

ELSEWEDY ELECTRIC



Anti-Corruption & Anti-Money Laundering Policy

Document Approval

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Table of Contents:

1. Introduction	5
1.1. Introduction to the Policy	5
1.2. Responsibility of the Compliance Department	6
1.3. Responsibility of the Legal Department	7
1.4. Responsibility of Business Owners	7
1.5. Scope	8
1.6. Purpose	8
1.7. Distribution	8
2. Definition	9
3. Corruption and Bribery	11
3.1. Recognizing and Avoiding Corruption and Bribery	11
3.2. Accepting and Offering Gifts	12
3.3. Facilitation Payments	13
3.4. Charitable Donations	14
3.5. Sponsorships	14
3.6. Political Contributions	15
3.7. Interactions with Government Officials	15
3.8. Conflicts of Interest	16
4. Money Laundering	17
4.1. What is Money Laundering?	17
4.2. Third Party Due Diligence and Screening	18
5. Reporting Corruption and Anti-Money Laundering	21
5.1. Red Flags	21

5.2. Reporting Methods	22
6. Sanctions and Penalties	22
6.1. Company Penalties	22
6.2. Legal Sanctions	23
Appendix A	24
Appendix B	25
Appendix C	26
Appendix D	29
Appendix E	30

1. Introduction

1.1. Introduction to the Policy

1.1.1. The purpose of Elsewedy Electric's anti-corruption & anti-money laundering policy (hereafter: the "Policy") is to outline and explain the prohibitions against bribery, corruption, and money laundering in all business operations, to highlight compliance requirements related to these activities, to reinforce the organization's commitment to conducting business ethically, to serve as a point of reference for all Elsewedy Electric staff to ensure unity and application, and finally to assist management in addressing corruption and money laundering related issues.

1.1.2. Elsewedy Electric board members and executives will demonstrate leadership and set the tone from the top to ensure that, at every level of the organization, employees do not tolerate corrupt behaviour.

1.1.3. The main objectives of this policy include, but are not limited to the following:

- Ensure that all employees of Elsewedy Electric Group comply with all applicable anti-corruption and anti-money laundering laws and regulations.
- Ensure all business conducted on behalf of Elsewedy Electric Group and its subsidiaries is always conducted in a highly ethical and honest manner.
- Establish a framework to fight against money laundering and corruption through the implementation of controls.

1.1.4. Definitions in this policy are used only in instances where they provide the necessary background, within the context of this policy; this means that this policy does not necessarily contain all definitions.

1.1.5. Each company within the group must comply with the groups' policy and the local countries' laws and regulations that they are operating in. The list below provides an example of the laws and regulations that must be adhered to by different entities:

- The US entity must follow all applicable regulations published by the Foreign Corrupt Practices Act (FCPA), and refrain from conducting business with sanctioned countries, companies, individuals, (ports and vessels for supply chain and logistics), as per the regulations published by the Office of Foreign Assets Control (OFAC).
- European subsidiaries must follow all applicable regulations and refrain from conducting business with sanctioned countries, companies, individuals, (ports and vessels for supply chain and logistics), as per the regulations published by the European Union.
- Subsidiaries in the United Kingdom must adhere to all applicable regulations as per the UK Anti-Bribery Act of 2010, and refrain from conducting business with sanctioned countries, companies, individuals, (ports and vessels for supply chain and logistics), as per the Sanctions and Anti-Money Laundering Act of 2018.
- All other subsidiaries must adhere to all applicable regulations and refrain from conducting business as per the regulations published by the United Nations, local

laws and regulations of each country, and the organization's internal policies.

1.1.6. Violating applicable anti-corruption and anti-money laundering laws potentially exposes the organization, its employees, and any third-party intermediaries (regardless of nationality or location of residence) to significant criminal and civil liability, fines, and penalties.

1.1.7. Elsewedy Electric encourages all stakeholders to report suspected corruption or violations of the law and provide guidance on how to raise concerns.

1.2. Responsibility of the Compliance Department

1.2.1. Elsewedy Electric's Compliance Department is responsible for taking the appropriate measures to make it easier for the employees to report corruption, so that situations or behaviors that violate the company's policies or applicable regulations can be identified and remedied.

1.2.2. The Compliance Department will ensure compliance with this policy and investigate any breaches in relation to this policy.

