

Mission statement

At **Middle East Polytek W.L.L.**, our mission is to empower positive change through innovative products and ethical business practices. We are committed to fostering an inclusive and collaborative environment that values integrity, diversity, and sustainability.

Core Principles:

1. **Integrity:** We conduct our business with the highest standards of honesty, transparency, and fairness. Our commitment to integrity extends to all aspects of our operations, from client interactions to internal decision-making processes.
2. **Innovation:** We embrace creativity and innovation to drive positive change. By continuously exploring new ideas and technologies, we aim to provide cutting-edge solutions that exceed the expectations of our clients and contribute to societal progress.
3. **Diversity and Inclusion:** We celebrate diversity as a source of strength and believe in creating an inclusive workplace where all individuals feel valued, respected, and empowered to reach their full potential. We reject discrimination and promote equal opportunities for everyone.
4. **Sustainability:** Recognizing our responsibility to the environment and future generations, we are committed to sustainable business practices. We seek to minimize our ecological footprint, promote eco-friendly initiatives, and contribute to a more sustainable and resilient world.
5. **Client Satisfaction:** Our success is tied to the success of our clients. We are dedicated to understanding their needs, delivering exceptional service, and building long-lasting partnerships based on trust and mutual benefit.
6. **Employee Well-being:** Our employees are the heart of our organization. We prioritize their well-being, professional development, and work-life balance. By fostering a supportive and

collaborative work environment, we empower our team to thrive and contribute their best to our shared mission.

Code of Conduct and Ethics:

In pursuit of our mission, we adhere to a Code of Conduct and Ethics that guides our behavior, ensuring the highest standards of integrity, professionalism, and responsibility. This code serves as a compass for our employees, outlining expectations and principles that govern our interactions, decision-making processes, and contributions to the communities we serve.

By aligning our actions with our mission, core principles, and Code of Conduct, we aspire to be a trusted and respected global partner, making a positive impact on the world around us.

Vision statement

At **ME POLYTEK**, our vision is to be a global leader in innovation, known not only for our cutting-edge solutions but also for our unwavering commitment to ethical excellence. We envision a future where our actions inspire positive change, setting new standards for responsible business conduct.

Key Elements of our Vision:

- 1. Innovative Excellence:** We strive to lead the way in innovation, developing solutions that transcend industry norms and address the evolving needs of our clients and the world. Our vision is to be at the forefront of positive disruption, driving meaningful advancements through technology and creativity.
- 2. Ethical Leadership:** As a beacon of ethical leadership, we aspire to set the gold standard for business conduct. Our commitment to integrity, transparency, and fairness shapes every decision we make, fostering trust among our stakeholders and contributing to the betterment of society.
- 3. Global Impact:** We envision our influence extending far beyond business success. By incorporating sustainability into every facet of our operations and actively engaging in social responsibility, we aim to make a lasting and positive impact on the global communities we serve.
- 4. Diverse Collaboration:** Embracing diversity as a strength, we envision a collaborative environment where a multitude of perspectives come together to drive innovation. Our commitment to inclusion empowers individuals to contribute their unique talents, fostering a culture of creativity and excellence.
- 5. Exemplary Corporate Citizenship:** Our vision extends beyond profit to encompass our role as responsible corporate citizens. We strive to be a force for good, contributing to the well-being of communities, protecting the environment, and championing social causes that align with our values.

Alignment with Code of Conduct and Ethics:

Our vision is inseparable from our commitment to ethical conduct. Our Code of Conduct and Ethics serves as the foundation upon which our vision is built. It guides our decisions, shapes our interactions, and ensures that every action we take is in harmony with the values that define us.

By embodying the principles outlined in our Code of Conduct and Ethics, we believe we can turn our vision into reality, creating a future where innovation and ethical excellence coalesce to make a positive and enduring impact on the world.

Unacceptable behaviors and their consequences

At **ME POLYTEK**, we are committed to fostering a workplace culture that values respect, inclusivity, and professionalism. Our success is built on the foundation of mutual respect and collaboration among our diverse team members. To maintain a positive and productive work environment, we unequivocally declare that certain behaviors are deemed unacceptable and will not be tolerated within our organization.

