primary driver of our continuous development and achievement of our goals. Our commitment to them stems from a deep understanding that every individual in our team is an integral part of our organization, and investing in their wellbeing and development is an investment in the future of our entire organization. We take on the responsibility of providing a work environment that values their efforts, respects their rights, and works to enhance their sense of security and belonging. We strive to empower them to achieve their professional and personal aspirations and motivate them to innovate and actively participate in realizing our mission and vision.

Since we believe that the strength of an organization lies in its people, we are committed to fostering a workplace culture based on fairness and equality, ensuring an environment that provides equal opportunities for growth and development for everyone. From this perspective, we adhere to the following principles and guidelines:

**Respect and Equality:**

- Treat all employees with fairness and respect, regardless of gender, race, religion, or social background.
- Commit to equal opportunities and ensure a workplace free from discrimination or harassment.

**Development:**

- Provide continuous training and development opportunities to enhance employee efficiency and achieve their professional goals.
- Encourage innovation and creativity and support individual and group initiatives.

**Health and Safety:**

- Ensure a safe and healthy work environment that protects employees from occupational hazards.
- Provide necessary guidance and instructions to ensure everyone adheres to health and safety procedures.

**Appreciation and Rewards:**

- Recognize the efforts of employees and reward them fairly based on their performance.
- Provide material and nonmaterial incentives to motivate employees to achieve excellence.

**WorkLife Balance:**

- Support policies that achieve a balance between work requirements and employees' personal lives.
- Offer flexibility in work arrangements to accommodate individual needs while meeting company requirements.

**Commitment to Rights:**

- Respect and protect the legal rights of all employees in accordance with applicable laws and regulations.
- Commit to providing fair employment contracts and ensuring employees' rights to wages and leave are protected.

**Open Communication:**

- Foster an open and transparent dialogue culture between management and employees.
- Provide safe channels for reporting complaints or violations without fear of repercussions.

## Confidentiality and Privacy of Employee Data

- Employee data privacy and confidentiality are fundamental principles that reflect the organization's commitment to protecting employees' rights and fostering mutual trust. To ensure the protection of this data and its responsible use, adherence to the following basic rules is essential:
  - **Collecting Data Legally and Transparently:**
    - Personal data of employees must be collected with their explicit consent for clear and specific purposes.
    - Clearly explain how the data will be used and its intended purpose during the collection process.
  - **Protecting Data:**
    - Use secure and encrypted systems to store employee data.
    - Implement strict access controls so that only authorized individuals can access the data.
  - **Using Data Responsibly:**
    - Limit the use of data to the specific purposes for which it was collected.
    - Refrain from sharing data with third parties without employee consent or legal requirements.
  - **Compliance with Laws:**
    - Adhere to local and international laws and regulations related to the protection of personal data, such as the General Data Protection Regulation (GDPR) if applicable.
    - Update institutional policies to align with any legal changes.
  - **Awareness and Training:**
    - Provide regular training for employees on the importance of data protection and privacy.
    - Educate employees about their rights regarding their personal data and how to report any violations.
  - **Serious Handling of Violations:**
    - Establish clear procedures for investigating any data breaches or leaks.
    - Take corrective actions to prevent recurrence and compensate affected parties if necessary.
  - **Updating and Managing Data:**
    - Allow employees to review and update their personal data as needed.





## 5. Employee Responsibilities

### 5.1 Employee Responsibility

The responsibility of an employee towards SIDPEC is reflected in a set of duties that enhance the sustainability of the company's success and achieve its strategic goals. These include the following:

- **Adherence to Ethical Values and Regulations :**

- Employees must adhere to professional ethics, respecting core values such as integrity, transparency, and honesty in all transactions, in line with SIDPEC's practices.
- Employees are required to perform their assigned tasks with integrity, accuracy, professionalism, and within the specified timeframe, achieving maximum efficiency.
- Employees must be familiar with and strictly comply with all laws, regulations, decisions, and guidelines governing their work, avoiding any violations or negligence.
- Employees must refrain from any actions or behaviors that conflict with general etiquette and ethical standards. They should also avoid discussing political opinions, insulting others' religious beliefs, either within or outside their department, and inciting others against them.