- 1.2.3. The Compliance Department is the custodian of this policy and is expected to ensure that this policy is a true and accurate representation of the applicable policies and that it is kept up to date at all times.
- 1.2.4. The Compliance Department, in coordination with the Human Resources Department, will communicate the policy and provide the necessary training to relevant employees.
- 1.2.5. This policy will be reviewed on an annual basis by the Compliance Department to ensure that it is consistent with the objectives of the Elsewedy Electric Group.
- 1.2.6. The Compliance Department will monitor the implementation of this policy throughout the organization and report on anti-bribery, anti-corruption, and anti-money laundering compliance adequacy and effectiveness to Executives and the Board.
- 1.2.7. The Compliance Department will keep a record of all received claims, all investigations, and all evidence to support claims. Records will only be accessible by employees in the Compliance Department to allow for the maintenance of confidentiality.

1.3. Responsibility of the Legal Department

- 1.3.1. The Legal Department will not approve any contract with a third party unless the proper due diligence procedures have been completed by the Compliance Department and the third party has been authorized to be pursued for the purpose of establishing a business relationship.
- 1.3.2. The Legal Department, in coordination with the Compliance and Human Resources Departments, will investigate alleged or suspected breaches of the policy or the law.

1.4. Responsibility of Business Owners

- 1.4.1. All business owners are required to follow up on their employees' awareness and compilation of all the required anti-corruption and anti-money laundering training.
- 1.4.2. The relevant business owner is responsible for ensuring that any third party that the organization deals with has passed the due diligence and screening process, prior to initiation of any business activities.

1.5. Scope

1.5.1. This policy applies to all Elsewedy Electric entities, subsidiaries, employees (including permanent and temporary employees, interns, volunteers..etc.) and third parties (including representatives of the company).

1.5.2. In addition, Elsewedy Electric joint ventures (including joint-ventures that Elsewedy Electric is a non-controlling shareholder), third parties, and business partners must be aware of the policy and comply with it.

1.5.3. This policy covers the following sections:

- Corruption and bribery,
- Money laundering,
- Reporting corruption and money laundering, and
- Sanctions and penalties.

1.6. Purpose

1.6.1. Elsewedy Electric seeks to conduct business in an ethical manner by ensuring all employees are in full compliance with the applicable anti-corruption and anti-money laundering laws by providing the knowledge and support necessary to identify and combat corruption.

1.6.2. Even the appearance of impropriety in giving or receiving anything of value is inconsistent with the commitment to this policy and jeopardizes Elsewedy Electric.

1.6.3. Elsewedy Electric is committed to helping detect and reduce suspicious activity including offenses related to money laundering and terrorist financing.

1.6.4. Elsewedy Electric takes on a zero tolerance approach to any form of corruption or money laundering by any internal or external stakeholder.

1.7. Distribution

1.7.1. This policy will be made available to the employees in a non-editable version on Elsewedy Electric's intranet. All employees who are involved in business activities must have a thorough understanding of this policy.

2. Definition

TERM	DEFINITION
Corruption	The misuse of entrusted power for private gain.
Bribery	Any payment, facilitation of payment, or acceptance of anything of value for the purpose of being given an unfair advantage.
Conflict of Interest	Any situation that puts an employee in a position whereby their personal or business circumstances/interests would affect their judgement to pursue the best interest of the organization.
Facilitation Payment	Paying or receiving money to a person in order to expedite performance of a routine transaction or service to which the person or company making the payment is legally entitled to receive.
Gifts	Anything of value given or received as the result of a business relationship.
Money Laundering	The movement of cash or other assets generated from illegal activities through legitimate businesses to conceal the source of the funds or make it appear that the source of funds is legitimate.

<p>Third Parties</p>	<p>Third parties are anyone who does business with Elsewedy Electric, including but not limited to:</p> <ul style="list-style-type: none"> ● Strategic business partners, ● Contractors, ● Sponsors, ● Suppliers, ● Distributors, ● Clients, ● Consultants, ● Government Entities, ● Charitable organizations, ● Brokers engaged during business acquisitions, and ● Any investor/bank providing a source of funding.
<p>Human Trafficking</p>	<p>The act of recruiting and transferring people with the use of threat, abduction, fraud, deception, abuse of power, or any other act of coercion for the purpose of exploitation.</p>
<p>Smuggling</p>	<p>The illegal movement of goods/objects/people, into or out of a country, that are subject to customs/ taxes/ visas without paying/obtaining them in order to gain a financial or other material benefit.</p>

3. Corruption and Bribery

3.1. Recognizing and Avoiding Corruption and Bribery

3.1.1. Corruption and bribery are against Elsewedy Electric's values, are illegal, and can expose both employees and the organization to severe financial penalties, reputational damage, and imprisonment. The organization and all of its subsidiaries are committed to acting professionally and with integrity in all business dealings and relationships.