Unacceptable Behavior: Harassment

Definition: Harassment includes any unwelcome conduct, communication, or behavior, whether verbal, written, or physical, that creates an intimidating, hostile, or offensive work environment. This can include, but is not limited to, offensive jokes, slurs, epithets, name-calling, or any form of discriminatory behavior based on race, gender, religion, sexual orientation, disability, or other protected characteristics.

We encourage all team members to speak up and report any concerns about unacceptable behavior. We have established confidential reporting mechanisms to ensure that individuals feel safe coming forward. Our organization is committed to taking prompt and effective action to address and prevent such behaviors.

By adhering to these principles, we collectively contribute to a workplace that respects the dignity and worth of everyone, fostering a culture of collaboration, innovation, and success at **ME POLYTEK**.

Violations of these policies will result in appropriate disciplinary action.

Consequences:

1. **Verbal Warning:** A first offense may result in a verbal warning from the supervisor or HR representative. The individual will be informed that their behavior is unacceptable and advised on the expected standards of conduct.
2. **Written Warning:** If the unacceptable behavior persists, a written warning will be issued, documenting the specific incident, the warning, and the expected changes in behavior. The individual will be required to sign the written warning as an acknowledgment.
3. **Suspension:** In cases of repeated violations or severe harassment, a suspension may be imposed. During this time, the individual will be required to undergo training or counseling to address the underlying issues contributing to their behavior.

4. **Termination:** Continued violations despite previous warnings or instances of severe harassment may lead to termination of employment. This decision will be made in consultation with HR and management, ensuring a fair and thorough investigation has taken place while ensuring that they comply with relevant laws and regulations.

Legal compliance

At ME POLYTEK, we recognize the complex and dynamic nature of operating in a global business environment. As a responsible and ethical organization, we are committed to upholding the highest standards of legal compliance across all the regions where we conduct business. Our commitment extends beyond borders, reflecting our dedication to respecting and abiding by the laws and regulations of each country in which we operate.

International Legal Compliance Commitments:

1. **Local Laws and Regulations:** We are committed to understanding and complying with the laws and regulations of every country where we have a presence. This includes but is not limited to, employment laws, trade regulations, tax laws, and industry-specific requirements.

2. **Anti-corruption and Bribery:** Our organization strictly prohibits corruption and bribery in any form. We adhere to international anti-corruption laws, such as the Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act, to ensure transparent and ethical business practices.

ME POLYTEK is fully committed to following ISO 37001:2018, Anti-Bribery Management System.

3. **Data Protection and Privacy:** Recognizing the importance of data protection, we comply with international privacy laws, such as the General Data Protection Regulation (GDPR), to safeguard the privacy rights of our customers, employees, and stakeholders.

4. **Cultural Sensitivity:** We value and respect the diversity of cultures in the countries where we operate. Our commitment includes respecting local customs, traditions, and societal norms while ensuring that our business practices align with international human rights standards.

Consequences of Non-Compliance:

Non-compliance with international laws and regulations may result in severe consequences, including legal actions, financial penalties, and damage to our reputation. All employees are expected to familiarize themselves with and adhere to the specific legal requirements applicable to their roles in each international location.

Global Reporting Mechanisms:

We encourage employees to report any concerns or potential violations through our established global reporting mechanisms. These mechanisms are designed to maintain confidentiality to the fullest extent permitted by law, and there will be no retaliation against individuals reporting violations in good faith.

Continuous Global Compliance:

Our commitment to legal compliance is an ongoing process. We regularly assess and update our compliance programs to adapt to changes in international laws and regulations. Training initiatives are undertaken to ensure that our global workforce is well-informed and equipped to navigate the complexities of international legal compliance.

By adhering to these principles, **ME POLYTEK** aims to foster a culture of integrity, transparency, and legal compliance across all borders where we operate.

