

<b>SCC/POL/HRL 008</b>		<b>CODE OF CONDUCT</b>	
Date	02-Sep-19		
Revision	2.0		

### 1.0 Purpose

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors and the overall organization.

We promote freedom of expression and open communication. But we expect 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.

### 2.0 Scope

This policy shall apply to stakeholders formally classed as "employees" across all band ranges. This policy also applies to any volunteers, contractor or any temporary/permanent representative of the Company.

This policy is the primary documentation and guideline which shall be used to determine the Company Code of Conduct.

### 3.0 Policy Statement

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:

#### 3.1 Compliance with the 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.

#### 3.2 Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our Equal Opportunity Policy (SCC-POL-HRL 009).

#### 3.3 Protection of Company property

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

##### Employees:

- Should not 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 (e.g. company cars) from damage and vandalism, whenever possible.

#### 3.4 Professionalism

All employees must show integrity and professionalism in the workplace.

##### Personal appearance:

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

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**Corruption:**

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party. More details can be found in document (SCC-POL-HRL 004 Anti-bribery & Corruption Policy).

**Job duties and authority:**

All employees should fulfill 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 taking into account 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:**

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.

Employees (White collar – Staff / Nationals Category) that have direct relatives (Spouse, Children, Siblings, or Parents) working with SCC or the Oman Government are required to declare their relationship to said relative and acknowledge their awareness of the potential Conflict of interest by signing the COI acknowledgment section in document (SCC-SOP-HRL 002 T3 – Policy acknowledgment).

The company shall not get involved in disputes where an employee has loaned another employee money.

**Collaboration:**

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

**4.0 Communication**

The company shall endeavor to make all employees aware of the guidelines contained herein. This policy shall be reviewed on an annual basis and amendments will be communication to all line managers. All employees must be open for communication with their colleagues, supervisors or team members.

All personnel shall receive the SCC HR induction at least once every 2 years.

**5.0 Benefits**

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

**6.0 Policies**

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

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## 7.0 Disciplinary actions

The 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 but are not limited to:

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

Revision	Date	Amendment	Content Owner	Mandated By
1.0	2-Apr-18	Draft	Issa Al-Bahlani	Simon Karam
2.0	2-Sep-19	Updated	Issa Al-Bahlani	Simon Karam