



INTRODUCTION

QAFAC's property and assets can take many forms, both tangible, such as facilities and equipment, and intangible such as information and intellectual property. Our assets enable us to work effectively so they are valuable for our organization and critical to our 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 with respect to asset protection.

OUR COMMITMENTS

- We respect, responsibly manage and protect our assets against damage, theft or unauthorized use by QAFAC employees and others.
- We do not use assets for personal benefit. Occasional personal usage of IT assets is permitted, as long as it does not compromise the interests of QAFAC or adversely affects job performance.
- We allow third party usage of our assets only when there is a clear underlying business purpose, or a clear public benefit from their use.
- We respect assets owned by others while ensuring that ours are also respected.
- We commit to providing the appropriate means and resources to protect our assets, including implementing technological solutions and procedures aimed at preventing misuse of information technology.
- We promote the awareness and understanding of asset protection to all employees through communication and training.
- We promote a safe and secure work environment by managing assets effectively and considering and mitigating risks appropriately.
- We commit to continuous improvement in the protection of our assets by:
 - establishing objectives for improvement and goals to systematically protect our assets
 - assessing performance and applying the necessary corrections to achieve the proposed goals.

EXPECTATIONS AND APPLICABILITY

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

- Everyone working for and at QAFAC is responsible for protecting QAFAC's property and assets.
- Employees must prevent non-authorized personnel from accessing our facilities, information, data or other assets.
- Any use of QAFAC's assets for purposes not directly related to our business, unless specifically provided for in this Policy, requires permission from a supervisor.

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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