



INTRODUCTION

People are at the heart of our organization. Our success depends on a safe workplace culture and an environment of mutual respect where everyone is treated with fairness and dignity. We conduct our business in compliance with the principles established in our Code of Conduct, our values, and applicable laws and regulations. This Policy describes our commitment to the highest standards of behavior. It also communicates our expectations when we work with each other, with business partners and with other external stakeholders, and defines our minimum compliance requirements.

OUR COMMITMENTS

- We treat everyone with respect and are committed to maintaining a workplace free from any unjust treatment.
- We do not tolerate discrimination of suppliers, partners or communities affected by our operations.
- All employees have the right to work in an environment that is free from intimidation, harassment and abuse, and we do not allow bullying or exploitation of positions of power.
- We value diversity and commit to providing an inclusive culture that allows everyone to make, and be recognized for their contribution.
- We hire, engage, develop and promote employees based on competencies and performance.
- In Qatar, in the context of our national vision for human development, we place a particular and positive emphasis on the hiring, engagement and development of Qatar nationals.
- We commit to making all employees of the organization aware of the provisions of this Policy and ensure that adequate resources are made available to fulfil its objectives.
- We provide employees with effective mechanisms for responding to potential violations of this Policy.
- We monitor our progress against this Policy and report on our performance at regular intervals.

EXPECTATIONS AND APPLICABILITY

We require employees and all persons doing business with QAFAC to comply with this Policy.

- All employees play a role in ensuring a respectful workplace by treating everyone in a considerate and professional manner, and questioning any inappropriate behavior.
- Managers are responsible for creating a safe and open working environment that emphasizes our core value of respect as a standard of performance.
- Managers who are advised of discrimination or harassment must report it to the Human Resources Department.
- If a manager becomes aware of a threat or incident of violence, they must immediately contact the Human Resources Department.
- In an emergency and if there is a direct and immediate threat to life or an incident of violence, employees must contact the relevant authorities and intervene if it is safe for them to do so.

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.

Ahmed Abdulqader Al-Ahmed
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