3.1.2. Any form of corruption or bribery is prohibited. Employees of Elsewedy Electric and its subsidiaries are prohibited from influencing others, directly or indirectly, by promising, offering, paying, or receiving bribes, kickbacks, anything of value, or by any other means that is considered unethical or illegal.

3.1.3. Providing or accepting the following for the purpose of influencing any act or decision, is considered bribery:

- Cash or cash equivalents (such as gift cards, vouchers, shares, or checks)
- Gifts

- Facilitation payments
- Political contributions
- Charitable donations

3.1.4. Elsewedy Electric employees are required to be aware of the risks associated with any acts of corruption. The organization is responsible for any corruption carried out by third parties who conduct businesses on behalf of Elsewedy Electric.

3.1.5. Employees are responsible for understanding how this policy relates to their daily job duties and complying with it. To prevent corrupt conduct, employees must follow these guidelines:

- Recognize the signs of corruption and bribery,
- Do not be tempted to cut ethical corners,
- Comply with the anti corruption and bribery policy,
- Know the people and the business the organization is getting into,
- Know the applicable laws and seek guidance from the Compliance Department and Legal Departments; and,

- Report any corruption or bribery incidents directly to your business leader or through the whistleblowing reporting mechanism.

3.2. Accepting and Offering Gifts

3.2.1. Gifts can be benefits offered by or to third parties that might include, but are not limited to:

- Goods and services,
- Promotional products, or
- Transportation, meals, and entertainment.

3.2.2. Employees are permitted to accept and offer gifts or hospitalities that are:

- Reasonable in value and within the approved financial threshold (*Refer to Appendix A*),
- Related to a legitimate business reason,
- Appropriate to the occasion,
- Designed so as not to influence any third party nor would it be perceived as influencing any third party,

- Occasional, the frequency of accepting a gift must not raise any conflicts of interest,
- Received in an honest and transparent manner,
- Contest prizes and awards may be offered if part of an Elsewedy Electric approved event or campaign

3.2.3. Employees are required to obtain approval from the Compliance Department when accepting gifts, by filling out the Gifts Disclosure Form (*Refer to Appendix B*), above the value specified in this policy (Refer to Appendix A).

- If the Compliance Department approves the gift, the employee may keep it.
- If the Compliance Department informs the employee to return the gift, the employee is not allowed to keep the gift. If the gift is not returned by the employee, this will be considered as an act of bribery.

3.2.4. Approval for offering gifts is based on the value according to the approved financial authority matrix, along with the compliance department.

- 3.2.5. Employees are prohibited from offering cash or cash equivalents, such as gift cards, vouchers, shares, or checks, as a gift, whether directly or indirectly (through a third party), even if such gifts are permitted under local laws or acceptable according to local culture.
- 3.2.6. Employees must never offer or accept gifts that are extravagant and make them susceptible to influence.
- 3.2.7. All third party meals or entertainment offered or accepted by employees must have a business purpose, be restricted to the direct business stakeholders, and always in accordance with local culture.
- 3.2.8. All transportation and accommodation offered or accepted must serve a legitimate business purpose.
- 3.2.9. Employees must be transparent with their superiors with regards to offering and accepting gifts in order to avoid any possibility of suspicion of violating Elsewedy Electric's policies.
- 3.2.10. All gifts offered or accepted by employees must be in line with Elsewedy Electric policies. The level of appropriate business expenditures may vary from country to country,

therefore before offering or accepting any gift during the course of business, employees are required to obtain consent from the Compliance Department.