- **Working Efficiently and Productively :**

- Employees are expected to deliver outstanding performance that reflects their commitment to achieving SIDPEC's goals & They should continuously strive to improve their professional competence.
- Employees must dedicate their official working hours to performing their job responsibilities or any tasks assigned to them within their scope of authority & They should not engage in activities unrelated to their official duties.

- **Following Policies and Procedures :**

- It is essential for employees to comply with SIDPEC's policies and internal procedures, which strengthen the work environment and contribute to the company's sustainable success.





## • Collaboration with Colleagues and Supervisors:

- ✓ Employees must foster a spirit of cooperation and teamwork with colleagues and supervisors at SIDPEC to ensure positive outcomes and improve overall performance.
- ✓ They must refrain from withholding any workrelated information from their supervisors, whether for the purpose of influencing decisions or hindering workflow.
- ✓ Employees should cooperate with their supervisors, providing objective and honest advice, guidance, and expertise they possess, and share all relevant information in their possession that serves the best interests of the work.
- ✓ They must treat their supervisors with respect and avoid seeking any preferential treatment through nepotism or favoritism.
- ✓ Employees must notify their supervisor about any violations, misconduct, or difficulties encountered in their work. Additionally, employees must fully and accurately brief their new direct supervisor on all topics and documents, including those still under implementation or study, to ensure continuity of work.
- ✓ Employees must treat their colleagues with respect and honesty, maintaining healthy and friendly relationships without discrimination.
- ✓ They should also respect colleagues' privacy and refrain from using any personal information maliciously. Additionally, employees should collaborate with their peers, share professional and objective opinions, and offer assistance when needed to address workplace challenges.
- ✓ Promoting positive attitudes among colleagues helps improve overall performance and the work environment. Finally, employees must avoid any unethical behaviors, practices, or actions that breach public morals and proper conduct.
- ✓ Develop the capabilities of subordinates, assist them, and motivate them to improve their performance. Additionally, they should serve as a good role model for subordinates by strictly adhering to laws, regulations, decisions, systems, and instructions.
- ✓ Transfer the knowledge and skills they have acquired to their subordinates and encourage them to increase information sharing and knowledge transfer among themselves.
- ✓ Supervise subordinates and hold them accountable for their work, evaluate their performance objectively, and strive to provide training and development opportunities for them in accordance with the company's systems and regulations.
- ✓ Respect the rights of subordinates and collaborate with them professionally without discrimination.
- ✓ Employees must respect SIDPEC assets and resources, and use them responsibly in a way that serves the company's interests and enhances its sustainability.
- ✓ They should strive to propose new ideas that contribute to improving operations and enhancing the work environment, thereby supporting innovation and sustainable growth.
- ✓ Employees should continuously seek to improve their performance, develop their professional skills, stay updated on the latest developments in their field and within their department, and provide suggestions that can enhance work processes and elevate performance while helping create a safe and healthy workplace.
- ✓ Employees must maintain the confidentiality of sensitive information related to SIDPEC and avoid disclosing it.
- ✓ They must also implement sustainable practices that reduce the environmental impact of industrial operations, while adhering to measures that protect natural resources and minimize harmful emissions.
- ✓ Employees must refrain from any activities or situations that could lead to a conflict between their personal interests and those of the company. In cases where a potential conflict arises, they must disclose it immediately to management.
- ✓ Employees are responsible for adhering to all safety and health standards and procedures implemented by the company to ensure a safe working environment for all employees and participants in operations.
- ✓ Employees must uphold the company's professional image by wearing appropriate and suitable attire during working hours, both inside the company and when performing work outside the office.
- ✓ They must not strike or incite others to do so, nor organize or participate in collective protests related to their job, regardless of the reasons or motives.
- ✓ They must adhere to the proper grievance procedures established by the company.



## 5.2 Managers Commitment

Managers play a central role in promoting ethical values within the organization, as they serve as the primary role models for employees and directly influence the work environment and the company's reputation.

Within the framework of adhering to the ethical code, managers have specific responsibilities aimed at ensuring ethical and professional behavior in all aspects of work.

