

The Ethics Policy For Al-Rook Company

1. Overview

Al-Rook Company purpose for this ethics policy is to establish a culture of openness, integrity and social equality in business practices. Effective ethics is a team effort involving the participation and support of Al-Rook Company employees. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

Al-Rook Company is committed to protecting employees, partners, and vendors from illegal or damaging actions by individuals.

2. Purpose

Al-Rook aim is to confirm and enhance the attitude of ethics, to respond, consider and respect the interest of its stakeholders and their rights.

3. Policy

- The mandatory implantation of the ethics.
- The supreme management of Al-Rook Company should be the ideal in every business that we provide. Integrity and honesty is the top priority in the company.
- The supreme management should have the open door policy, listening, welcoming with new suggestions that issued by their employees and that will make them more comfortable and confident.
- Preventing and resolving conflicts of interest throughout the organization that could otherwise lead to unethical behavior.
- Elimination of discrimination.

3.1. Employees Commitment to Ethics

- Al-Rook Company implementing the law of equality and justice to all its employees
- Every employee needs to apply effort and intelligence in maintaining ethics value, which will help to increase customers and vendors satisfaction by providing quality services and timely response to inquiries.

3.2. Company Awareness

- Encouraging and promoting the observance of its standards of ethical behaviors.
- Identifying and stating its core values and principal.

3.3. Maintaining Ethical Practices

- Al-Rook Company will reinforce the importance of the integrity message between their members.
- Al-Rook Company has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

3.4. Unethical Behavior

- Al-Rook Company will prevent the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- The company will not tolerate with:
 - The act of threatening for the safety and security of its employees and customers inside or outside the company.
 - Harassments or discrimination.
 - The unauthorized use of the trade secrets & marketing, operational, personnel, financial, source code and the technical information.
 - The company employees should not use the corporate assets or business relationships for personal use or gain.