3.3. Facilitation Payments

- 3.3.1. Facilitation payments can include, but are not limited to, the following:
- Making a payment to an officer to expedite work permits and licenses in order to begin operations for a project.
 - Making payments to secure a governmental service that the company is legally entitled to.
 - Receiving a payment from a third party to expedite contract signing.
- 3.3.2. Although facilitation payments can be considered the cost of doing business in some cultures, employees must be aware that providing or accepting facilitation payments is illegal and is prohibited by Elsewedy Electric.
- 3.3.3. In the case where an employee is offered a facilitation payment, the employee must act as follows:
- Refuse the facilitation payment, and

- Immediately inform their direct manager and the Compliance Department.

3.3.4. Facilitation payment can only be permitted in unavoidable situations where not making the payment may put an employee's safety, health, or freedom at risk. Following the payment, an incident report (*Refer to Appendix D*) detailing the amount that was paid, to whom, and the reason for payment, must be submitted to the Compliance Department immediately.

3.4. Charitable Donations

3.4.1. Making donations to charities on behalf of Elsewedy Electric may represent significant risks of corruption to the organization as they can be a channel for corrupt payments.

3.4.2. A charitable donation can be in the form of cash, services, development aid support, and new or used goods. All payments made as charitable donations on behalf of the organization are required to be documented.

3.4.3. No employee/subsidiary conducting business on behalf of Elsewedy Electric is permitted to make donations under the name of the organization. Charitable donations on behalf of

the organization can only be made by the following and as per the approved Financial Authority Matrix:

- The Corporate Social Responsibility Department of the holding company.
- Subsidiaries sending donations to the Student Technical Academy (STA) company account.

3.4.4. It is never permissible to provide a donation to improperly influence a government official, or in exchange for any improper favor or benefit. It may, however, be permissible to make donations directly to a government agency (rather than to an individual government official) as part of a charitable effort, as per the approved Financial Authority Matrix. Prior approval of the Corporate Social Responsibility Department, Compliance Department, and the Group Chief Executive Officer is required before making such a donation (according to the financial authority matrix).

3.5. Sponsorships

3.5.1. Employees must adhere to the following guidelines when identifying sponsorship opportunities:

- Confirm the sponsorship opportunity is related to the organization and aligned with the corporate strategy.
- Assess the terms of the sponsorship agreement to ensure that they do not limit the company's ability to operate independently
- Ensure that any products or services offered as part of the sponsorship agreement are:
 - Consistent with company objectives,
 - Within reasonable value,
 - Not intended to provide any improper advantage for the organization,
 - Do not influence any third party, and
 - Are not used to influence a decision in favor of the Elsewedy Electric.

3.5.2. Any employee who wishes to organize a sponsorship must request approval from the Corporate Social Responsibility, Compliance Department, and approvals as per the Financial Authority Matrix (based on the value of sponsorship).

3.6. Political Contributions

- 3.6.1. Political contributions must not be made to acquire business or to provide any improper advantage for the organization. Elsewedy Electric prohibits the use of corporate funds or assets to make political contributions.
- 3.6.2. Elsewedy Electric prohibits all forms of corporate political contributions. Employees are prohibited from making contributions to organizations indirectly benefiting or controlled by politicians, public officials or their relatives.
- 3.6.3. Political contributions can include but are not limited to the following:
- Buying tickets for political fundraising events,
 - Donations of products or services made to political figures, or
 - Allowing the use of organization facilities by any political figure.

3.7. Interactions with Government Officials

- 3.7.1. A government official can be any of the following:
- An individual elected or appointed to a governmental entity,

- An official or employee of a government,
- An official or employee of a company wholly or partially controlled by a government (such as state-owned companies),
- A candidate for political/government office, or
- A person acting in an official capacity for any of the above regardless of rank or position.

3.7.2. Employees of Elsewedy Electric must be careful when interacting with government officials to avoid any act that could be misinterpreted as corruption. Any interaction with government officials is required to be communicated clearly and with supportive documents.

3.7.3. The policies for offering and accepting of gifts included in this document must be applied when considering accepting or offering gifts to government officials. Additionally, employees must obtain prior written approval from the Compliance Department when offering a gift to a government official.

3.7.4. Gifts and hospitalities including donations, meals, travel, and entertainment offered to or accepted from government officials must be related to a legitimate business purpose,

of a reasonable value, and designed not to influence business decisions.

3.7.5. Employees are prohibited from making hiring decisions based on recommendations from government officials, this will be considered an act of corruption.

