



## INTRODUCTION

Confidentiality of information is of great importance and contributes to QAFAC's success. We conduct business in compliance with the principles established in our Code of Conduct, our values, and applicable laws and regulations. This Policy defines QAFAC's position and minimum compliance requirements for the protection of confidential information belonging to QAFAC and its business partners.

## OUR COMMITMENTS

- We maintain the confidentiality of information belonging to QAFAC for competitive, security and other business purpose.
- Information belonging to third parties and made available to QAFAC for legitimate business purposes, is also protected and kept confidential.
- We comply with all applicable information security, competition and securities laws and regulations.

## EXPECTATIONS AND APPLICABILITY

We require employees and all persons doing business with QAFAC to comply with this Policy and expect that:

- they do not disclose, or otherwise use, confidential information obtained in the course of employment or contractual engagement with QAFAC unless authorized to do so and to the extent strictly necessary to perform their duties
- these obligations remain in effect beyond termination of a QAFAC employment contract, contractual agreement or board appointment
- knowledge of confidential information about another party gained in the course of QAFAC work-related duties must be protected in the same manner as confidential information that relates to QAFAC's operations
- everyone shares the responsibility to protect QAFAC assets, intellectual property and commercial information efficiently and in order to advance the interests of the organization including information belonging to third parties but made available to QAFAC for legitimate business reasons
- supplementary steps must be taken to ensure that all information of a commercially and competitively sensitive nature is protected with access restricted to designated individuals and only disclosed on a need-to-know basis, and strictly to the extent required for the performance of relevant job duties
- unauthorized disclosure of confidential information, whether to internal or external parties, is strictly prohibited.

Where this Policy sets higher standards than those required locally, the higher requirements of this Policy will apply. It is everyone's duty to speak up if they observe or suspect a violation of this Policy. We will only work with those who share our standards of business conduct and values.

A handwritten signature in blue ink, appearing to be 'Ahmed Abdulqader Al-Ahmed'.

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**Ahmed Abdulqader Al-Ahmed**  
CEO, Qatar Fuel Additives Company Limited (QAFAC)  
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