Below are a set of guidelines that outline the obligations of managers under the ethical code to ensure transparency, integrity, and respect both within and outside the organization:

- **Be a Role Model**

- Adhere to professional ethical behavior and apply organizational values in all your actions.
- Respect internal laws and policies and serve as a model for employees to follow.

- **Act with integrity and transparency**

- Maintain honesty and transparency in decision Making and business management.
- Aoid conflicts of interest and disclose any situations that may lead to this.

- **Respect everyone**

- Treat employees, colleagues and stakeholders with fairness and respect.
- Encourage diversity and prevent discrimination in all its forms in the work environment.

- **Taking responsibility**

- Take responsibility for your actions and decisions and their impact on the institution and society.
- Support initiatives that promote sustainable development and social responsibility.

- **Keep information confidential**

- Protect sensitive information of the organization and stakeholders.
- Use corporate assets and resources responsibly and efficiently.

- **Encourage continuous development**

- Promote a culture of learning and innovation within the work team.
- Provide the necessary support for employees to achieve professional growth and excellence.

- **Communicate effectively**

- Clearly explain the goals of the enterprise, policies and ethical values of employees.
- Listen to the team's feedback and encourage open and constructive discussion.

- **Estimate crises wisely**

- Deal with crises quickly and wisely in line with moral values.
- Make thoughtful decisions that preserve the reputation and interests of the enterprise.

- **Commit to fairness and transparency in evaluation**

- Evaluate the performance of employees based on objective and fair criteria.
- Provide constructive feedback that helps employees improve.

- **Maintain a positive work environment**

- Foster trust and a spirit of cooperation between team members.
- Approach challenges with a positive spirit and always be a motivator for your team.

### 5.3 Keep Records

- Documents and records must be kept in accordance with the policies and laws governing this and the procedures followed at SIDPEC.

The basic rules that you must follow :

Never hide, alter, destroy or tamper with the following :

- Company records, documents or documents .
- Documents related to actual or pending litigation cases or those related to investigations by government agencies or regulatory and supervisory authorities or in circumstances where there is reason to believe that an investigation or lawsuit on a particular subject is likely to occur in the future .
- Waste or destroy records and books in accordance with the instructions for the type of document without obtaining prior permission to do so in a manner different from what is followed by SIDPEC with regard to record keeping .





## 5.4 Computer and information network Uses

The worker who has been provided with a computer/personal computer must take into account the following:

- Take all necessary measures to maintain his / her personal computer / computer.
- Do not download programs to the device only after reviewing the management of information and communication systems.
- Be sure to turn off the device before leaving the workplace. Maintaining the confidentiality of the information on his device by using his password and not disclosing it to others.
- Do not use the device for entertainment purposes and do not download games and entertainment programs . Do not log into other people's devices and try to get information from them .
- Using the device in order to develop skills and abilities in accordance with the interest of work
- Do not use the device to perform personal work . Rationalize the use of printers as much as possible .



## When accessing the internet, the worker must take into account the following :

- Commitment to use them for work purposes in order to develop abilities and skills related to the nature of his work and in the interest of work .
- Comply with the terms and requirements of intellectual property rights for files and programs and observe the conditions for rationalizing their use Consult systems, information and communications immediately if you notice any abnormal things during the use of the internet .
- Not to download texts and images that contain immoral or racist materials, contain extremist political views, incite violence and hatred, or any illegal activities .
- Do not download files that are not directly related to the nature of his work, such as video files, multimedia files such as movies, songs or music, and the like .
- Not to use the device and the internet to try to enter and infiltrate other devices and networks, and not to use the internet to send confidential or political materials or contain threats and harassment to others .