3.8. Conflicts of Interest

3.8.1. Conflicts of interest arise when an employee's personal interests conflict with the interests of Elsewedy Electric, leading to an impact on their judgement in performing work.

3.8.2. Employees must be aware of situations that expose them to having a conflict of interest. The following are examples of potential conflicts of interest that may occur:

- An employee who has a direct or indirect personal relationship with any of Elsewedy's competitors, partners, or suppliers, when his/her job position includes interaction with external parties.
- An employee who engages or has interests, either directly or indirectly, in any other business activities or employment in a way that interferes with his/her job

position at Elsewedy Electric or which may lead to a breach of labor laws.

- Serving on the Board of Directors of an organization that is a competitor of Elsewedy Electric.
- Taking personal advantage of a business opportunity that an employee has become aware of because of their work at Elsewedy Electric.
- Being an officer or director of any company not belonging to the Elsewedy Electric Group.
- An employee who has a political mandate that interferes with his/her job position.

3.8.3. Employees must never accept or perform favors that personally benefit themselves or subject them to influence by other persons. Employees must also refrain from participating in decision making activities related to their conflicts.

3.8.4. Employees at Elsewedy Electric must disclose any information regarding potential conflicts of interest they may have while conducting business in terms of relationships with business partners. Employees must fill

out and sign an annual disclosure form declaring all conflicts of interest (*Refer to Appendix E*).

4. Money Laundering

4.1. What is Money Laundering?

- 4.1.1. The purpose of money laundering is to make illegally obtained money or assets appear legitimate and hide their links to criminal activities.
- 4.1.2. Money laundering covers a wide variety of crimes from which individuals or companies derive a financial benefit, that include any of the following activities:
- Using illegitimate funds to conduct business activities on behalf of the organization,
 - Concealing the true source of funds knowing that the funds are derived from criminal activity,
 - Financing of terrorist activities, or
 - Direct or indirect participation in, association to, or facilitating the commission of the above activities.
- 4.1.3. Money laundering is regarded as such even if the activities that occurred were carried out in another country. All

employees are required to be alert against the financial crime and fraud risks that the organization faces.

4.2. Third Party Due Diligence and Screening

4.2.1. Anti-money laundering due diligence reviews are required to be carried out before entering into any business relationship with any potential partner third party.

4.2.2. Third parties that will be screened include:

- Strategic business partners,
- Contractors,
- Sponsors,
- Suppliers,
- Distributors,
- Clients,
- Government Entities,
- Consultants,
- Charitable organizations,
- Brokers engaged during business acquisitions, and
- Any investor/bank providing a source of funding.

4.2.3. Elsewedy Electric will perform screening for all third parties that the holding company or any of its subsidiaries

are planning to conduct business with, as early as possible (for example; after purchase request is approved), and before any project/contract/deal is made with the third party.

4.2.4. Screening must be completed prior to contract signing or initiation of any business activities in order to identify the risks associated with conducting business with each third party.

4.2.5. Employees must not sign contracts with or engage in any business activities with third parties until authorization has been received from the Compliance Department.

4.2.6. Due diligence is performed as the first phase of screening to ensure the third party is:

- A legitimate business entity;and,
- Maintains standards consistent with the legal and ethical standards of Elsewedy Electric.

4.2.7. Third party due diligence is conducted by the Compliance Department for all third parties. Third party due diligence measures must:

- Identify the third party and verify their identity based on documents or information that are obtained from a reliable and independent source. This is referred to as identification data and can include obtaining a copy of their ID and proof of address.
- Identify the ultimate beneficial owner of the business, if there are any, and verify their identity to understand the ownership and control structure of the company.
- Retrieve information and understand the purpose of the relationship or project in the framework of the third party's operations, including its business activities. This refers to knowing what Elsewedy Electric will do with or for the third party and why.

4.2.8. In order to avoid becoming involved in any money laundering activities, business owners who plan to conduct business with potential third parties on behalf of or for Elsewedy Electric, must comply with the following:

- Business owners must fill out a due diligence questionnaire (Refer to Appendix C) detailing the name of the company, its shareholders, its location, whether

it has subsidiaries, and all other required information for each expected third party.

