



SEERO'S CODE OF ETHICAL CONDUCT

Purpose of the code:

Seero's reputation is our true asset. Our Code of Conduct emphasizes the ethical business conduct guidelines and directs our partners and directors to fulfill our commitment to integrity and honesty.

Compliance with this policy is mandatory and it is the duty of all SEERO employees and partners to familiarize themselves with these policies specifically the ones applicable to their assigned duties and to conduct themselves accordingly. Being familiar with the Code will help you act and make decision in accordance with SEERO culture, values, and ethical standards.

SEERO's business partner are to assure that all their members that are working with SEERO are aware of SEERO's Code of ethics and complying to it. Failing to do so may result in endangering the business relations.



COMPLIANCE WITH LAWS AND CONTRACT TERMS

Seero's Business partners are to comply with all laws, regulations, and contract terms and conditions mentioned in these standards. Our policy and standards are designed to assist Seero's partners to act ethically and legally. By complying to these standards, partners will act in accordance with our policy and it will help you make the right business decisions since truth, accuracy, and integrity are essentials while dealing with our clients.



ANTI-CORRUPTION

Seero expects all its partners to act with the highest standards and business ethics as we do not tolerate corruptions or bribery actions. Seero's business partners are to comply to all anti-corruption laws and regulations of the country the business is operated in.



CONFIDENTIAL INFORMATION

Seero is devoted to protecting its partners' confidential and sensitive information. Business partners are to comply with the Non-Disclosure Agreements and all the country laws and regulations that govern protection of the parties.



CONFLICT OF INTEREST

Seero business partners are to disclose and address any potential conflict of interest or any situation that appears to be a conflict immediately.



ACCURACY OF RECORDS

Records, Accounts, and Financial books are to be accurate and in a reasonable level of detail. All financial information must be in comply with the contract terms and legal regulations.



NON-DISCRIMINATION

Seero expects Business Partners to provide a workplace free of discrimination, where there is no racism based on a race, color, sex, disability or religion.



WORKPLACE ENVIROMENT

Seero expects from all employees to act with high standards and in accordance with the laws and regulations settled for the workplace. All employees are to be treated humanely, fairly and in all respect. Employees are to receive all their rights and freedoms in accordance with the local laws . Employees' wages and working hours are to be fully respected.



Safety and Health

Business Partners must take the required actions to ensure a safe and healthy working environment for all communications between the employees. Seero's partners are to comply with Seero's Health and Safety Policy, and the country regulations and laws that govern safety to both office-based and site-based projects.



Reporting Violations

Any suspected violation or unethical concern are to be promptly reported to Seero and will be investigated in order to take an appropriate action. Reports will be taken from Seero's Business Partners or Seero's employees themselves. Seero expects Business Partners to take responsible and reasonable actions for any violations reported. Seero guaranties that no retaliation will be raised against any employee that reports violations.

If you wish to report an ethics or have any concern, the following options are available to reach out to us:

- 1- Write to the Ethics Committee on:
Fatma.alsayed@seeroeng.com
info@seeroeng.com
- 2- Contact the direct manager you work with.
- 3- Contact the management department.p