- **When using e-mail, the worker should take into account the following :**

- Not to use e-mail to create and distribute messages that contain propaganda, personal, immoral materials, those that include extreme political views or racist comments about religious beliefs and practices, gender, age, race.
- If any messages are received from any worker in this regard, the information and communication systems department must be informed about this directly .
- Do not resend messages that you receive that contain jokes, photos, or movie files and photos with a large storage capacity.
- Do not resend incoming messages that contain viruses or files that may be suspected of being viruses, and in this case, the Department of information and communication systems must be used .
- Taking into account that there is no privacy regarding messages that reach any worker or that he sends through the email system, and the email of any worker may be censored by authorized workers without prior notification .
- Not to open any Unknown or unexpected incoming messages, even if the message is from a person known to the worker, as well as not to open or download any attached files whose source is suspected . Use e mail to develop abilities and skills according to business requirements .

- **Regarding the uses of computer programs :**

- Do not download any unlicensed and illegally copied software on any SIDPEC computer.
- Do not accept or use any other person's confidential data unless authorized in writing by the company's legal affairs.
- Do not copy copyrighted documents, materials, or computer programs (such as government reports) unless you have a specific license and permission to do so.
- Do not use copyrighted materials or thirdparty trademarks to produce SIDPEC materials without obtaining specific permission from the original copyright owner, consult the company's legal affairs on whether (the principle of fair use)allows the use of short excerpts or not .





## **5-5 Exchange of gifts and entertaining invitations**

Exchanging gifts and entertaining invitations with business partners is a common practice in business environments, but it needs strict controls to ensure integrity and avoid conflicts of interest.

### **Symbolic gifts**

- It is preferable to accept symbolic gifts of low value that do not affect decision making or create a sense of obligation to the giver.
- Refrain from accepting cash gifts or gifts of great value that may be considered a means of influence.

### **Entertainment invitations**

- Leisure invitations that fall within the framework of the work, such as seminars or professional events, can be accepted provided that they are related to actual work activities.
- Invitations that may be interpreted as a means of undue influence on professional or business decisions should be rejected.

## 5-5-1 Accepted gifts and invitations

Within the framework of relations with business partners, there are types of gifts and invitations that are generally considered acceptable as long as they are in line with corporate policies and ethical standards. Such gifts and invitations include:

### Symbolic and simple gifts

- Items with low material value, such as promotional items (pens, notepads, or mugs with a company logo).
- Seasonal gifts associated with public events such as holidays or the end of the year.

### Job-related invitations

- Invitations to professional conferences or seminars directly related to work.
- A business lunch or dinner aimed at discussing business matters or building professional relationships, provided that the invitation is affordable.

### Promotional or trial offers

- Free samples of products or services of business partners for the purpose of evaluation or professional use.

### Collective advantages

- Gifts or invitations given to a whole team or group of workers rather than specific individuals, which reduces the likelihood that they will influence individual decisions.

### General conditions for accepting gifts and invitations

Gifts or invitations should not be conditioned by any obligations or decisions in favor of their giver.

- They should fit into cultural and moral values and be within the framework of accepted professional norms.
- Refrain from accepting any gift or invitation that may affect the neutrality or independence of the worker in making decisions.
- Accepting accepted gifts and invitations enhances professional relationships without affecting business integrity, always adhering to transparency and corporate controls.

## 5-5-2 Gifts and invitations

There are types of gifts and invitations that are categorically prohibited to accept, as they can form a conflict of interest or affect the integrity and transparency of relations with business partners. Such cases include the following:

### **Cash gifts or financial rewards**

- Any cash, cheques, or direct monetary rewards are considered unacceptable under any circumstances, as they may be interpreted as a bribe or a means of unlawful influence.

### **Gifts of great value**

- Luxury gifts that exceed reasonable limits or are acceptable in corporate policies, such as expensive watches, luxury electronics, or fully paid trips.

### **Extravagant entertainment invitations**

- Invitations that involve expensive leisure activities, such as attending sports events or fancy art parties, especially if they are not directly related to work.

### **Conditional gifts or invitations**

- Any gift or invitation is granted on the condition that certain decisions are made or special benefits are provided to the donor party.

### **Gifts that violate laws or cultural values**

- Gifts that violate local laws or cultural and religious norms of the company or worker.
- Materials that are prohibited or that may be considered morally or legally offensive.

### **Gifts or invitations that lead to a conflict of interest**

- Gifts from suppliers or business partners during negotiation or contract periods.
- Invitations that may show bias or influence professional decisions.

