

GIFTS & HOSPITALITY POLICY

INTRODUCTION

The Board of Directors of HM United Contracting Co. has determined that, on the recommendation of the Corporate Governance Committee, HM United Contracting Co. should formalize its policy on the provision and receipt of gifts and hospitality during the course of its business.

OBJECTIVES OF THE POLICY

- ❖ HM United Contracting Co. recognizes that gifts and hospitality can be an important part of developing business relationships. However, caution should be taken in accepting or providing gifts or hospitality that could raise suggestions of impropriety or create a position of obligation on the part of the recipient.
- ❖ The objective of this Gifts & Hospitality Policy (the “Policy”) is to provide a procedure to ensure that HM United Contracting Co., together with its directors, officers, employees, clients and contractors, may provide or receive gifts and/or hospitality, in compliance with high standards of integrity and all relevant laws and regulations applicable.

APPLICATION OF THE POLICY

The Policy applies to all directors, officers, employees, Clients and contractors of HM United Contracting Co. Compliance with this Policy constitutes terms of service for each director, conditions of employment for each officer and employee, and conditions of providing services to HM United Contracting Co. for each Clients and contractor. Each such person agrees to be bound by the provisions of this Policy upon notification of the most recent copy being given to them or upon notification that an updated version has been placed on HM United Contracting Co.'s website for review.

COMMUNICATION OF THIS POLICY

- ❖ To ensure that all directors, officers, employees, Clients and contractors of HM United Contracting Co. are aware of this Policy, a copy of the Policy will be provided to them, and they will be advised that this Policy is available on HM United Contracting Co.'s website for their review. All directors, officers, employees, Clients and contractors of HM United Contracting Co. will be informed whenever significant changes are made. New directors, officers, employees, Clients and contractors will be subject to this Policy and educated about its importance.
- ❖ CO Further, there may be occasions where directors, officers, employees, Clients and contractors of HM United Contracting Co. and their families are provided with more generous hospitality, and it will be necessary to obtain approval from the Chief Operating Officer (if in Honduras) or otherwise the Chief Executive Officer before accepting. If acceptance of the hospitality would leave any director, officer, employee,

Clients or contractor of HM United Contracting Co. in a position of obligation, it should be politely declined

APPLIANCE

- ❖ This Policy extends across all of the Company's business dealings and in all countries and territories in which the Company operates. All people covered by this Policy, in discharging their duties on behalf of HM United Contracting Co., are required to comply with the laws, rules and regulations applicable in the location in which HM United Contracting Co. is performing business activities, and in particular with respect to anti-bribery and corruption laws, rules and regulations.
- ❖ As the anti-corruption laws of the Kingdom of Saudi Arabia, UAE and Bahrain have extraterritorial application, HM United Contracting Co., its employees and associated persons will be bound by the most stringent requirements of these laws in respect of its conduct in all jurisdictions they operate, even if such conduct would otherwise be permitted by the local law of a particular jurisdiction. Where uncertainty or ambiguity exists, please contact the Anti-Corruption Compliance Officer who may seek further legal advice.

ANNUAL CERTIFICATION

- ❖ All directors, officers, employees and Clients, together with such contractors of HM United Contracting Co. as the Board of Directors or Management may decide, will provide annual certification of compliance with this Policy in the form available for review on HM United Contracting Co.'s website.
- ❖ The Chief Operating Officer and/or Anti-Corruption Compliance Officer of HM United Contracting Co. will be responsible for ensuring that all annual certifications are obtained on or before the end of the first fiscal quarter of each year, and for providing written confirmation to the Board of Directors that such certifications have been obtained and summarizing the results thereof.

STANDARDS IN PROVIDING OR ACCEPTING GIFTS OR HOSPITALITY

Directors, officers, employees, Clients and contractors, and their families will not give or accept gifts, gratuities or entertainment in relation to HM United Contracting Co. or its business that may conflict with the provisions of this Policy. For clarity, all directors, employees, Clients and contractors of HM United Contracting Co. must ensure that:

- 1) The gift/hospitality is not given or accepted with the intention or expectation of influencing a party to obtain or retain business or a business advantage, or as a reward for the provision or retention of business or a business advantage, or in explicit or implicit exchange for Favors or benefits.
- 2) Gifts or hospitality is customary to the industry.
- 3) The gift or hospitality does not violate any local laws
- 4) Any gift or hospitality given is provided in the name of the Company and not in the name of the individual.

- 5) The gift or hospitality does not include cash or cash equivalent (e.g. vouchers, gifts certificates).
- 6) The gift or hospitality is of an appropriate type and value and given or accepted at an appropriate time, taking into account the business relationship with the counterparty, any pending action expected of the counterparty and the reason for the gifts / hospitality.
- 7) The gift or hospitality would be considered as being appropriate by an independent third-party bystander in all the circumstances and in hindsight.
- 8) The gift / hospitality is given or accepted openly and not secretly.

