
Code of Ethics and Business Conduct



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ENJAZ AL-SHARQ CONTRACTING ESTABLISHMENT
www.enjazalsharq.com®



Code of Ethics and Business Conduct

It is the policy of Enjaz Al-Sharq to provide Code of Ethics and Business Conduct, which serves as a guide to proper business conduct for all of our employees. It is expected from all employees to observe the highest standards of ethics and integrity in their conduct. That means adhering to the following:

Build Trust and Credibility

One major cause of success we have in our business is the trust and confidence we earn from our employees, clients and customers. We adhere to commitment, displaying honesty & integrity and reaching business goals solely through honorable practices. Before performing any action, we ask: will this build trust and credibility for Enjaz Al-Sharq? Will this create a healthy successful environment for the longer term targets? Is the commitment we are making something we can follow and achieve? The answer must be “yes” to all questions so that credibility and trust are achieved and enriched.

Respect

Everyone deserves to work in a healthy environment with respect and dignity. In Enjaz Al-Sharq, we believe this kind of environment motivates all employees to bring out all potential and results in successes. We are committed to provide a workplace that is free of discrimination of all types, offensive and harassing behaviors. Any employee who feels discriminated against or harassed by any mean should report to the management or the Human Resources Department for further investigation and actions.

Culture of Open and Honest Communication

Everyone in Enjaz Al-Sharq is encouraged to speak freely and communicate any matter related to ethics. Managers are accountable to create this open environment to raise and discuss such questions. This type of environment helps in preventing any mistake by raising the right question at the right time. Enjaz Al-Sharq will investigate all reported instances and if improper behavior is found, appropriate actions to be taken.

We will protect those who report suspicious misconduct and we will not tolerate retaliation against them.

Set the Tone at the Top

Management is responsible to address Ethical behaviors as a culture in daily work. Clear communication and proper training are mandatory. Failures in this aspect will not be accepted by any mean. All new employees are to be oriented properly regarding this code. Frequent refreshing will be communicated to all employees.

Uphold the Law

Enjaz Al-Sharq is committed to complying with laws, rules and regulations in the Kingdom of Saudi Arabia and wherever it does business. Every employee must be aware of the company's policies, rules and regulations. If unsure of whether an action is allowed or prohibited by law or policy, we encourage employees to ask the right entity to get the right answer.

Competition

We are dedicated to ethical and fair completion at all levels. We will make independent pricing and business "market" decisions without any improper cooperate or coordination. Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted. Gifts and entertainment to any proponent employee or contractor as a reward or encouragement for preferential treatment are completely prohibited and not allowed.

Avoid Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. We must never use Enjaz Al-Sharq property or information for personal gain. In most cases, determining whether a conflict of interest exists is not easy to do. Employees with a conflict of interest question should seek advice from management or from Human Resource Department.

Gifts and Business Courtesies

Generally, most business courtesies are offered to us because we hold positions in Enjaz Al-Sharq. Therefore, we should take this matter seriously and should not feel any entitlement to accept and keep a business courtesy by all means. It is prohibited to accept gifts or services presented to the employee directly or indirectly or any advantage that has a direct or indirect effect on his/her integrity. In addition, employees are prohibited to accept any honor, decoration, gift or award from any outer entity obtaining official approval or acceptance of any special facilities or information. The same applies to our employees. They are not allowed to offer gifts or business courtesies to anyone to get any improper information or favor by any mean.

Using the Internet

The Code states that an employee who has access to the Internet has the obligation to use the network only for job purposes, and must comply with the terms and conditions of intellectual property rights of files and programs. Also, not to download texts or images that contain immoral material or any irregular activity.

The code indicates that the employee who has an email address should not use the mail for unrelated messages, and not to open any message from an unknown source until coordinating with the specialized department.