### **The procedure to be followed**

- In the event that a gift or an invitation of an unacceptable type is presented, it should be gently rejected with an explanation of the company's policy.
- Promptly report any attempt to make an unacceptable gift or invitation to the appropriate department to ensure transparency.

**Refusal of unacceptable gifts and invitations protects the integrity of the company and promotes trust in relations with business partners.**



## 6 - conflict of interests

A conflict of interest occurs when personal or family interests interfere with professional duties and responsibilities, which can affect making decisions objectively and impartially.

One of the forms of conflict of interest is **self-employment**, in which the worker or official is engaged in projects or activities that conflict with the interests of the company in which he works.

Working for third parties can lead to a conflict of interest when personal interests interfere with the duties of the worker, which may affect his professional decisions or actions, for example: if the worker works on his own project or for the benefit of another entity directly related to his decisions in the enterprise, this may affect the impartiality of judgment and making appropriate decisions in the public interest.





## 7 –Business dealings with third parties

- Third-party customers, distributors and suppliers are dealt with commercially in accordance with sound legal practices, relevant policies, regulations and requirements, where they are enforced with the requirement of these parties to comply with these laws and policies and meet safety requirements and environmental protection standards .
- The legal department is consulted when drafting contracts, agreements, etc .with external parties.
- Resorting to means that take into account justice and fairness to compete between external parties of customers and suppliers in accordance with the company's policy and regulations in order to take into account equal opportunities and ensure obtaining the best possible quality.

## Employees Obligations:

- Refrain from any activity that would lead to the emergence of a real, apparent or potential conflict between his personal interests and his job responsibilities and tasks .
- Refrain from carrying out any activity that is not commensurate with the objective and abstract performance of its tasks, or that could lead to preferential treatment of natural or legal persons in their dealings, or harm the reputation of the company . Immediately notify his immediate superior in writing in the event of a conflict of interests with any person, or if a conflict arises between personal interest and public interest, or the worker is subjected to pressures that interfere with his official duties, or raise doubts about the objectivity with which he should deal with clarifying the nature of the relationship and how the conflict is, and the immediate superior must take the necessary measures for this and in all cases the public interest must be taken into account when addressing this conflict.
- Not to use his job directly or indirectly to obtain financial or material gains or anything of value for his own benefit or for one of his relatives.
- Not to exploit or use the information obtained during the performance of his official duties and after the end of his work in the company, as a means to achieve personal benefits for himself or others directly or indirectly, or to offend others, and not to disclose information to give an unfair or unreasonable privilege to other parties.
- To give opinions and advice on the selection, promotion, training, remuneration, evaluation, assignment or secondment of employees or any of the matters related to their work, with absolute transparency and integrity and free from any considerations related to kinship, friendship or utilitarian concepts, without any discrimination based on gender, race, age or religion and following the bases of merit, merit and competitiveness, and in full compliance with the approved powers and work procedures.
- Inform the immediate superior in writing of any violation of the laws, regulations and instructions in force that he is familiar with during his work in the field of selection, appointment, promotion, training, performance evaluation and the like.
- The immediate superior shall verify the authenticity of the communication and take the necessary measures with the concerned authorities to ensure the rectification of the situation in accordance with the approved laws, regulations and procedures.
- To refrain completely, either directly or indirectly, from any preferential treatment for any person during nepotism.
- To preserve the public money and the interests of the company and its property and not to give up any of its rights and to inform his direct superior of any encroachment on public money or any negligence or conduct detrimental to the public interest.
- Not to use the company's property for private gain or to promote goods or services for his benefit or the benefit of a third party.





## 8 – Provide information about the company

Dealing with third parties requires careful thought and a deep understanding of the nature of legal and media issues, so only officially authorized personnel are allowed to communicate with these entities and answer their inquiries.

