



## BUSINESS ETHICAL POLICY

Doc: S&P-IMS-POL-03

Rev: 00

Level: 01

Date: 11.02.2021

### INTRODUCTION

**Shanfari & Partners Co. LLC** is an ISO 9001:2015 and ISO 45001:2018 Certified company provides services in provides services to the Government and Private Sector Clients in Construction civil works including road construction, Bridges, Flood control protection, Pipe laying, Transportation of bulk fuel, Fuel filling stations and Central Workshop for Maintenance and Repairs of Automobiles, Plant and Machinery.

We identify with inherent value in delivering our services within time, cost and specification. We endorse highest standards of business ethics, hence this policy marks our commitment to sustainable, responsible business.

### LEGAL COMPLIANCE & TRADING ETHICS

All activities are completed in line with the letter and spirit of Omani legislation and the terms of any contract agreed. The company assesses compliance with applicable legislation as a key function of its integrated management system so that its senior management can be assured of our legal compliance.

### PREVENTION OF CORRUPT PRACTICES

We are committed to neither offer, accept nor comply to any form of bribery or incentive payment - either domestically or abroad. This includes excess in giving or receiving gifts or hospitality. All customers and suppliers are requested to pass any gifts via the directors to ensure that these are distributed evenly and cannot influence decision making. Procedures and financial record keeping disciplines are implemented to ensure that deviations from this policy will be readily detectible and subject to investigation, disciplinary action and / or reporting to the relevant authorities.

### CONFIDENTIALITY & PRIVILEGED INFORMATION

Due to our strong presence in market, we may be privy to information that is confidential or commercially sensitive in itself or by virtue of our early receipt of this information. We are also conscious of the need to prevent individuals securing an advantage from such information. As a principle of good business, the company will observe commercial confidentiality, refrain from unethical use of confidential information and ensure that its employees and partners do the same.

### HUMAN RIGHTS AND WORKPLACE STANDARDS

Wherever we employs individuals or work is completed on our behalf, this shall be performed, as a minimum, in conformity with basic workplace principles. All labour shall be through a free and equitable partnership, with the workforce able to earn a living wage in a safe workplace where they are free from discrimination. The company will not tolerate child labour or any unfair limitations on a workforce's freedom of assembly or organization - either within our activities or our supply chain.

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### COMMUNITY IMPACT MANAGEMENT

Construction civil works and Workshop activities is, by its nature, a potentially noisy and disruptive activity. For this reason, we include a community impact element to applicable environmental impact assessments and environmental risk assessments.

The company is committed to providing appropriate points of contact for communities to raise concerns and to taking an open, active and responsible approach to addressed issues raised.

### SUPPLY CHAIN ETHICS

Where we purchase from suppliers, we favour those who share these values and avoid those who contradict these principles. Where we instruct other companies to act on our behalf, they shall not be used as a vehicle to subvert this policy. In pursuit of our community and environmental commitments, preference will be given to those who can demonstrate a positive local impact.

### IMPLEMENTING THESE PRINCIPLES

This policy is implemented as a part of our integrated management system, hence these principles will be embedded in all applicable procedures or working practices that we introduce. They will also be reflected in our decision making and prioritization.

### IMPROVEMENT, FEEDBACK WHISTLEBLOWING

As we are ISO 9001:2015 and ISO 45001:2018 certified, we have introduced feedback mechanism to our staff, suppliers, customers and third parties to tell us when we do well and how we can do better. At the highest level, we offer an open door to anyone with concern about the way company acts. Negative feedback is always treated as constructive and attempts to improve our company are welcomed. Where someone feels that these channels fall short, we support their right to make a public interest disclosure to a prescribed body and protect and defend their rights in the workplace.

### MONITORING & AUDITING

The values contained in this policy, and detailed procedures that embody them, are subject to regular ongoing monitoring and audit, as would any element of our management system. Where feedback or adverse occurrence investigation indicates that standards in operation have not confirmed to these aspirations, action is taken to improve performance and prevent a recurrence of the issue.

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Salalah  
11.02.2021

  
Chief Executive Officer