Employee rights

At ME POLYTEK, we believe that our greatest asset is our diverse and talented workforce. As an organization operating internationally, we are committed to upholding the rights and well-being of our employees in every country where we conduct business. We recognize the importance of providing a consistent and fair working environment that respects and safeguards employee rights.

Core Employee Rights Commitments:

1. **Equal Opportunity and Non-Discrimination:** We provide equal opportunities for all employees, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic. Discrimination and harassment are strictly prohibited.
 2. **Fair Compensation and Benefits:** Our commitment includes providing fair and competitive compensation and benefits packages that comply with local laws and industry standards in each international location where we operate.
 3. **Workplace Health and Safety:** We prioritize the health and safety of our employees by complying with international and local regulations related to workplace safety. We strive to maintain a safe and healthy working environment for everyone.
- ME POLYTEK is fully committed to complying with ISO 45001:2018, OHS Management System
4. **Freedom of Association and Collective Bargaining:** We respect the right of employees to associate freely, join or not join labor unions, and engage in collective bargaining as permitted by local laws and regulations.
 5. **Work-Life Balance:** We recognize the importance of work-life balance and are committed to offering policies and practices that support employees in achieving a healthy balance between their professional and personal lives.

Employee Rights Education:

We provide ongoing education and training to our employees on their rights and responsibilities. This includes training on local labor laws, anti-discrimination policies, and health and safety regulations in each international location.

Global Reporting Mechanisms:

We encourage employees to report any concerns or potential violations of their rights through our established reporting mechanisms. These mechanisms are designed to ensure confidentiality and protect employees from retaliation.

Continuous Improvement:

Our commitment to employee rights is an ongoing process. We regularly assess and update our policies and practices to align with changes in international labor laws and regulations, striving to create a positive and supportive working environment for all employees.

By adhering to these principles, **ME POLYTEK** aims to foster a culture of respect, fairness, and collaboration, ensuring that our global workforce is empowered and treated with dignity and equality.

On-the-job training guidelines

At ME POLYTEK, we recognize the importance of On-The-Job Training (OJT) as a vital component of our commitment to employee development and continuous improvement. OJT is a valuable opportunity for employees to acquire new skills, enhance their knowledge, and contribute to their professional growth.

1. **Commitment to Learning:**

Employees engaging in OJT are expected to approach the experience with a commitment to learning and a proactive attitude. Embrace the opportunity to acquire new skills, ask questions, and seek feedback to enhance your professional capabilities.

2. **Respect for Diversity:**

In our international setting, OJT often involves interactions with colleagues from diverse backgrounds. Embrace and respect cultural differences, fostering an inclusive and collaborative learning environment that values the perspectives and experiences of all team members.

3. **Confidentiality and Intellectual Property:**

During OJT, employees may gain insights into proprietary information and intellectual property. It is imperative to maintain the highest standards of confidentiality. Respect the privacy and confidentiality of company information, and refrain from disclosing or using such information improperly.

4. **Safety and Compliance:**

Prioritize safety in all OJT activities. Comply with local and international safety regulations and adhere to company policies. If the training involves specific safety protocols, ensure strict adherence to these guidelines to safeguard your well-being and that of your colleagues.

ME POLYTEK is fully committed to follow with ISO 45001:2018, OHS Management System.

5. Professional Conduct:

OJT participants are representatives of the company, and as such, are expected to exhibit professional conduct at all times. Treat colleagues, trainers, and other stakeholders with respect, and adhere to the company's Code of Conduct and Ethics throughout the training period.

6. Feedback and Communication:

Engage in open and constructive communication with trainers, supervisors, and fellow team members. Seek feedback on your performance and use it to enhance your skills. Provide feedback in a respectful manner to contribute to the overall improvement of the training process.

7. Adaptability:

In an international context, OJT may involve exposure to different work cultures and practices. Demonstrate adaptability and flexibility in embracing new methodologies and approaches. Learn from diverse perspectives to enrich your professional skill set.

8. Continuous Improvement:

OJT is an opportunity for continuous improvement. Reflect on your experiences, identify areas for growth, and actively participate in ongoing learning opportunities to contribute to your personal and professional development.

