

Integrity & Anti-bribery Policy

This document is based on local and international rules to the integrity and anti-bribery which include the following points:

1. Each person in the company should report directly to his manager or senior if the following points matching with:
 - a. If any person or company pay a bribe to one of our staff which our company deals with.
 - b. It is not acceptable for gifts which cost over 20 USD.
 - c. Not to accept invitations or donations to intend any event or celebration this may cause to meet one of our customers to give bribe.
2. If one of our staff may face one of the above points they must do the following:
 - a. Our staff should refuse and to apologize for not accepting the gift or money which is more than 20 USD.
 - b. Our staff should record this case and report directly to his manager.
 - c. The manager should take direct action and inform the director.
3. If one of our staff faced direct or indirect black mail the following procedure should be done:
 - a. The managers must be informed directly without any direct action with the effected person.
 - b. The manager should take direct action to solve this case .
 - c. If the case is more complicated and always happened then the management team will issue a file at the courts or take direct legal action.