

NON-RETALIATION

Policy Statement

AL NAGHI COMPANY aims to champion its anti-bullying, discrimination and harassment governance and controls. We have provided our people with the right amount of awareness and information in properly identifying bullying, discrimination and harassment circumstances and the procedures to observe raising policy violations. Our commitment to observe the highest ethical practice in business and to operate with integrity in compliance to the local laws of Saudi Arabia and International Acts and Laws specific to protect "whistleblowers", upholds our business philosophy which is anchored in Reputation and Trust. Therefore, we demand from our "People" the equal amount of effort to comply the set policy which favors the value of respect and equality.

Non-Retaliation Policy covers the protection of the individual reporting in good faith a possible ethics infraction, illegal activity or suspicious transaction from anyone in the Company. The complaint party will be given the due process to respond and be heard from the escalated possible violation. Reports made in "good faith" do not assume that the individual being escalated is guilty of conviction. On the other hand, under no circumstances that the complainant shall exhibit dishonesty and fraud from the affidavit submitted to pursue an investigation pertaining to an employee's possible ethics infraction, illegal activity or suspicious transaction. Retaliation is defined as an action, statement or behavior manifested to castigate an individual whom has escalated the report in good faith. Retaliation is a serious infraction that contradicts the culture and values practiced in the organization. It damages the company's ethical standards and betrayed the company's Core Reputation and Trust values.

Manifestations of retaliation are as follows;

1. Email harassment
2. Unjustifiable poor rating in performance evaluation
3. Re-allocation of work assignment
4. Denial of a qualified promotion
5. Unjustifiable reason for termination or demotion
6. Physical and emotional abuse
7. Exclusion from meeting
8. Disrespectful and rude
9. Professional OPINION is no longer appreciated
10. Threats and harm manifestations to person's property and reputation
11. Deprived of invitations in social occasions.