- Business owners must submit the questionnaire to the Compliance Department (compliance-int@elsewedy.com) for screening.
- If a business owner receives authorization from the Compliance Department to pursue a business relationship with the third party, contract negotiation may proceed.
- If a business owner does not receive authorization from the Compliance Department, the business owner is prohibited from pursuing a business relationship with the third party and instead must look for an alternative third party.
- Due diligence expires on an annual basis. Third parties who have been approved by the Compliance Department during one year are required to be submitted for due diligence annually.

4.2.9. While opportunities for conducting business in sanctioned countries, companies, individuals, (ports and vessels for

supply chain and logistics) is prohibited and will be rejected at the initial stage of the screening process, any third party known to have political affiliations or concerns will be flagged, and the decision for pursuing this third party for a business relationship will be up to the relevant senior management.

4.2.10. If areas of non-conformance to Elsewedy Electric policies and standards are identified by the Compliance Department during due diligence, the third party and the relevant Elsewedy Electric business owner may collaborate and agree on an action plan consisting of appropriate improvement measures in order to proceed with contract initiation, according to the below screening results:

Passed	No red flags were identified.
Passed with Control	1 or more red flags were identified and can be mitigated.
Failed	1 or more red flags were identified and can't be mitigated

4.2.11. Third parties who take part in the following activities will not be authorized for partnership:

- Human trafficking,
- Smuggling, or
- Are owned by an individual with frozen assets.

4.2.12. Business owners must monitor the business relationship and activities undertaken throughout the course of the relationship in order to ensure that the activities taking place are aligned and consistent with the company's knowledge of the third party, the third party's business and risk profile, including sources of funds.

4.2.13. The organization could be liable for any illegal acts third parties take during the course of business, therefore employees must be vigilant in monitoring ongoing business. Business owners must apply reasonable judgement in assessing the risk a potential third party poses and pay attention to the following:

- Projects or partnerships that require the management of third party money or assets,
- Suspicions of money laundering or other criminal activities,

- If there are doubts about the validity or adequacy of previously obtained third party identification data,
- Business owners must be vigilant with regards to projects involving substantial financial transactions,
- Business owners handling incoming payments from third parties must understand who is making the payment, from where, and why, and
- Any payments made to third parties or received from third parties during the duration of projects must be made using Elsewedy Electric company accounts and not through personal or shareholder accounts.

5. Reporting Corruption and Anti-Money Laundering

5.1. Red Flags

5.1.1. Employees are required to be able to identify red flags that may indicate corruption or money laundering is occurring. These may include but are not limited to the following:

- Payment methods inconsistent with contract terms,
- Services made but not accounted for by documents,
- Requests for bribes,

- Tax evasion,
- Third parties insisting business is conducted without a signed contract,
- Refusal by a third party to provide information you have requested without a legitimate explanation,
- Ambiguous “consulting fees” on invoices or invoices that have not been signed,
- Any request that has been made a condition for business to continue,
- The third party presented fake documents, false information, or is involved in suspicious or criminal activity,
- Demands from a third party to receive payment prior to contract signing,
- Unusual fund transfers to or from countries unrelated to business operations,
- Offers to pay in cash or overpayments followed by requests for refunds,
- Requests from a third party to make payments on their behalf or to a person who is not related to the transaction being discussed, or
- Inconsistent or unusual payments or purchases.

5.1.2. Employees must always proceed with caution in any situation that may be perceived as corrupt. Employees must not proceed with any action until the Compliance Department has provided consent.

5.2. Reporting Methods

5.2.1. If any employee has doubts as to whether a situation exposes them to corruption or money laundering or feels concerned that their involvement in a transaction may amount to a breach of regulations, the employee is required to reach out to the Compliance Department before any action is taken.

5.2.2. If any employee recognizes a red flag or knowledge of corruption or money laundering activities, they are required to immediately report this information to the Compliance Department or use any of the available reporting channels:

- Online Portal - Speak up (<https://compliance.elsewedy.com/>)
- Email (compliance-int@elsewedy.com)
- Mail (Plot 27 1st District, 5th Settlement, New Cairo - Egypt)

5.2.3. Employees must include as much information as possible when reporting such as the details of the people involved, the dates of any transactions, details of the suspected transactions, and any other information that may aid the Compliance Department during investigation.

5.2.4. The Board of Elsewedy Electric will not penalize business owners for any loss of business resulting from adherence to this policy. No employee will be reprimanded or face any employment consequences for bringing to the attention of the Compliance Department, in good faith, a known or suspected violation of this policy.

