

الأقطار

ALAQTAR

CODE OF CONDUCT

Introduction

ALAQTAR is committed to conduct its business fairly, honestly and with integrity, according to the highest ethical and legal standards. ALAQTAR shall require all registered vendors, manufactures, contractors, sub-contractors to abide by the policies and principles set forth in the attached ALAQTAR supplies code of conduct.

This Supplier Code establishes a policy for all current and potential ALAQTAR Suppliers who are, or who wish to be, doing business with ALAQTAR. Fundamental to this Supplier Code is an expectation that all Suppliers operate in full compliance with all laws, rules and regulations of the Saudi Arabia in which they do business.

Compliance with Laws, Codes and Regulations

It is the policy of ALAQTAR that all vendors conduct their operations in a manner consistent with all applicable laws wherever the company does business.

Ethical Business Practices

All procurement transactions are to be conducted fairly, honestly and with integrity, according to the highest ethical standards.

Bribery, Kickbacks and Fraud

You must follow applicable anti-corruption laws. Do not tolerate, permit, or engage in any form of corruption, extortion, or bribery.

Do not offer bribes, “kickbacks” or other payments designed to influence or compromise the conduct of ALAQTAR or its employees. Avoid even the appearance of unethical practices with regard to existing or proposed business relationships with ALAQTAR.

Business Gifts

ALAQTAR has strict policies relating to gifts, which limit the giving and receiving of gifts and business courtesies. Do not give Business Gifts of any value to ALAQTAR employees. “Business Gifts” include fruit baskets, flowers, cookies, cakes, and advertising novelties such as pens, caps coffee mugs, or T-shirts.

Fair Competition

ALAQTAR is committed to competing fairly and following antitrust and competition laws. We expect the same from our Suppliers. Do not enter into any agreement/s that violate anti-competition laws. Suppliers shall not engage in collusive bidding, price discrimination, anti-competitive, antitrust, or other unfair trade practices.

Fair Employment

Our Suppliers must respect each individual's rights, personal dignity, and privacy. We are committed to an inclusive work environment that recognizes the contributions of every individual and where all people are valued and respected, and all have opportunities to reach their full potential.

o Observe laws that pertain to privacy, prohibition of forced child labor, and local non-discrimination, as well as laws on working conditions, wages, benefits, working hours and overtime.

o Provide a working environment free from harassment and do not engage in any harassment directed at a person

Ethical Sourcing

Suppliers shall source goods or services from third parties that meet, as a minimum, country of origin standards for health and safety, working hours, pay, employment conditions and environmental protection.

Intellectual Property and Confidentiality

Suppliers will neither use, nor misappropriate, nor disseminate the intellectual property of ALAQTAR in any manner inconsistent with the particular engagement as a supplier to ALAQTAR.

Monitoring and Compliance

Suppliers must maintain necessary documentation to demonstrate their compliance with this Code of Conduct for Suppliers. ALAQTAR and/or its affiliates maintain the right to take certain actions, such as inspection of production facilities or review of the applicable documentation, to ensure compliance with the Code. ALAQTAR Suppliers are expected to take necessary corrective actions to promptly remedy any identified noncompliance. ALAQTAR reserves the right to terminate its business relationship with any ALAQTAR Supplier who is unwilling or unable to comply with the Code. Suppliers are to cooperate with ALAQTAR in any inquiries or investigations pertaining to past, current, or potential instances of unethical or fraudulent behavior or conflicts of interest related to any ALAQTAR business activity.

REPORTING

Suppliers and their Employees & Representatives are to promptly notify ALAQTAR when they become aware of any actual, or potential violation of this Supplier Code and to communicate plans to correct and remedy such violation. Potential or actual violations of this Supplier Code and other ethical irregularities are to be reported directly to the ALAQTAR by email on (insert email).

ALAQTAR'S SUPPLIER CODE OF CONDUCT ACKNOWLEDGEMENT FORM

(Applicable to Vendors, Manufacturers, Contractors, and Sub-Contractors)

ALAQTAR is committed to the highest ethical and legal standards in the conducts of its business. ALAQTAR requires all registered vendors, manufacturers, contractors and sub-contractors with which ALAQTAR conducts business to acknowledge and agree to abide by the policies and principles set forth in the attached ALAQTAR Supplier Code of Conduct.

ALAQTAR's Code of Conduct shall be acknowledged by all vendors, manufacturers, contractors, and sub-contractors at the time of registration or, if previously and currently registered, at the time of submitting a request for registration renewal, or submitting bids and proposals in response to ALAQTAR's invitations and solicitations to bid.

The Acknowledgement to ALAQTAR's Supplier Code of Conduct must be signed by an authorized representative of the Supplier or individuals acting as an attorney on behalf of the Supplier via an appropriate power of attorney that is consistent with the legal requirements of the Kingdom of Saudi Arabia.

Name: _____

Date: _____

Signature & Stamp: