



Code of Conduct Policy

Version: 1.6

Date: 15/10/2025

Approved by

A handwritten signature in blue ink, appearing to read 'Sabah K. Al-Ghunaim', with a horizontal line extending to the left.

Sabah K. Al-Ghunaim
Chairman



A handwritten signature in blue ink, located in the bottom right corner of the page.

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Purpose

Automated Services Network Co. (eNet) **Employee Code of Conduct company policy** outlines its expectations regarding employees' behaviour towards their colleagues, supervisors, and overall organization.

The company promote freedom of expression and open communication. But it expects all employees to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our workplace. We also expect them to foster a well-organized, respectful, and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank.

Policy elements

What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees must follow our dress code and personal appearance guidelines.

- **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

- **Job duties and authority**

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

- **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But generally, we expect employees to be punctual when coming to and leaving from work.

- **Conflict of interest**

We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees must be open for communication with their colleagues, supervisors, or team members.

- **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, facilities, or other benefits our company offers.

- **Policies**

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

Equity

Respect the rights, culture and dignity of all individuals and adhere to the principles of equity and non-discrimination when dealing with Employees, customers, suppliers, and others. We will not tolerate any form of discrimination or harassment, in accordance with applicable human rights legislation.

Employee privacy

We are all committed to protecting the privacy of employee personal information. Employee personal information will not be collected, used, or disclosed other than as authorized or as required for business reasons.

Responsibilities to report

It is the responsibility of everybody at eNet to report any known or suspected unethical conduct, which includes any violation of the Code, by other Employees or anyone in any way associated with the corporation. eNet is committed to protecting all Employees who report unethical conduct from reprisal as well as offering any necessary support to individuals who make reports. When an Employee makes a report of unethical conduct they should do so in good faith. Detailed in the Whistleblower section of the Code are the reporting procedures for Employees who suspect or become aware of any unethical conduct

Payments to Agents, Consultants, Government Officials and Others

- Payments of any nature, which would be in violation of any law, are prohibited.
- All payments of commissions and fees shall be in accordance with sound business practices.
- Payments, gifts, or favours must not be made to any person with intent to induce them to violate their duties or to obtain favourable treatment for the Employee or eNet.

Whistleblower Reporting

eNet acknowledges and understands that whistleblowing is an activity which is stressful and which, without appropriate protections, can be a risky undertaking for an Employee. The intent of this section is to:

- Provide a mechanism for reporting actual or potential unethical conduct to a designated authority for investigation and appropriate action
- Protect those Employees who report unethical conduct in accordance with this section from undue negative repercussions

- Protect those who may be wrongly or falsely accused through effective investigation procedures.

Whistleblowing is the reporting by Employees, contractors, or Board Members of incidents of unethical conduct that are under the control of their employer, to persons or organizations that may be able to take action to address the unethical conduct. At eNet, whistleblowing includes any incident of unethical conduct or violation of the Code.

Unethical Conduct includes any serious act or omission intentional or not which is contrary to eNet's policies, operating procedures, or the Code, that is illegal, unethical, immoral with serious or negative implications for the public interest and the integrity of the organization.

Good faith is when the Employee has reasonable and genuine belief that the unethical conduct has occurred or is occurring and is not making the disclosure for personal gain or with an improper motive.

Protection from Retaliation

eNet Employees who report unethical conduct or violation of the Code in accordance with the Code are protected from reprisal. Any reprisal or attempted reprisal against an Employee who makes a report in accordance with the Code is considered to be in breach of the Code of Business Conduct.

eNet Employees who feel that they have been discriminated against as a result of reporting unethical conduct or violation of the Code should report the discriminatory actions directly to the General Manager of eNet.

Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement, or other unlawful behaviour.

Policy Compliance

If any user is found to have breached this policy, they may be subject to company's disciplinary procedure. If a criminal offense is considered to have been committed further action may be taken

to assist in the prosecution of the offender(s). If you do not understand the implications of this policy or how it may apply to you, seek advice from HR department.

Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months. The policy review will be undertaken by HR Department.

Acknowledgment of Code of Conduct Policy

This form is used to acknowledge receipt of, and compliance with, the Automated Services Network Co. Code of Conduct Policy.

Signature

By signing below, I agree to the following terms:

I have received and read a copy of the "Code of Conduct Policy" and understand the same. I confirm that the above have read and received and read a copy of the "Code of Conduct Policy" and agree to comply to it.

Full Name	Designation	Signature
Aashick . Noordine	Accountant	N. K. K.
Anto Oommen Chacko	Accountant	
Jinto Joy Joy	Internal Audit Manager	
Jobin Johnson Vaidyan	Accountant	
Mahmoud Ahmed Abdulhalim	Accountant	
Mohamed Hassan A. Sanan	Logistics Officer	
Siju Abraham Oommen	Accountant	
Suku Mathew	Accountant	
Ahmed Ebraheem Daloq	Logistics Officer	
Hany Hazem Diab	Logistics Officer	
Mohamed Ahmad Nasr	Logistics Officer	
Tawfek Shonoda Tawfek	Logistics Officer	
Amira Loka	Customer Support Officer	
Asmaa Metwally	Customer Support Officer	Asmaa
Celda Castillo Zonio	Customer Support Officer	Celda
Mohamad Sameh Sbeiti	Customer Support Officer	
Mohammed Sayed Sadek	Customer Support Officer	

Razan Ibrahim Al Dalag	Customer Support Officer	
Sarah Sameh Sbeity	Customer Support Officer	
Sayed ElSayed Tantawy	Customer Support Officer	
Hani Saad Radwan	Administration Officer	
Ibrahim Badusha Basheer	Office Boy	
Michael Mansour Basily	Compliance Manager	
Akhilesh Pokkanchery	Senior Network Administrator	
Emad Genidy	Network Administrator	
Fahim Mahamud Parkar	Mobile Developer	
Linto Lawrance Neelamkavil	Application Support Manager	
Medhat Merzk Zaki Askander	Web Developer	
Omar Mahmoud Hagra	Project Manager	
Rama Krishna Uddarraju	Information Security Manager	
Shahad Abdulwahab Sawas	Software Tester	
Syed . Hussain	Net Developer	
Abdulrahman ElRotel	Financial Manager	
Aff Hussein Mukahal	Executive Manager	
Jamal Eldeen A. Kubeer	General Manager	
Khaled Al Ghunaim	Board Member	
Nesrine Zakaria Emam	Executive Manager	
Sabah Al Ghunaim	Chairman	
Anwar A. Aziz Al Furaih	Sales Executive	
Nouf Bader J. Al Bahar	Sales Executive	
Shoug Sabah Al Ghunaim	Sales Executive	
Ahmed Ahmed Soliman	Sales Executive	
Ahmed Hassan Al Gendy	Sales Executive	
Danah AlHumoud	Sales Executive	
Elsayed Mohammed Thabet	Risk Manager	
Jamal Mahmoud Ibrahim	Sales Executive	
Mohammad Mousa Al Shatti	Sales Executive	
Muzammil AbdulMannan	Business Development	
Yousef Al Temeemi	Sales Executive	
Ali Khaleel Mohamed	Technical Support Engineer	

Walid Hamed ElAzab	Technical Support	وليد هادي حاتم
Afaf samy AlShafie	Applications Developer	afaf alshafie
Amal Abdou Abd Elaal	Web Developer	Amal Ahmed
Mohamed Selmi Ali	UI/UX Designer	محمد سليمي
Reham Abdulhalim Ali	Web Developer	Reham Ahmed
Salma Rizk El-Etripy	Software Tester	salma rizk
Ahmed Zakzouk	Web Developer	Ahmed Zakzouk