6. Sanctions and Penalties

6.1. Company Penalties

6.1.1. Any employee who participates in any action that constitutes corruption, bribery, facilitation payment, money laundering, or is deemed unethical by the organization is subject to disciplinary action that, up to and including termination.

6.1.2. The organization reserves the right to take any disciplinary action for non-compliance with this policy in accordance with the Human Resources policies and local labor law.

6.2. Legal Sanctions

6.2.1. Any employee who participates in any action that constitutes corruption, bribery, facilitation payment, money laundering or any other activity that violates the law is subject to criminal and financial penalties as per the applicable laws and regulations in each country.

Appendix A

Gifts Limits

<u>Region/Country</u>	<u>Limit for Gifts</u>
Egypt	75 USD or its equivalent in local currency
GCC	120 USD or its equivalent in local currency
Africa	50 USD or its equivalent in local currency
United Kingdom & Europe	120 USD or its equivalent in local currency - For the UK : Gifts, Meals, Entertainment, Hospitalities equals to or above 120 USD or its equivalent should be reported to compliance department as per UK Anti Bribery Act 2010
North America	120 USD or its equivalent in local currency - For the USA : Gifts, Meals, Entertainment, Hospitalities equals to or above 120 USD or its equivalent should be reported to compliance department as per Foreign Corrupt Practices Act (FCPA)
South America	70 USD or its equivalent in local currency
Asia	100 USD or its equivalent in local currency

<u>Region</u>	<u>List of Countries with Subsidiaries</u>
GCC	<ul style="list-style-type: none"> • Bahrain • Kuwait • KSA • UAE • Qatar
Africa	<ul style="list-style-type: none"> • Algeria • Ethiopia • Ghana • Nigeria • Sudan • Tanzania • Zambia
United Kingdom & Europe	<ul style="list-style-type: none"> • Greece • Malta • Slovenia • Switzerland • UK
North America	<ul style="list-style-type: none"> • USA
Asia	<ul style="list-style-type: none"> • Indonesia • Pakistan

Appendix B

Gifts and Entertainment Disclosure Form

This form is only to be used if you need to disclose a gift exchange with any third party, please submit this form to **(please insert email address here)**. The Compliance Department will contact you with the outcome of our review or if more information is needed. If you have any questions, please contact the Compliance Department.

<u>Employee Name</u>	<u>Employee ID#</u>	<u>Date Submitted</u>
<u>Department</u>	<u>Location</u>	
<ul style="list-style-type: none">• Received• Given	<u>Date Given or Received</u>	<u>Estimated Value of Gift</u>
<u>Name of Person and Company to/from whom item was given/received</u>		
<u>Description of the Gift</u>		
<u>Reason for the Gift</u>		

Appendix C

Due Diligence Questionnaire

Requested By:	
Name of Subsidiary:	
Department:	
Date:	

1. BUSINESS INFORMATION OF THE TARGET COMPANY/PROSPECTIVE PARTNER, INDIVIDUAL, SERVICE PROVIDER, CONSULTANT, OR OTHER THIRD PARTY	
Full registered name of the entity as it appears in the Articles of Association and Commercial registry OR Full name of the individual as it appears on passport:	
Registered address:	
Operational address (if applicable):	
Country of Incorporation OR Country of citizenship for individuals:	
Date of Incorporation: OR Date of birth for individuals:	
Website:	
Is this a new or existing third party?	
Type of business: (Ex: from Individual - Partnership - Publicly Listed Corporation - Privately Owned Corporation - Limited Liability Company etc.)	
Brief description of the project/expected business:	
VAT OR tax registration (if applicable):	
Subsidiaries & Locations (if applicable):	

Joint Ventures (if applicable) / Co-Venture & Location:	
Do any sanction risks apply?	
Does the project involve an issue which is likely to attract media or political comment or to have a particular public interest or potential risk of litigation that might cause a significant potential for adverse publicity, reputational damage, regulatory or other litigation risk or fee recovery exposures?	
Based on all of the information available to you, do you have any concerns that the third party may have been motivated to engage Elsewedy Electric by a desire to gain credibility, respectability or legitimacy through association with Elsewedy Electric's brand where the third party's credibility, respectability or legitimacy may otherwise be questioned?	
Based on your experience and all of the information available to you, do you have any concerns that the third party or anyone associated with the third party may be engaged in criminal or improper activity?	
Please provide the third party's Anti-Corruption, Anti-Bribery Policies, and the Business Code of Conduct.	

