

Environmental Policy

MULTILEM Worldwide is dedicated to delivering services of the highest standard while recognizing our role in promoting effective environmental stewardship. As a global leader, we are steadfast in our commitment to preventing pollution, protecting the environment, and safeguarding public health throughout our operations.

Our team is devoted to implementing and maintaining an effective environmental management system that aligns with our strategic business objectives. To fulfil this commitment, **MULTILEM** Worldwide pledges to:

- **Prevent Pollution:** Actively work to prevent pollution by minimizing waste, reducing resource consumption, and promoting recycling initiatives.
- **Ensure Compliance:** Adhere to all applicable environmental laws, regulations, and other requirements to which the company subscribes.
- **Promote Sustainability:** Encourage environmental sustainability among suppliers and subcontractors.
- **Drive Continuous Improvement:** Set and review environmental objectives and targets to ensure ongoing enhancement of our environmental performance.
- **Educate and Engage:** Communicate environmental responsibilities and issues to all employees to foster awareness and accountability.
- **Integrate into Strategy:** Embed environmental considerations into our current and evolving business strategies.

Implementing this policy, communicating it effectively, and making it available upon request to customers and stakeholders are key management priorities at **MULTILEM** Worldwide.

Through these efforts, we aim to contribute meaningfully to a more sustainable future while supporting the environmental goals of our customers and communities.



General Manager

EMS/MN/01

Date: 01st September 2024



[multilem.com](https://www.multilem.com)

CODE OF CONDUCT

Purpose

This Code of Conduct (hereinafter referred to as the “**Code of Conduct**” or the “**Code**”) establishes a Code where Multilem guides their conduct practices and policies.

The Code of Conduct contains the policies that relate to the legal and ethical standards of conduct that Multilem is expected to comply with while carrying out their fiduciary duties and responsibilities to their clients.

Furthermore, this Code is to explain Multilem’s code of conduct on areas of ethical risk, provide guidance to recognize and deal with ethical issues, provide mechanisms to report unethical conduct, and to help foster a culture of honesty and accountability.

Multilem wants to be part of the success of their clients by participating in a culture of compliance and understanding the policies that apply to the business, by embracing Multilem’s commitment to integrity, and by acting to enforce applicable international standards, avoiding violations and safeguarding the reputation of their clients.

Multilem has a duty and personal commitment to their clients to uphold its common ideals, as set out in this Code, which will enable the clients to continue to prosper while keeping its reputation of a high standard of integrity and ethics.

1. Compliance with Laws, Codes and Regulations

Multilem will be governed by and subject to the laws of the countries in which they are headquartered and with all applicable laws, rules, and regulations of the Kingdom of Saudi Arabia (hereinafter referred to as the “**Kingdom**”).

2. Treating People with Dignity and Respect

2.1 Human Rights

Multilem will adhere to the human rights law of the Kingdom, the country in which they are operating in and all other applicable standards. Multilem complies with all applicable laws regarding the treatment of our employees and other stakeholders. We insist that our team also uphold these principles and we are committed to working with all our partners as they undertake similar assessments of their own business and develop their own approach to respecting human rights.

2.2 No Forced or Child Labor

Multilem is prohibited from using slave or involuntary labor, of any kind including prison labor, debt bondage or forced labor by governments. Multilem not engage in human trafficking and must not use physical or psychological abuse, threats of violence, forms of violence, or other forms of physical or mental coercion.

Multilem complies with all applicable child labor laws, including those related to hiring, wages, hours worked, overtime and working conditions. Only workers who meet the applicable minimum legal age requirement in the country where they are working may be hired by a Supplier.

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2.3 Diversity and Inclusion

Multilem believes in recognizing and valuing our differences to deliver superior results. Bringing together people of different races, gender, education, language, skill sets, and experience, enables ideas and innovation to flourish.

Multilem is inclusive and ensures that their employees and other stakeholders are always treated with dignity and respect. Multilem will prohibit discrimination or harassment against anyone based on an individual's: ethnic descent or national origin, race or color, gender, age, disability.

To best meet these expectations, Multilem has formal policies that prohibit harassment and discrimination, and s periodically reviews hiring and promotion practices to ensure fair treatment.

2.4 Anti-harassment

Multilem is committed to a working environment which is free from harassment, including discrimination, victimization, and bullying, and in which dignity of the individual is paramount.

2.5 Wages and Hours

Multilem follows all applicable laws regarding working hours, wages and overtime pay. Workers must be paid at least the minimum legal wage or wage that meets local industry standards.

3. Environmental, Health, Safety and Security Practices

Multilem assures that its facilities are designed and safely operated in compliance with: (1) the established government and industry environment protection policies; and (2) Clients's high standard environmental, health and safety practices to ensure that they do not present unnecessary risks to the environment or public.

Multilem manages compliance, minimizes environmental impact and drives continual improvement of environmental compliance. Multilem maintains documentation to be able to respond to requests for information including but not limited to resource consumption, emissions, compliance, environmental risks and liabilities and any other environmental sustainability matrices.

Such compliance includes, amongst other things:

- Obtaining and maintaining any necessary environmental permits.
- Proper handling and disposition of hazardous materials and refuse.
- Monitoring, controlling, and responsibly treating discharges generated from operations.
- Conducting appropriate employee safety training and providing adequate safety equipment.
- Maintaining records of safety training and monitoring safety performance.

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- Taking all reasonable steps to make sure that employees comply with applicable health and safety rules and regulations and perform their duties and work in a manner which will not endanger themselves or others.
- Providing training required to promote sound public health and hygiene practices.
- Working to set Key Performance Indicators to monitor compliance of environmental, health and safety practices.

4. Safe and Healthy Workplace

Multilem complies with all applicable laws regarding working conditions. This includes worker health and safety, hygiene and sanitation, fire safety, risk protection and electrical, mechanical, and structural safety.

5. Corporate Social Responsibility

Multilem is committed to work ethically considering the social, economic, and environmental impacts, and to ensure that all of their business undertakings are conducted in accordance with high standards of Corporate Social Responsibility (“**CSR**”) by respecting the terms and conditions of company policies, and by actively participating and promoting social, economic, and environmental practices that positively affect the society as whole.

5.1 Fraud

Multilem is committed to promoting honesty, and integrity and operates a zero-tolerance approach to fraud.

5.2 Ethical and Anticounterfeit Sourcing

Multilem sources goods or services from third parties that meet, as a minimum, country of origin standards for health and safety, working hours, pay, employment conditions and environmental protection.

5.3 Conflict of Interest

Multilem does business in a way that is open, transparent and with the highest integrity. There is the potential for a conflict of interest if a Supplier’s employee or his or her family member has a close relationship with the client, . For that reason, Multilem will disclose these types of relationships to the client before entering into negotiations and whenever they arise.

6. Intellectual Property

Multilem ensures that its own supply network respects the intellectual property of others. Multilem takes reasonable steps to ensure that their partners, through all tiers, safeguard sensitive information.

7. Confidentiality

Multilem shall preserve all confidential information in trust and confidence, and shall not under any circumstance use, disclose, communicate or convey, or conveyed, directly or indirectly, any such information, except as may be necessary in the performance of their duties, considering that any such exceptions should be governed by a signed non-Disclosure.