By adhering to these On-The-Job Training Guidelines, **ME POLYTEK** aims to foster a culture of learning, collaboration, and respect, empowering our employees to excel in their roles within our global organization.

Internal practices

At **ME POLYTEK**, we are committed to fostering an inclusive and supportive workplace that reflects the diversity of our global team. As an organization operating internationally, we recognize the importance of establishing consistent internal practices that contribute to a positive working environment for all employees. Our policies are designed to respect cultural differences while promoting a unified and professional atmosphere.

Internal Practices Commitments:

1. **Dress Code:** Our dress code is designed to be respectful of diverse cultural norms and professional standards. While specific guidelines may vary by location, the overall expectation is that employees present themselves in a neat, clean, and professional manner. We encourage employees to express their cultural identity while adhering to the general principles of professionalism.

2. **Inclement Weather Policy:** Recognizing that weather conditions can vary significantly across different regions, our inclement weather policy aims to ensure the safety and well-being of our employees. Policies regarding remote work, office closures, and safety precautions during extreme weather events will be communicated clearly and consistently.

ME POLYTEK is fully committed to follow with ISO 45001:2018, OHS Management System.

3. **Flexible Work Arrangements:** We understand the importance of work-life balance and acknowledge that the needs of our employees may vary. Our organization supports flexible work arrangements where feasible, taking into account local laws and business requirements. This may include options for remote work, flexible hours, or compressed workweeks.

4. **Language Policy:** To promote effective communication and collaboration, our language policy encourages the use of a common business language, while respecting the linguistic diversity of our workforce. In multilingual settings, efforts are made to ensure that key communications are accessible to all employees.

5. **Cultural Sensitivity:** Our organization values and respects the diverse cultural backgrounds of our employees. Internal practices emphasize cultural sensitivity and awareness to create an inclusive environment where individuals feel comfortable expressing their unique perspectives.

Communication and Training:

We are committed to providing clear communication on internal practices and ensuring that employees are aware of and understand the expectations. Regular training sessions and communication initiatives will be undertaken to promote awareness and understanding of our policies.

Feedback and Continuous Improvement:

We encourage employees to provide feedback on our internal practices, allowing us to continuously improve and adapt our policies to better meet the needs of our diverse workforce. This feedback is instrumental in fostering a workplace culture that values collaboration and inclusivity.

By adhering to these principles, **ME POLYTEK** aims to create a workplace where employees from different regions feel valued, respected, and empowered to contribute to our shared success.

External practices

Organization Statement on External Practices in an International Context

At **ME POLYTEK**, we are dedicated to conducting our business with integrity, transparency, and respect for the diverse global communities in which we operate. As an international organization, we recognize the importance of establishing clear and ethical external practices to build trust among our stakeholders. Our commitment extends to upholding the highest standards in areas such as confidentiality, privacy, and ethical conduct.

External Practices Commitments:

1. **Confidentiality:** We value the trust our stakeholders place in us, and we are committed to maintaining the confidentiality of sensitive information. This includes proprietary business information, customer data, and any other confidential information shared with us by our partners, clients, and suppliers.
2. **Data Privacy:** Our organization respects and protects the privacy rights of individuals. We adhere to international data protection laws and regulations, such as the General Data Protection Regulation (GDPR), to ensure the responsible handling and secure storage of personal and sensitive information.
3. **Ethical Conduct:** We conduct our business with the highest ethical standards, free from corruption, bribery, or any form of unethical behavior. Our commitment to ethical conduct extends to interactions with clients, suppliers, government entities, and all other external stakeholders.
4. **Transparency:** We believe in transparent communication with our stakeholders. This includes providing accurate and timely information about our business practices, products, and services. We strive to foster open and honest dialogue to build strong and lasting relationships.
5. **Community Engagement:** Our organization is dedicated to being a responsible corporate citizen. We actively engage with the communities where we operate, respecting local customs and collaborating on initiatives that contribute to social and environmental well-being.

Compliance with Laws and Regulations:

We adhere to all applicable laws and regulations in the countries where we conduct business. Our external practices are designed to comply with local, national, and international laws to ensure that we operate within legal frameworks and uphold our commitment to responsible business conduct.

Continuous Improvement:

Our commitment to external practices is an ongoing process. We regularly assess and enhance our policies and procedures to adapt to changes in laws, regulations, and stakeholder expectations. Feedback from stakeholders is actively sought and valued as we strive for continuous improvement.

By adhering to these principles, **ME POLYTEK** aims to build and maintain strong, mutually beneficial relationships with our external stakeholders, contributing to the sustainable success of our organization on a global scale.

Onboarding process

Welcome to **ME POLYTEK**! We are excited to have you join our dynamic and diverse team. Our onboarding process is designed to provide you with the necessary tools, information, and support to seamlessly integrate into our global community and uphold the values outlined in our Code of Conduct and Ethics.

1. Introduction to Company Values:

During the onboarding process, you will be introduced to our core values, which form the foundation of our company culture. These values include integrity, innovation, diversity, and a commitment to ethical business practices. We encourage you to familiarize yourself with these values as they guide our actions and decisions at every level.

2. Code of Conduct and Ethics Review:

You will receive a comprehensive overview of our Code of Conduct and Ethics. This document outlines the principles and standards that define our professional conduct. It is crucial that you thoroughly understand and adhere to these guidelines, ensuring that our business practices align with the highest ethical standards in every location where we operate.

3. Cultural Sensitivity and Inclusion:

Given our international presence, we value cultural sensitivity and inclusion. As part of your onboarding, you will have opportunities to learn about and appreciate the diverse cultures represented within our organization. We encourage open-mindedness and respect for different perspectives, fostering a collaborative and inclusive work environment.

4. Compliance Training:

Our commitment to legal compliance is paramount. You will undergo training on the relevant laws and regulations that govern our business operations globally. This includes anti-corruption measures, data protection laws, and any other regulatory requirements applicable to our industry.

5. Health and Safety Guidelines:

Your well-being is of utmost importance to us. During the onboarding process, you will be introduced to our health and safety guidelines. Whether you are working in an office or remotely, it is essential to follow these guidelines to ensure a safe and healthy work environment.

ME POLYTEK is fully committed to complying with ISO 45001:2018, OHS Management System

6. Integration into Teams:

We believe that collaboration is key to our success. Throughout your onboarding, you will have the opportunity to connect with your colleagues and team members. Building strong professional relationships contributes to a positive work culture and enhances our collective ability to achieve our goals.

7. Continuous Learning Opportunities:

The onboarding process is just the beginning of your learning journey with **ME POLYTEK**. We encourage continuous learning and development. You will have access to various training programs, mentorship opportunities, and resources to support your professional growth within the organization.

8. Feedback and Improvement:

We value your feedback on the onboarding process. Your input is instrumental in helping us improve our procedures and better meet the needs of our diverse workforce. We encourage open communication and look forward to your insights.

By embracing these onboarding processes, you become an integral part of **ME POLYTEK**, contributing to our shared success in a collaborative, ethical, and inclusive environment.

Job duties

As a valued member of **ME POLYTEK**, your role in our business is pivotal to our success. In performing your job duties, you are expected to uphold the highest standards of professionalism, safety, and ethical conduct. The following outlines your general job duties, which are integral to maintaining our commitment to excellence and ethical business practices in our international operations.

1. Health and Safety Compliance:

- Adhere to all health and safety regulations, both local and international, ensuring a safe work environment for yourself and your colleagues.
- Utilize personal protective equipment (PPE) as required and participate actively in safety training programs.
- Report any safety concerns or incidents promptly to supervisors and follow established reporting procedures.

ME POLYTEK is fully committed to follow with ISO 45001:2018, OHS Management System.

2. Quality and Efficiency:

- Execute industrial construction tasks with precision and attention to quality, adhering to established standards and project specifications.
- Strive for operational efficiency, optimizing resources while maintaining the highest standards of workmanship.

ME POLYTEK is fully committed to follow with ISO 9001:2015, Quality Management System.

3. Compliance with Laws and Regulations:

- Familiarize yourself with and adhere to local and international laws and regulations applicable to industrial construction projects.
- Report any potential legal or regulatory issues promptly to the appropriate authorities within the organization.

4. Environmental Responsibility:

- Incorporate environmentally responsible practices into your work, minimizing the ecological impact of construction activities.
- Adhere to environmental regulations and participate in sustainability initiatives as outlined by the company.

ME POLYTEK is fully committed to complying with ISO 14001:2015, Environmental Management System.

5. Ethical Business Conduct:

- Conduct all business activities with integrity, honesty, and transparency.
- Avoid conflicts of interest and disclose any personal or financial interests that may compromise objectivity or fairness.
- Refrain from engaging in bribery, corruption, or any form of unethical behavior, aligning with the company's Code of Conduct and Ethics.

ME POLYTEK is fully committed to complying with ISO 37001:2016, Anti-Bribery Management System.

6. Collaboration and Communication:

- Collaborate effectively with team members, contractors, and other stakeholders to ensure seamless project execution.
- Communicate clearly and professionally with colleagues, clients, and suppliers, fostering positive working relationships.

7. Continuous Learning and Development:

- Stay informed about industry advancements, technologies, and best practices to enhance your skills and contribute to the success of the team.
- Participate in training and development programs to continuously improve your knowledge and abilities.

8. Reporting and Accountability:

- Report any observed violations of safety, quality, or ethical standards promptly to supervisors or relevant authorities within the organization.
- Take responsibility for your actions and decisions, contributing to a culture of accountability and continuous improvement.

By embracing these job duties, you play a crucial role in advancing the mission and values of **ME POLYTEK**, contributing to our success in the global environment.

Benefits

At ME POLYTEK, we believe in fostering a work environment that values and supports the well-being of our diverse global workforce. Our commitment to our employees extends beyond professional growth, encompassing a comprehensive range of benefits designed to enhance your overall experience with us.

1. Competitive Compensation:

We recognize the importance of fair and competitive compensation in attracting and retaining top talent. Our remuneration packages are designed to reflect industry standards and the unique contributions of our employees.

2. Health and Wellness:

The health and wellness of our employees are paramount. We offer occupational healthcare benefits, as stipulated by applicable employment laws and regulations.

3. Professional Development:

We are committed to the continuous learning and growth of our employees. Our professional development programs include training opportunities, workshops, and mentorship programs designed to enhance your skills and advance your career.

4. Work-Life Balance:

Balancing personal and professional life is crucial for a thriving workforce. Our practices support a healthy work-life balance, including flexible work arrangements.

5. Global Mobility Support:

As an internationally operating company, we understand the unique challenges of global mobility. Our benefits include support for expatriates and their families, addressing aspects such as relocation assistance, cultural integration, and other resources to ease the transition.

6. Ethical Employee Relations:

We maintain open and ethical employee relations, emphasizing fair treatment, equal opportunities, and respect for diversity. Our commitment to ethical conduct extends to all aspects of the employee experience.

7. Social Responsibility and Community Engagement:

We encourage employees to participate in our social responsibility initiatives. Our benefits include opportunities for community engagement, volunteering, and corporate social responsibility programs that contribute to the well-being of society.

By embracing these benefits, we aim to create an environment where every employee feels valued, supported, and empowered to contribute their best to our shared success as a global team at **ME POLYTEK**.

Chain of command

At **ME POLYTEK**, we recognize the importance of a well-defined chain of command to ensure effective communication, accountability, and streamlined decision-making across our global organization. Our commitment to a clear and transparent chain of command is fundamental to upholding our values of integrity, professionalism, and ethical conduct.

1. Authority and Accountability:

The chain of command establishes the hierarchy of authority within the organization. Each position in the chain holds a specific level of authority, and individuals are accountable for their responsibilities and decisions within their designated roles.

2. Clear Communication Channels:

Our global operations require clear and efficient communication channels. The chain of command defines the pathways through which information flows within the organization. Employees are encouraged to use these channels to communicate effectively with their superiors, colleagues, and subordinates.