2.SHAREHOLDING STRUCTURE

Ownership Information (please state the full name of all persons or entities considered owners of your organization and the equity held by each) Please attach a copy of a valid passport.	Full name (entity or individual)	% of Ownership	Nationality

3.POINT OF CONTACT & SIGNATORY INFORMATION

Point of Contact ("POC") Name and Position:	Name:	Position: E-mail:
	Name:	Position: E-mail:
	Name:	Position:

		E-mail:
	Please add all other POC (if any)	
Signatory Name and Position:	Name:	Position:
	Name:	Position:
	Name:	Position:
	Please add all other signatories (if any)	

4. ARE ANY OF THE PERSONS LISTED ABOVE IN 1, 2 & 3 OR THEIR IMMEDIATE FAMILY MEMBERS (PARENTS, SIBLINGS, SPOUSE OR CHILDREN) GOVERNMENT OFFICIAL(S)? IF YES, PLEASE PROVIDE DETAILS:

Name	Relationship	Government Official's Name	Position Held

- **For legal entities:** Please attach a copy of the Articles of Association + commercial registry + certificate of good standing as applicable. And any other documents showing the Ultimate Beneficiary Owners.

- **For individuals:** Please attach a copy of a valid passport, in addition to the passports of the shareholders owning and/or controlling, directly or indirectly, more than 10% of the company's shares.

By signing below, I/we affirm that the information submitted on this form and in any attachments is, to the best of my/our knowledge, accurate and complete and I/we authorize Elsewedy Electric to take such steps as it may require to verify the information provided. I/we warrant that I/we have the requisite authority to sign this document in my/our own capacity or as an authorized representative of my/our organization (as applicable).

Name:	Position:
Signature:	Date:

Company Stamp (if applicable):

Group Compliance Department
www.elsewedyelectric.com

PRIVATE AND CONFIDENTIAL This report is strictly private and confidential and may not be disclosed to any third party. Information supplied in this report is intended for the sole purpose of forming part of the evaluation of the entities or individuals referred to in this report.

Appendix D

Incident Report

Employee Name: _____ Title/Role: _____

Department: _____ Subsidiary: _____

Incident Information

Date of Incident: _____ Location of Incident: _____

Incident Description:

Project Name	
Amount Paid	
Who Was the Payment Made To	
Reason for Payment	
Other Relevant Details	

Incident Follow Up

Follow-up Action: (to be filled out by the Compliance Department once the incident report has been submitted):

Compliance Employee Signature: _____ Date: _____

Appendix E

Conflict of Interest Personal Disclosure

Please respond to the following questions to the best of your knowledge by ticking the appropriate answer, and by providing the required details where applicable:

1. Are you an employee outside Elsewedy electric, do you hold any executive/managerial position, including being a board member in a company other than Elsewedy Electric or one of its affiliated companies?

Yes:

No:

If Yes, please provide details (name, scope of the company, relation, starting date):

2. Do you have any business activity (whether personal business or employment) other than working at Elsewedy Electric?

Yes:

No:

If Yes, please provide details (name, nature and scope of business, starting date):

3. Do you have any of your immediate family members working currently for Elsewedy Electric or any of its affiliates?

Yes:

No:

If Yes, please provide details (name of the relative, relationship, capacity, in case of working for an affiliate to Elsewedy electric please mention it):

4. Do any of your family members or “relatives” work for a business partner or competitor of Elsewedy Electric or any of its affiliates?

Yes:

No:

If Yes, please provide Details (name of the relative, relationship, name of the business partner or competitor, capacity):

5. Do you have any of your immediate family members working for a public organization?

Yes:

No:

If Yes, please specify the name of the organization and the position held:

6. In the past three years have you accepted any gifts or entertainment offered by a supplier or customer of Elsewedy Electric or any of its affiliates?

Yes:

No:

If Yes, please describe the received gift or entertainment its value:



7. Are you aware of any relationships, arrangements, transactions, or matters that could create a conflict of interest, not listed above, that you deem appropriate to disclose?

Yes:

No:

If Yes, please provide details:

