



**Tanmiah Food Company**  
**Code of Business Conduct and Ethics**

## A. Foreword

With more than 50 years in the food and the agriculture business, Tanmiah Food Company (TFC) has earned and retained the trust of consumers and business partners alike by observing the best production, quality, hygiene and customer service standards. We intend to provide quality food products that meet and exceed our customers' needs. We are guided by the following core values that embody who we are:

- Integrity
- Passion
- Respect
- Forward Thinking
- Teamwork

The above 5 values are part of the Omnipreneurship Ecosystem which governs the entire TFC. Management is committed to integrate the above values and other elements of the Omnipreneurship Ecosystem in its policies, procedures, practices and code of business ethics.

## B. About the Code of Business Conduct and Ethics (the Code)

This Code applies equally to all members of the TFC directors, managers, officers and employees in all locations. While it is not possible to address every situation that you may encounter while performing your duties or to describe every law and internal policy that may apply to you, this Code defines basic, globally applicable standards of conduct and what is expected from you. The Code has been divided into following main topics:

1. Commitment to Professional Conduct and Public Morals
2. Interacting with third parties
3. Protection of Company assets
4. Combating financial and administrative corruption
5. Gifts and Hospitality
6. Conflicts of Interest
7. Maintaining Confidentiality and Disclosure Mechanisms
8. Compliance with Laws, Regulations and Policies
9. Business Ethics

Employees are expected to read and understand the standards of the Code, as well as the respective local laws applicable to you and corporate policies, and always abide by them.

## C. Continuous Training and Development

Management will issue further guidelines and conduct training on the 5 core values mentioned above. The additional guidelines issued by the Company will support this code of conduct and provide guidance to employees. It is the responsibility of the Human Resource department to issue, communicate, create awareness and train employees on these values.

## D. Employees Declaration and Additional Related Policies

This code must be communicated at levels of management. The HR department will provide translated version of the code and awareness session training (on a bi-annual basis) to ensure it is understood by line staff as well.

The Code of Business Conduct and Ethics Acknowledgement Form must be signed by all TFC existing employees as well as new joiners upon signing their employment agreements. Any alterations and modifications to this Code will be circulated to all the employees of the Company. Employees shall be responsible to read, understand, sign and return the signed forms to the HR department.

**The form is attached as Appendix 1 of this Code.**

It is also important to note that the Company has developed additional policies referred to in this document. Employees are encouraged and expected to read and apply those policies. These policies include:

1. Anti-Nepotism and Conflict of Interest Policy referred to in Section 6
2. Whistle Blowing Policy referred to in Section 11.

Any questions / queries related to this Code must be directed towards the Head of HR.

## E. Detailed Guidelines

### 1. Commitment to Professional Conduct and Public Morals

a. Do's - Employees must:

1. Perform his/her duties and any additional work assigned to the employee during the normal working days and, if required, weekends and public holidays with efficiency and honesty.
2. Ensure punctuality and dedication during all working hours.
3. Inform supervisors of any breach, negligence or fraudulent act that is negative to the interest of the work or violations of policies and regulations.
4. Maintains confidentiality while working with/for the Company and post-employment.

5. Respect the rights of subordinates and cooperates with them in a highly professional manner without favoritism or any discrimination based on relationships, gender, friendships, color, race, religion, nationality or disability.
6. Cooperate with audits and investigations.
7. Report and take corrective action upon the discovery of unethical business practices
8. Take personal ownership for making day-to-day decisions that reflect our principles on workplace respect.

b. Don'ts- Employees are prohibited from the following acts:

1. The use of position and authority for personal interests.
2. Transferring any information related to the Company to others including (all types of social media. etc.) without prior authorization.
3. Deceiving or misleading supervisors by hiding any information related to work in order to influence decisions.
4. Reading newspapers, magazines, sleeping or using mobile phones or iPads during working hours.
5. Using work tools, equipment or vehicles for purposes other than authorized work.
6. Misuse of internet, e-mail or any other facility given to the employee.

## **2. Interacting with third parties**

In dealing with external parties, the employee shall take into account the following:

1. Gain the trust of third parties through honesty, responsiveness and appropriate conduct in all actions in accordance with Company policies and procedures.
2. Deal with personal documents of individuals or third parties with strict confidentiality and never use such documents for personal purposes.
3. Refrain from any action that negatively affects customer or supplier confidence towards the Company.
4. Disclose any illegal or unofficial offers made to him / her by any external party and refrain from performing any transaction to any person through mediation or favoritism.
5. Not to accept or request any gifts or other benefits of any kind that have a direct or an indirect effect on the objective performance of his/her work or may place the same obligations upon him/her if accepted.
6. Not to accept any valuable gifts without showing them to his/her direct manager, except for items that are not valuable for promotional purposes such as annual calendar, stationery, etc.

7. Refrain from any activities that may lead to a real or anticipated conflict between his/her personal interests and his/her functional responsibilities.
8. Immediately notify his/her superior (i.e., department manager or, as the case may be, direct report) of any conflict of interests involving the employee (explaining the nature and source of the conflict), and of any undue pressures affecting the employee's performance of his/her job duties and responsibilities.
9. Refrain from using his/her position, whether directly or indirectly, in obtaining financial or private interests.
10. The employee shall refrain from using (whether during or after the end of his/her employment) information obtained during his/her employment with the Company (i) to serve personal interests to himself/herself or others, either directly or indirectly, or (ii) to provide any party with an unfair advantage.
11. Discloses personal relations with any external party before taking part in any decision or recommendation on that party.
12. To retain or copy any official document of the Company under its custody or to allow any third parties to read it.
13. Disclose prior to hiring the existence of any employment agreement, non-competition or non- solicitation agreement, confidentiality agreement or similar agreement with a former employer that in any way restricts or prohibits the performance of any duties or responsibilities with TFC.

### **3. Protection of Company assets:**

1. The employee shall protect the assets of the Company and shall make all efforts to ensure its proper use only for its permitted purposes.
2. Not to use the Company's assets to obtain private interests or promote goods or services for personal or third-party interests.
3. Employees shall not use the Company's name, logo, stamps or publications for unauthorized purposes.
4. Refrain from keeping personal items or information that you consider private on company information systems, such as laptops, shared drives and smart phones. TFC reserves the right to gain access to these areas, in accordance with applicable laws.
5. Use of TFC property to engage in unethical, harassing, illegal or inappropriate activities or to promote personal gain is prohibited.
6. Avoid wasteful practices.

#### **4. Combating financial and administrative corruption - Anti-bribery and corruption:**

Bribery is one of the greatest crimes and most impactful on the corruption of societies.

The Company condemns corruption and bribery in all its forms, and never allows corruption and bribery in any dealings or interaction with other parties, and is committed to alert and work to educate and raise awareness of employees of the crime and seriousness of bribery and corruption and its negative harm at the Company level and the level of society as a whole.

Duties and responsibilities of employees:

1. Inform the competent managers and head of departments in case of suspicion of corruption or bribery.
2. Non-acceptance of favoritism or mediation in the performance of work tasks and responsibilities, which may negatively affect the confidence of customers with the Company.
3. Not to resort to any form of moral or administrative corruption and the use of suspicious or illegal means to carry out the work.
4. Non-abuse of the functional authority and the exploitation of influence and inform the competent administration when there is a case of abuse or exploitation.

#### **5. Gifts and Hospitality**

All employees of the Company shall exercise caution and apply sound judgment when presenting or accepting gifts, travel, entertainment, services or other economic benefits, arising under the relations with stakeholders in order to protect the integrity of both the employee and the Company and in accordance with the Company's gift and hospitality policy.

In order to apply the principle of professionalism, it shall be assessed whether the gift or hospitality is reasonable, appropriate and justified taking into account the value, nature and timing of the gift/hospitality and the intended intentions. The employees of the Company shall take into account the following:

1. Not requesting or accepting any gift, invitation, service or anything of material or moral value whether it is for him/her or a relative of a person or organization related to or seeking to have a relationship with the Company, so that it can have a direct or indirect impact on the objectivity of the employee in the implementation of the job function, or would affect his/her decision or may have to commit to something in return for accepting it.
2. If the rejection of the gift may cause offense to the Company, or if the refund is not

practicable, or provided to the employee on visits and official events or upon reception of official guests, which requires the rules of courtesy and protocols of visits and occasions acceptance of the gift may be accepted provided that the following:

- a. In no case shall they be in cash, in the form of loans, shares or derivatives.
  - b. The gift and its value shall be what is customary to provide, according to the occasion on which it was presented and its nature, such as tombstone, to name a few.
  - c. If the gift is a reduction or a waiver of fees, it shall relate to an invitation to attend a conference or meeting that enhances knowledge and reflects positively on the Company's business and does not result in a conflict of interest.
  - d. The gift must not be linked to the position of the recipient of the gift in the Company or provided as a result of work therein.
  - e. The gift holder shall not have a private or public interest, which is requested from the Company or one of its employees.
  - f. The employee may accept a prize from other parties that the Company deals with as a result of achieving an achievement in the light of the following:
    - The prize should be spotted as part of a recognized program whereby it is awarded on a regular basis.
    - The winners shall be selected according to stated criteria.
    - Obtain the Company's prior approval.
3. The recipient of the gift shall submit a written disclosure directly to the Human Resources Department receiving the gift through a disclosure form in the following cases:
- If the gift has a price it can be sold, or
  - If the gift is perishable and exceeds the value of SAR 1,000 (or equivalent thereof).
- 4. The Corporate Gift Disclosure Form is attached as Appendix 2 of this Code.**
5. Employees of the Company are prohibited from providing gifts, gifts and invitations to those who have a personal business relationship with the Company, unless provided by the competent department in accordance with the policy adopted by the Company in this regard.
  6. It is forbidden to accept or request gifts and gifts that have the potential to damage the reputation of the Company.
  7. When in doubt about a certain gift or benefit being offered or received, including existing or future relationships or associations with companies that have a business relationship with TFC, the employee should obtain written clearance from his direct manager prior to accepting the gift or benefit from said party or becoming associated with the party in question.

## 6. Conflict of Interest

1. Our personal interests must not influence or appear to influence our responsibilities to TFC and our decisions must be made solely in the best interests of TFC.
2. A “conflict of interest” occurs when direct or indirect personal, financial, political or social interests have the potential to influence and interfere with your objectivity in performing company duties and responsibilities. Even the appearance of a conflict of interest can damage your reputation and that of TFC.
3. To protect the Company and its stakeholders, all employees of the Company are responsible for identifying any potential or actual conflicts of interest that may adversely affect the Company or its stakeholders.
4. No member of staff at any level shall derive any personal profit, gain or benefit, directly or indirectly, by reason of his or her employment with TFC.
5. When hiring relatives please refer to Anti Nepotism and Conflict of Interest Policy for details.
6. Do not, and do not allow family members (references to family members include any individuals living in the same house) to:
  - a. Hold a financial interest in any business that is a supplier, customer or competitor of TFC, or that otherwise transacts business of any kind with TFC.
  - b. Seek or maintain employment with or serve in any capacity to a supplier, customer or competitor of TFC or otherwise receive fees, commissions or other compensation from a supplier, customer or competitor of TFC.
  - c. Place or direct any business of TFC with a business owned or controlled by another employee or a family member of any employee, without competitive bidding.

### Dealing with Potential and Actual Conflict of Interest

7. The potential for a conflict of interest does not mean that there is a problem, but it does mean that you must immediately report the potential conflict of interest to your supervisor.
8. Each employee shall identify and disclose to TFC any and all personal interest which he or she may have with any companies having a business relationship with TFC, including but not limited to contractors, consultants, suppliers, business partners and customers.
9. All potential conflicts of interest must be submitted for review to the head of HR department. Any conflict involving the CEO must be reviewed by the Chairman of Audit Committee.
10. If you are uncomfortable discussing a situation with your supervisor, this can be an indication that there is, in fact, a conflict. It is important to disclose the situation before a problem arises.



11. It will be the employee's ultimate responsibility to fully disclose such information to TFC's Management.

## 7. Maintaining Confidentiality and Disclosure Mechanisms

Information is considered an important asset for the Company's business and its preservation is an important factor for its success and continuity. All information related to the Company's stakeholders or employees, is its property. The Company would prepare a set of controls and procedures for the destruction of unused or damaged documents and devices. The Company classifies information in terms of confidentiality according to the following:

### A. Company Information Classification

1. **General Information:** This information is in the public domain and is freely available and made available to the public through one of the Company's authorized channels.
2. **Inside Information:** Information that is not disclosed to persons outside the Company.
3. **Confidential Information:** This comprises all the non-public information related to the Company, its employees and stakeholders. Employees shall preserve confidential information. By way of example, confidential information include: lawsuits, statutory penalties, financial strategies, sensitive commercial data, trade secrets, specifications, stakeholder lists or research data. Unauthorized access to confidential information shall be prohibited.
4. **Highly Confidential Information:** It is the information entrusted to some of the Company's employees and that would have a significant impact on the Company or its employees or stakeholders if disclosed without permission. Access to highly confidential information is strictly prohibited except for authorized personnel.

### B. Confidentiality Classification

1. **Confidentiality of stakeholder information:** The duties and officials of a Company to protect confidential information about stakeholders and be trusted with:
  - Personal information.
  - Information about the Company's products and services.
  - Information on transaction accounts and balances.
  - Information relating to mergers or acquisitions.
  - Information relating to securities.
  - Information on pending requests or plans to raise capital.

2. Stakeholder information shall be the sole and collective responsibility of the Company's employees, in accordance with the strictest confidential of information security standards. Confidential information pertaining to stakeholders may not be shared with unauthorized personnel or third parties.

### **C. Confidentiality of Proprietary Information**

1. In the context of performing their job responsibilities, the employees may provide, develop or access non-public information, ideas, innovations, systems, intellectual property, technologies, policies, procedures, software, hardware, operational processes, results and profitability forecasts, business plans, strategies, programs, employee information, reports, studies, records, statements, lists, stakeholder information, trade secrets and other relevant information, information relating to the Company's stakeholders, potential stakeholders, products and services, or subsidiaries.
2. As a condition of employment, employees shall acknowledge or agree that proprietary information is a sole property of the Company and shall relinquish any rights or interests they may have therein. Employees shall have the duty to preserve proprietary information and may not use this information except in connection with the business of the Company. Unauthorized use of proprietary information is prohibited.
3. Employees shall not record any communications involving proprietary information through the use of electronic devices or the use of personal recording devices, including mobile phone cameras. Employees shall preserve proprietary information and may not disclose the same or provide access thereto to any unauthorized third party, whether during or after the end of their employment with the Company.
4. The employees shall refrain from publishing or damaging property information.
5. In case of resignation, employees of the Company shall delete/return all proprietary information in their possession, including the information they hold in their personal devices and belongings (electronic devices, home computer etc.).

### **D. Confidentiality of Internal Information**

1. Authorized personnel may access inside information but shall be prohibited from misusing the same. The definition of "material inside information" is

broad. Inside information is “material” (i) if there is a high probability that a person will consider it important to create an investment / business decision or if disclosure of such information will affect the price of the Company's securities in the market (where applicable),(ii) if it relates to the future or potential or foreseeable events, or (iii) if it is material only if it is combined with publicly available information.

2. Examples of adequate disclosure of information include information that has been submitted to the Stock markets and Regulators (such as Tadawul and the Capital Market Authority) or issued in a press release or through meetings with members of the media and the public. Any of the Company's employees may not discuss or pass on internal information to any other employee unless the exchange of such information serves the Company's purposes.
3. Employees of the Company shall not trade directly or indirectly through others or arrange a trading transaction in which one of the parties is a person with whom the Company has a family, business relationship, contractual relationship or any other means of his agent or any other person acting on his behalf in shares or securities. Or give recommendations to do so based on internal information they have accessed by virtue of their work / service.
4. Employees of the Company are not allowed to invest or make business decisions (unrelated to the work of the Company) on the basis of information they have acquired from the Company, such actions are considered illegal and punishable by law.
5. If any of the Company's employees believes that he/she has access to internal information, he/she may not trade securities based on such information except after consulting with the Compliance and Corporate Governance Department (where applicable).

#### **E. Exchanging of confidential information based on needs**

1. The Company employees shall not disclose confidential information to other employees or to any supervisory authorities or to external lawyers and/or consultants, except after obtaining the required approvals and the disclosure shall be in the following cases:
  - a. If the recipient has a legitimate need for such information and is licensed to obtain it and is related to the responsibilities of his/her work, in accordance with the instructions governing it.
  - b. There is no harm in disclosing this information.
  - c. Company employees may not give any information about the Company

to third parties unless they have the authority to do so or in case disclosure of such information was conducted in the normal course of business. If the disclosure is in the best interest of the Company and its stakeholders. Below are examples of exempted information:

- General periodic declarations imposed by the regulatory authorities.
- If the competent authorities request information for the purposes of any investigation.
- Inquiries from Regulatory and supervisory bodies must be referred to the Chief Financial Officer / relevant head of the department.

#### **F. Responsibilities of the Company's Employees'**

1. The Company's employees are obliged to protect confidential information. In addition to the detailed requirements of the Anti-Cybercrime Law, all employees shall at a minimum:
  - a. Comply with information security policy and procedures, and regulations and instructions related to confidentiality.
  - b. Refrain from accessing stakeholder or proprietary information that is considered public information for purposes unrelated to their work.
  - c. Refrain from seeking confidential information that is not required for their work.
  - d. Should not facilitate or provide access to it confidential information to any unauthorized person from inside or outside the Company.
  - e. Authorized personnel's access to information shall be limited only to necessary information.
2. Stakeholder, proprietary, and other confidential information shall be preserved in a manner that will limit access thereto to authorized personnel only.
3. Do not leave any confidential information in accessible places such as offices or shared spaces.
4. Use confidential envelopes, postal services or e-mail when exchanging confidential information within the Company.
5. Must not take any copies of any document or text unrelated to their work before obtaining the prior approval.
6. Must not enter the lockers, fortified rooms or other restricted areas unless they are authorized to do so unless they are linked to business requirements.
7. Keeps documents that are currently being worked on only in the designated working area of the office and other documents should be kept in the designated storage areas, preferably under lock and key.

8. Shut down / switch off devices and lock their drawers when leaving office.
9. Destroy all documents that no longer need to be kept containing sensitive or confidential information.
10. Not to disclose any confidential information about the Company to any person, including other employees of the Company who are not authorized to know this information or who are not required to receive such information.
11. Take preventive measures to avoid unauthorized disclosure of confidential information.
12. Do not discuss sensitive matters or confidential information in public places such as elevators, walkways and public transport.
13. Maintaining the confidentiality of the Company's information during the period of their work / service and after the expiry of that period, and that no other person shall share, collect, record or publish such information at any time or for any reason except after obtaining the written approval of the authorized management within the Company.
14. Not to enter the premises of the Company outside the working hours except after obtaining the prior approval of the direct manager.
15. Understand and acknowledge that any intellectual property developed for the Company or originated using the Company's resources is the property of the Company alone.
16. Maintain the confidentiality of fortified room numbers, access codes for technical systems and all other passwords.
17. To prevent the disclosure of confidential information, intentionally or unintentionally.
18. Commitment to obtain the prior approval of the authorized person to copy or possess any document or text outside the premises of the Company to complete the work outside its premises.
19. Competent authority shall be reported to in the event that one of the employees of the Company receives confidential information that he/she does not need for his / her business requirements.

#### **G. Accessing and leaking of Internal Information**

Company employees shall not take any action or participate or encourage others in any behavior that may make a false impression of any investment, price or value of something by using or leaking internal information to manipulate the market, obtain personal benefits for his/her own account or for third parties.

## **8. Compliance with Laws, Regulations and Policies**

We must observe and comply with all applicable laws, rules and regulations governing TFC business and all policies established by the company that set the standards for how we conduct business.

### **1. Responsibilities of Company's Employees'**

- a. Understand the laws, rules and regulations that apply to your business activities and the place of work. Strive to follow the spirit and the letter of the law wherever TFC does business. In certain instances, the applicable law in many include laws originating from outside your country of work.
- b. Due to the size, scope and breadth of our business, it is not unusual to encounter confusing or contradictory legal, regulatory or policy requirements. In those circumstances, it is important to contact the TFC Legal Department for guidance.
- c. Always comply with the applicable local laws and regulations. Compliance with TFC policies and this Code are required even in countries where culture or common practice or the absence of specific laws, or a lack of enforcement, might indicate that lower standards of conduct are acceptable. TFC's policies and rules must be followed even if this means the company is at a competitive disadvantage.
- d. Always compete fairly and honestly and do not agree with competitors to fix prices, allocate markets or rig bids.

## **9. Business Ethics**

We are committed to conducting business with integrity in accordance with the highest ethical standards and to treating others fairly and with respect, all in the way we would like to be treated while respecting cultural norms.

### **1. Responsibilities of Company's Employees'**

- a. Deal fairly with other TFC employees and with TFC's customers, suppliers, partners and competitors and treat them with respect.
- b. Promote understanding and respect in all interactions with other employees. All employees have the right to expect a workplace free of conduct that is harassing or abusive.
- c. In connection with making hiring and promotional decisions, make an effort to consider candidates that are reflective of today's work force.
- d. Cooperate with audits and investigations.
- e. Actively promote honest and ethical behavior among associates in the work environment.
- f. Report and take corrective action upon the discovery of unethical business practices.

- g. Take personal ownership for making day-to-day decisions that reflect our principles on workplace respect.
- h. Disclose prior to hiring the existence of any employment agreement, non-competition or non-solicitation agreement, confidentiality agreement or similar agreement with a former employer that in any way restricts or prohibits the performance of any duties or responsibilities with TFC.

## **10. Safe Work Place**

We are committed to a violence-free work environment and we will not tolerate any level of violence in the workplace. Under no circumstances should anyone bring a weapon to work. If you become aware of a violation of this policy, you should report it to Human Resources immediately. Fist fighting or using bad language is unacceptable. Employees should always remain professional and respectful.