The basic rules that you must follow :

Always take care of :

- Consult the relevant departments within the company before making any press statements about matters related to the company
- Immediately inform the concerned departments of any incoming inquiries, and coordinate with them to obtain approval before responding.
- Participate in conferences and public meetings and deliver official speeches on behalf of SIDPEC after coordination with the responsible authorities.
- Any information regarding the current or future financial situation of SIDPEC may not be disclosed, except through officially authorized officials in accordance with approved professional standards.
- Persons authorized to make official statements on non financial matters are determined by senior management.
- Even at informal gatherings, any speech or presentation should be reviewed with the immediate superior, making sure that it does not cause any harm to the company's reputation or the interests of shareholders.
- Compliance with these guidelines ensures the protection of the interests of the company and the preservation of its professional image.



## **9 – Retaliation**

Any employee who seeks advice in good faith or has some doubts and questions should report this immediately and without delay. He is doing the right and correct behavior and follows the text of the code of professional conduct by the need to comply and act in accordance with the requirements of the company's policies.

SIDPEC will not accept any retaliatory or oppressive actions or reactions that may be taken against any worker .



## **10-Bribery and corruption:**

Bribery means the offer or acceptance of gratuities unjustly with the aim of influencing the actions and decisions of figures in government and official positions or in the business field in order to achieve unfair and undeserved material gains .

### **Anti bribery and corruption laws :**

- The anti bribery and corruption laws prohibit the offer, provision or pledge of payment or transfer of any amounts or material possessions, including the provision of services, gifts or invitations to entertainment events to employees or officials for the purpose of obtaining or maintaining commercial contracts or transactions unlawfully and in an illegal manner or for any other reason or material or commercial benefit done illegally.
- It is prohibited to provide illegal amounts of money through a third party, so SIDPEC employees should be diligent and careful in selecting and monitoring contractors, agents and business partners .





## **The basic rules that you must follow :**

### **Never apply for the following :**

- Offering or providing unauthorized funds or equivalent, or authorizing the payment of any illegal amounts without any right, whether to a government official or any person or entity related to him An attempt to incite an official to commit an act contrary to the law .
- Do not fail or turn a blind eye to reporting when you notice any indications of suspicious and inappropriate payments .
- Offer or accept any money, material possessions, gifts, bonuses, commissions and brokerage related to obtaining or granting commercial deals or contracts .
- Create fake and unregistered accounts or balances for any purpose .
- To carry out any action with the aim of inciting, facilitating or any other person to violate the rules, regulations and laws .
- Allow any agent or representative of Sid beck to take steps of questionable legality .

## 11 - Whistleblowing & Asking for help

If you have a question or reason to worry about any of the legal or ethical standards, the following points illustrate the many options available to you :

Talk to your direct manager or management manager, they are a good place to start discussing issues related to work or legal aspects, as the General Department of Human Resources Development plays a pivotal and essential role in addressing the solution and follow-up of all issues related to the code of professional conduct. You can also receive assistance and guidance by contacting the general manager of the General Department of human resources development of the company directly through e-mail or open talk.

**Encourage your colleagues and subordinates to express their questions, raise any concerns or doubts that may relate to the code of Professional Conduct and deal with the matter appropriately and appropriately.**







## 12 – Protection of company assets

All employees are responsible for maintaining the company's assets and making sure that they are not misused or wasted. These assets include: Property, time, personal and confidential information, intellectual property rights, strategic plans, sources of financing, as well as devices and equipment intended for the use of personnel.

### Company property

Each worker is personally responsible for the assets that he uses during his work, which requires care not to damage or waste them. Any misuse of the company's property by others must be reported, and the use of the company's facilities for personal purposes is prohibited except to a very limited extent.

Mobile devices, such as computers and phones, are owned by the company, and employees are required to preserve them as if they were their personal property, taking all necessary measures to prevent their loss, damage or theft. It is allowed to use some of the company's equipment for personal purposes casually, for example, to make a necessary phone call related to family affairs.

### Company time

During working hours, employees are expected to fully concentrate on performing their tasks and not be busy with personal activities, and employees who are obliged to record working hours must do this accurately and honestly.

### Intellectual property and Information Protection

The company constantly produces valuable ideas, strategies and information that fall under the concept of "intellectual property", which requires its protection to the same extent as we protect physical assets, and due to the importance of this information, the laws grant the Company rights to protect it and prevent its use or exploitation by unauthorized parties.