



Date: 23 September 2023

CODE OF CONDUCT

1.1 Personal responsibility

All employees must accept personal responsibility, for compliance with the standard of conduct.

In particular, employees must:

- Perform duties with care, diligence, professionalism and integrity;
- Strive for the excellence to deliver outstanding quality services to customers (internal as well as external);
- Adopt a friendly, professional and helpful attitude in their dealings (Client and co-workers);
- Avoid or reduce waste, or extravagant use of company resources;
- Not take, or seek to take any improper advantage with official activities;
- Behave in a manner that maintains or enhances the reputation of the company.

1.2 Compliance with the law

- All employees must comply with the law. Employees who commit offences involving, in particular prohibited drugs; fraud; seeking or accepting bribes will be subject to disciplinary action.
- Employees must not use their positions or relationships established in the course of their duty to inappropriately influence for personal benefits.

1.3 Acceptance of gifts

- During contact with the customers or suppliers, it is essential that employees be free of any form of bribery or corruption. Acceptance of gift is fully prohibited.

1.4 Conflict of interest

- Employees must not be involved directly or indirectly to any activities including official decisions, information and dealings which may arise conflict of interest.

1.5 Political activities

- Employees must not make inappropriate action on matters relating to government policy and programs.

1.6 Conduct in money matters

- Any money accepted on behalf of the company must be accounted immediately in accordance with formal instructions. Any transactions must be accounted correctly. Only authorized persons may make spending decisions.

1.7 Confidentiality and use of official information

- All employees have a duty not to disclose any information that has been obtained in the course of official duties. This rule extends to all documents, records, and information stored electronically.

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