### **1. Anti-harassment, Bullying & Discrimination**

TFC prohibits discrimination, harassment and bullying in any form -verbal, physical or visual.

If you believe you've been bullied or harassed by anyone at TFC, or by a TFC partner, we strongly encourage you to report the incident to your supervisor, Human Resources or both.

Managers and supervisors who learn of such incident should immediately report it to Human Resources. HR will promptly and thoroughly investigate any complaints and take appropriate action. Harassment that creates an environment that is intimidating, hostile, or offensive to the individual will not be tolerated

### **2. Equal Opportunity and Fair Treatment**

We treat each individual fairly, and recruit, select, train, promote, and compensate based on merit, experience, and other work-related criteria. We comply with all laws governing fair employment and labor practices.

We do not discriminate against any applicant for employment or any employee in any aspect of their employment at TFC because of age, race, religion, gender, disability, pregnancy, or national origin.

### **3. Workplace Health, Wellness, and Safety**

The well-being of our people is of utmost importance to TFC. We are committed to protecting the health, wellness, and safety of each TFC employee. We strive to protect our people, customers, and the public from injury and illness through our health and safety programs.

We all are responsible for the safety and health of the environment we work in.

Employees are required to report to the company in a timely manner any vehicle accident, workplace injury, this will ensure appropriate medical attention is provided in the event an injury occurs. It is also necessary that we keep our company free of any illnesses and have our employees healthy by minimizing the risk of spreading infections or harmful bacteria. It is important to remain good hygiene and keep a clean workspace.

#### **4. Drugs & alcohol**

Substance use is incompatible with the health and safety of our employees, and we don't permit it. Consumption of alcohol is banned at our offices. Illegal drugs in our offices or at our events are strictly prohibited. If a manager has reasonable suspicion to believe that an employee's use of drugs and/or alcohol may affect the employee's job performance or the safety of the employee or others in the workplace, the manager may request an alcohol and/or drug test. A reasonable suspicion may be based on objective symptoms such as the employee's appearance, behavior, or speech.

### **11. Reporting an Actual or Potential Violation**

1. The Company shall provide effective means to receive reports of actual or potential irregularities in addition to reporting any suspicious transactions.
2. The report and the identity of the relevant employee shall be dealt with as strictly confidential.
3. The Company shall provide the bona fide reporter (whistleblower) with the necessary protection.
4. The Company shall not tolerate any form of retaliation against the whistleblower. Please refer to Whistle Blowing Policy of the Company for further details.
5. The company will take appropriate action in response to any violation of this Code. Violation of legal laws and TFC policies, including the Code, may result in disciplinary action up to and including termination of employment and criminal prosecution for violations of law and restitution in cases of fraud, theft or personal gain at TFC's expense.



## **APPENDIX 1 – Code of Business Conduct and Ethics Acknowledgement Form**

I hereby acknowledge that I have read and understood TFC Code of Business Conduct and Ethics (the Code), and that I am fully aware of its terms.

I also agree to read and comply with all policies adopted by TFC. I understand that the compliance with this Code is a condition of employment.

I further acknowledge that I have read and understand all of my obligations, duties, and responsibilities under each principle and provision of this Code of Business Conduct and Ethics and will read and understand all of my obligations, duties and responsibilities under all future amendments and modifications thereto – as communicated by the HR Department.

I understand that violations of this Code may result in disciplinary action including a warning, revision of responsibilities, suspension without pay and/or dismissal.

I understand that TFC from time to time may issue guidelines which also govern employee conduct. All of these other policies are incorporated by reference into this Code.

I confirm that I will comply with all provisions of the Code.

Name \_\_\_\_\_

ID \_\_\_\_\_

Signature and Date \_\_\_\_\_

## APPENDIX 2 – Corporate Gifts Disclosure Form

Please complete and submit to the HR department at [hr@tanmiah.com](mailto:hr@tanmiah.com).

Your Name:	
Your Email:	
Your title:	
Your Manager Name	
Your Manager Title	
Type of Request	Request permission to give a gift
	Request permission to receive a gift
	Report a gift already received / given
<b>Details of the Person or Entity we are transacting with:</b>	
Is the person a government official? (Yes) (No)	
Name and title of the person	
Company or organization of the person	
TFC Relationship with the Company	
Gift Description	
Reason for Gift	
Approx. Gift Value in SAR	
Any Additional Relevant Information	