

	Company Name: <b>شركة الديار المتحدة</b> <b>Diyar United Company</b>	Document No: <b>WBP-01-01</b>		
		Issue No 1	Revision No 1	Review No 1
Title: <b>Whistleblower Policy</b>	Issue Date 22.12.2021	Revision Date 20.09.2023	Review Date 15.09.2023	Page 1 of 1

## Whistleblower

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.

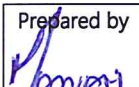

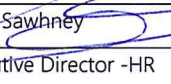
We encourage our employees and business partners to report any serious concerns – that show any malpractices, unethical conduct, fraudulent or illegal practices through our dedicated whistleblower E-mail. (whistleblowing@diyarme.com)

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



Prepared by 	Name : Mariam Hyder Ali Job Title : Sr.Manager (HR)	Reviewed by 	Name : Seema Sawhney Job Title: Executive Director -HR	Approved by 	Name : Dr.Mohammed Marouf Job Title : President
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	Company Name:	Document No:			
	شركة الديار المتحدة <b>Diyar United Company</b>	F/WBP/01-00			
Title:		Issue No	Rev No	Rev No	Department:
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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:** \_\_\_\_\_

	Company Name: شركة الديار المتحدة Diyar United Company	Document No: F/WBP/01-00		
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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?**