



INTRODUCTION

At QAFAC, we are committed to the highest standard of ethical business conduct. Our success depends on everyone sharing in that commitment and proactively identifying and addressing concerns and acts of potential wrongdoing. We conduct our business in compliance with the principles established in our Code of Conduct, our values, and applicable laws and regulations. This Policy defines our minimum compliance requirements and confirms our expectation that all employees have a responsibility and are expected to report any actual or suspected breaches of the Code of Conduct, QAFAC policies and/or applicable laws and regulations.

OUR COMMITMENTS

- We build and maintain a working culture where speaking up is accepted and encouraged.
- We provide an easily accessible, confidential Speaking Up Line and other reporting mechanisms which we invite all employees and QAFAC stakeholders to utilize.
- We follow up on all reports made in accordance with this Policy in a confidential, timely and professional manner.
- We commit, to the best of our ability, to protect and keep confidential, the identity of anyone who raises a concern.
- QAFAC does not accept any form of retaliation, reprisal or victimization against anyone who raises a concern in good faith.

EXPECTATIONS AND APPLICABILITY

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

- We invite all concerns to be raised using our Speaking Up Line or other reporting channels.
- Reports can be more anonymously using any of the speaking up reporting channels.
- We encourage reporters to identify themselves when bringing concerns to our attention as this allows for a more effective and timely investigation.
- The Speaking Up Line and other related reporting channels should never be used to report events that present an immediate threat to life or property as they will not receive an immediate response.

Where this Policy sets higher standards than those required locally, the higher requirements of this Policy will apply. This Policy is open to all employees, persons doing business with QAFAC and other interested stakeholders. Should any of them wish to raise a concern regarding QAFAC's business practices, QAFAC invites them to do so in accordance with this Policy. It is our employees duty to speak up if they observe or suspect a violation of this or other QAFAC policies. We will only work with those who share our standards of business conduct and values.

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

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