



Whistleblower Policy

- 1. Purpose:** The purpose of this policy is to encourage and protect whistleblowers who report unethical, illegal or improper conduct within our organization. This policy is designed to ensure that individuals can report concerns without fear of retaliation and that all reports are thoroughly investigated.
- 2. Scope:** This policy applies to all employees, contractors, subcontractors, suppliers and partners associated with our company. It covers all operations, activities and services provided by the company.

3. Definitions

- **Whistleblower:** Any individual who reports unethical, illegal or improper conduct within the organization
- **Unethical, Illegal or Improper Conduct:** Actions that violate laws, regulations, company policies or ethical standards. This includes, but is not limited to: theft, fraud, corruption, harassment, discrimination and safety violations.

4. Policy Statements

- S.J.Abed is committed to maintaining the highest standards of ethical behaviour and encourages individuals to report any concerns about unethical, illegal or improper conduct
- Reports can be made anonymously and without fear of retaliation. The company will protect the identity of the whistleblower to the extent possible
- All reports will be thoroughly investigated and appropriate action will be taken to address any verified concerns
- S.J.Abed will not tolerate any form of retaliation against whistleblowers. Any individual who retaliates against a whistleblower will face disciplinary action, up to and including termination

5. Reporting Procedures

- Whistleblowers can report concerns through the following channels:

HR Email: hr@sjabedalsulaimi.com

Management Email: info@sjabedalsulaimi.com

Phone: +968 95040237 / 97575970

- Reports should include as much detail as possible, including the nature of the concern, relevant dates, names of individuals involved and any supporting documentation



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6. Investigation and Follow-Up

- The Human Resources department, or a designated investigation team, will review and investigate all reports promptly
- Whistleblowers will be informed of the outcome of the investigation, to the extent possible, while maintaining confidentiality
- Corrective actions will be taken as necessary to address any verified concerns and prevent future occurrences

7. Confidentiality and Anonymity

- S.J.Abed is committed to protecting the confidentiality of whistleblowers. Information about the report and the identity of the whistleblower will be shared only on a need-to-know basis
- Whistleblowers may choose to remain anonymous, but providing contact information can help facilitate a thorough investigation

8. Training and Awareness

- S.J.Abed will conduct regular training and awareness programs to educate employees, contractors, suppliers, and partners about the importance of reporting unethical, illegal or improper conduct and the protections available to whistleblowers

9. Review and Update

- This policy will be reviewed annually and updated as necessary to ensure continued relevance and compliance with applicable laws and regulations.

Joseph J. Abed
Director



Date: 10-03-2025