3. Decision-Making Processes:

Decisions within the organization follow a structured process outlined in the chain of command. This ensures that decisions are made by individuals with the appropriate expertise and authority, contributing to efficient and well-informed outcomes.

4. Respect for Reporting Structures:

All employees are expected to respect and adhere to the reporting structures outlined in the chain of command. This includes reporting to designated supervisors, managers, and executives, ensuring that information reaches the relevant parties in a timely and accurate manner.

5. Escalation Procedures:

In situations where decisions or actions need further review or approval, employees are encouraged to follow established escalation procedures outlined in the chain of command. This ensures that concerns are addressed at the appropriate level and in accordance with our values and policies.

6. Confidentiality and Discretion:

Employees at all levels of the chain of command are expected to handle sensitive information with the utmost confidentiality and discretion. Respect for privacy and the protection of proprietary information are integral to our commitment to ethical conduct.

7. Reporting Violations:

If an employee becomes aware of any violation of the chain of command, ethical misconduct, or any behavior that goes against our Code of Conduct and Ethics, they are encouraged to report such instances through established reporting mechanisms without fear of retaliation.

8. Continuous Improvement:

We are committed to continuous improvement of our organizational structure and processes. Feedback regarding the effectiveness of the chain of command is valued, and periodic reviews are conducted to ensure its relevance and efficiency in our ever-evolving global landscape.

By adhering to the principles outlined in our Chain of Command Statement, we foster a workplace culture that values transparency, accountability, and effective communication, contributing to the success and integrity of ME POLYTEK as a globally operating company.

Disciplinary process

At **ME POLYTEK**, we are committed to maintaining a workplace characterized by professionalism, integrity, and adherence to our Code of Conduct and Ethics. Our disciplinary process is designed to address instances of misconduct promptly, fairly, and consistently across our global organization. The process outlined below is guided by principles of fairness, transparency, and the goal of fostering a positive and ethical work environment.

1. Policy Awareness:

All employees are expected to be familiar with and abide by our Code of Conduct and Ethics. Awareness of company policies and standards is essential to maintaining a workplace that upholds the highest ethical standards.

2. Reporting Violations:

Any employee who becomes aware of a potential violation of our Code of Conduct and Ethics is encouraged to report it through established reporting mechanisms. Reports may be made anonymously, and confidentiality will be maintained to the extent permitted by law.

3. Initial Investigation:

Upon receiving a report, the company will conduct an initial investigation to assess the validity and seriousness of the alleged violation. This may involve gathering relevant information, interviewing parties involved, and consulting any applicable documentation.

4. Disciplinary Action:

If the investigation determines that a violation has occurred, disciplinary action will be taken. The nature and severity of the violation will guide the determination of appropriate disciplinary measures. Actions may include verbal or written warnings, probation, suspension, demotion, or, in extreme cases, termination of employment.

5. Progressive Discipline:

Disciplinary actions may follow a progressive approach, with the severity of consequences escalating based on the frequency and severity of the misconduct. This approach allows for corrective measures while providing opportunities for employees to rectify their behavior.

6. Right to Appeal:

Employees subject to disciplinary action have the right to appeal the decision. Appeals should be submitted in writing to the designated authority within a specified timeframe. The appeal process will be conducted impartially and objectively.

7. Consistency and Fairness:

Disciplinary actions will be administered consistently and fairly across all levels of the organization. The same standards will be applied to all employees, irrespective of their position, department, or geographical location.

8. Continuous Improvement:

We are committed to continuously reviewing and improving our disciplinary process to ensure its effectiveness and alignment with legal requirements and evolving best practices. Feedback from employees and stakeholders is actively sought and considered in refining our procedures.

9. Legal Compliance:

The disciplinary process is designed to comply with applicable employment laws and regulations in all jurisdictions where **ME POLYTEK** operates. This includes respecting the rights of employees throughout the process.



Code of Conduct and Ethics

By adhering to our Disciplinary Process Statement, we aim to maintain a workplace culture that values accountability, fairness, and the ethical conduct of all employees in our globally operating company.

END.