



Company Name:

شركة الديار المتحدة
Diyar United Company

Title:

Supplier Code of Conduct

Issue date
01-11-2016

Rev date
05/06/22

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REVISION HISTORY

Revision	Description of Change	Author	Reviewed By	Approved By	Effective Date
01	Revised Clause 3.3, 3.6, and 3.9	MR (Q, H&S)	Dennis Appleby	Dr. Mohammed Marouf	05/06/22

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1.0 PURPOSE

This Supplier Code of Conduct has been developed to convey the standards to which Suppliers are requested to adhere when conducting business with Diyar.

2.0 SCOPE

This conduct applies to all of the Diyar's current and future vendors, suppliers, contractors, consultants, agents and other providers of goods and services (our "Suppliers") the standards to which Suppliers are required to adhere when conducting business with Diyar.

3.0 POLICY

Our Code incorporates best practices in the areas of Labour and Human Rights, Health and Safety, Environmental Impact, Ethics and Management Commitment; along with emphasis on the element of overall social responsibility.

3.1 Human Rights

Suppliers are required to treat employees with respect and dignity ensuring adherence to employment policies, including applicable laws against discrimination and harassment.

3.1.1 Nondiscrimination

Suppliers are required to ensure employment is based on ability and not on beliefs or any other personal characteristics such as color, race, caste, religion, age, maturity, nationality, social or ethnic origin, status, sexual orientation, gender, gender identity or expression, or any other status or characteristic that is not related to the individual's merit or the inherent requirements of the job.

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3.1.2 Forced Labor

Suppliers are requested not to use any type of involuntary or forced labor, including, prison, slave or human trafficked labor.

3.1.3 Harassment

Suppliers are required to treat their workers with dignity and respect and abstain from using corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse on its workers and employees.

3.1.4 Wage and Benefits

Suppliers are required to pay workers at least the minimum compensation required by local law and provide all legally mandated benefits.

3.1.5 Community

Suppliers are required to respect the human rights of the communities in which they operate. Suppliers are advised to strive forward to improve the communities in which they operate by charitable donations and involvement of their employees in their sphere of influence.

3.3 Gifts and Entertainment

Diyar is committed to conducting all business without undue influence. The Code requires us to exercise good judgment and practice moderation in giving and receiving business gifts and entertainment.

Suppliers should be aware that it is not acceptable for any employees to give, solicit or receive gifts, payments, services or other benefits that influence any business decision or that create the appearance of influencing any business decision.

Diyar is committed to conducting all business without undue influence. The Code requires us to exercise good judgement and practice moderation in giving and receiving business gifts and entertainment. Examples of other corrupt activities includes – travel and hospitality, facilitation, political donations, loans from clients/customers, community benefits and club membership, personal favors etc.

Suppliers are required to be aware that it is not acceptable to give, solicit or receive gifts, payments, services or other benefits that influence any business decision or that create the appearance of influencing any business decision.

3.4 Quality, Health, Safety, Environment (“QHSE”)

In accordance with Diyar’s Quality, Health Safety & Environment policy and guiding principles; we are committed to operate in a responsible manner that ensures standard operating quality procedures are followed; and in a manner that safeguards the health and safety parameters and also protects the environment.

Suppliers are required to provide workers a clean, safe and healthy work environment in compliance with all legally mandated standards for workplace health and safety. Suppliers are required to be compliant with

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local environmental laws and practices including but not limited to those pertaining to waste disposal (proper handling of toxic and hazardous waste, segregation where regulated, etc), air emissions, pollution, etc.

3.5 Laws and Regulations

The Suppliers are required to operate in full compliance with all applicable laws and regulations of the countries in which they operate; including, but not limited to, those relating to labor and employment, immigration, health and safety, intellectual property, corruption and the environment as well in full compliance with this Code.

3.6 Anti-Corruption

As top management of Diyar we pledge and commit for zero tolerance towards corruption. Diyar is committed to abiding by all laws and regulations to prevent bribery and corruption and thus we encourage our employees to comply with all applicable anti-bribery and anticorruption laws.

Corruption can take many forms, and can include behaviors like:

Public servants demanding or taking money or favors in exchange for services, politicians misusing public money or granting public jobs or contracts to their sponsors, friends and families, corporations bribing officials to get lucrative deals etc.

Suppliers are requested to abstain from offering, paying, soliciting or receiving any form of bribe as an inducement or reward for any business transaction which intends to obtain improper advantage.

3.7 Fair Dealings

Diyar does not seek competitive advantages through illegal or unethical business practices.

Suppliers are required to conduct their business in full compliance with all applicable laws intended to promote free and fair competition.

3.8 Confidential/Proprietary Information

Suppliers are required to respect the Company's intellectual property, and other confidential, proprietary or sensitive information, and may not use or disclose any such information except in accordance with their contract with the Company and only for the benefit of the Company. Any information or data regarding the Company's operations shall be treated by Suppliers as confidential at all times.

3.9 Communication & Reporting

Diyar is committed to maintaining the highest levels of integrity and honesty amongst its workforce and takes very seriously any form of malpractice that is identified in the name of the organization. As an organization, our values are to be fair and transparent across all business channels and our Whistleblower Policy is designed to further strengthen our culture of ethics and reliability.

The Company has developed a whistleblowing policy that specifies guideline for reporting any suspicious or violating conduct committed, so that the necessary remedial action may be taken in a timely manner.

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We encourage our business partners to report any serious concerns – that show any malpractices, unethical conduct, fraudulent or illegal practices through our dedicated whistleblower E-mail. (whistleblowing@diyarme.com)

We assure that all the reports will be thoroughly reviewed by Diyar’s Human Resources Team, and the identity of the reporter will be kept confidential, unless express permission is given.

TO REPORT ANY SUSPICIOUS BEHAVIOUR OR ACTIVITY (ILLEGAL, UNACCEPTABLE OR UNDESIRABLE), PLEASE COMPLETE THE FORM ATTACHED AND SEND IT WITH THE SUPPORTING DOCUMENTS BY ONE OF THE FOLLOWING WAYS:

- By hand to Head office | BT Tower, Khaled Bin Waleed Street- Sharq, Kuwait. P.O.Box 3985-Safat 13040
- By email: whistleblowing@diyarme.com

6.0 EFFECTIVE DATE

This policy is effective from **5th June 2022** and supersedes any other such policy previously in effect.

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Please provide the following details about any suspicious behavior or activity (illegal, unacceptable or undesirable) suspected or any violation or suspicion of violating the law or regulations that may negatively affect the company. Please note that you may be asked for assistance to complete the investigation, if necessary.

VIOLATION REPORTING IS TREATED WITH STRICT CONFIDENTIALITY

Please note, all the fields are mandatory except 'Witness information'

Reporting person information

Name : _____ **Position :** _____ **Department :** _____

Telephone : _____ **Email:** _____

Suspect's information

Name : _____ **Position :** _____ **Department :** _____

Witness information (if any)

Name : _____ **Position :** _____ **Department :** _____

Telephone : _____ **Email:** _____

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1. What is the violation / inappropriate activity that occurred?

2. Who is the perpetrator of this violation / inappropriate activity?

3. When did the event happen and when did you notice the event?

4. Where did the event happen?

5. Is there evidence that can be presented to us?

6. Is there another suspect party other than mentioned above?

7. Do you have any other information or details that would help us in the investigation?

8. Do you have other notes?