GIFTS & HOSPITALITY TO PUBLIC OFFICIALS

- ❖ **HM United Contracting Co.** requires all directors, officers, employees, Clients and contractors to exercise great care when interacting with public officials and demands that they act with the highest level of integrity.
- ❖ Prior approval must be obtained from the Vice President (if in Honduras) or otherwise the Chief Executive Officer for the making of any gift or the provision of any hospitality to a public official. Gifts or hospitality of an insignificant value such as promotional items (e.g. pens, notepads, diaries and calendars) or refreshments offered during a meeting are not covered by this rule.

APPROVAL FOR OTHER GIFTS & HOSPITALITY

- ❖ Gifts or hospitality to those other than public officials should never be offered or accepted without the prior approval of the Chief Executive Officer where the value of the gift or the hospitality per person is more than the limits notified internally and available from **HM United Contracting Co.**'s Chief Operating Officer at any time. Gifts or hospitality of an insignificant value such as promotional items (e.g. pens, notepads, diaries and calendars) or refreshments offered during a meeting are not covered by this rule.
- ❖ Care should also be taken that several smaller gifts or lower levels of hospitality are not provided to the same recipient thereby breaching the overall limits notified internally and available and available from **HM United Contracting Co.**'s Chief Operating Officer at any time. Recovery of the reasonable cost of a gift or hospitality provided may be claimed in accordance with **HM United Contracting Co.**'s expenses policies. When providing hospitality, a host from **HM United Contracting Co.** should always be in attendance at the event.
- ❖ Where a gift is received of a value in excess of the amount established by the Chief Executive Officer from time to time (with the approval of the Corporate Governance Committee) and it would be impractical or offensive to return it (e.g. due to local customs), the Chief Operating Officer (if in Honduras) or otherwise the Chief Executive Officer will decide whether it is appropriate to keep the gift or whether it should be donated to charity.

2nd A business advantage means that HM United Contracting Co. is placed in a better position financially, economically, reputationally or in any other beneficial way either than its competitors or than it would otherwise have had the gift or hospitality (which could constitute bribery or corruption) not taken place.

- ❖ Further, there may be occasions where directors, officers, employees, Clients and contractors of HM United Contracting Co. and their families are provided with more generous hospitality, and it will be necessary to obtain approval from the Chief Operating Officer (if in Honduras) or otherwise the Chief Executive Officer before accepting. If acceptance of the hospitality would leave any director, officer, employee, Clients or contractor of HM United Contracting Co. in a position of obligation, it should be politely declined.

GIFTS & HOSPITALITY REGISTER

All gifts and hospitality provided, received or declined must be recorded in HM UNITED CONTRACTING Co.'s Gifts Register which is maintained by the Finance Director in Honduras or elsewhere by HM United Contracting Co.'s Anti-Corruption Compliance Officer.

REPORTING VIOLATIONS OF THIS POLICY – WHISTLE BLOWER POLICY

- ❖ All directors, officers, employees, clients and contractors must adhere to HM United Contracting Co.'s commitment to conduct its business and affairs in a lawful and ethical manner. All directors, officers, employees, Clients and contractors are encouraged to raise any queries with the Anti-Corruption Compliance Officer.
- ❖ In addition, any director, officer, employee, clients and contractors of HM United Contracting Co. who becomes aware of any information suggesting that a violation of the Policy has occurred or is about to occur is required to report it to the Anti-Corruption Compliance Officer.
- ❖ Persons who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. HM United Contracting Co. aims to encourage openness and will support anyone who raises genuine concerns in good faith under this Policy, even if they turn out to be mistaken. No directors, officers, employees, Clients and contractors of HM United Contracting Co. will suffer demotion, penalty or other adverse consequences for raising legal or ethical concerns or for reporting possible wrongdoing, even if it may result in the Company losing business or otherwise suffering a disadvantage.
- ❖ HM United Contracting Co. has also adopted a Whistle Blower Policy which provides procedures for reporting violations of laws, rules, regulations or HM United Contracting Co.'s corporate policies, including a procedure for anonymous reporting. A copy of the Whistle Blower Policy can be found on HM United Contracting Co.'s website at www.hmuccqa.com.
- ❖ HM United Contracting Co. prohibits retaliatory action against any person who raises a concern in good faith.

CONSEQUENCES OF NON-COMPLIANCE WITH THE POLICY

Failure to comply with this Policy may result in severe consequences, which could include internal disciplinary action or termination of employment or consulting arrangements without notice. Violation of this Policy may also violate or constitute a criminal offence under Qatar laws. If it appears in the opinion of the Board that any director, officer, employee, Clients or contractor of HM United Contracting Co. may have violated such laws then HM United Contracting Co. may refer the matter to the appropriate regulatory authorities, which could lead to civil or criminal penalties for HM United Contracting Co. and/or the person responsible.

REVIEW OF THE POLICY

The Anti-Corruption Compliance Officer and the Board of Directors of HM United Contracting Co. will review and evaluate this Policy on an annual basis to determine whether it is effective in ensuring compliance by HM United Contracting Co., its directors, officers, employees, Clients or contractors with all relevant anti-corruption laws, rules and regulations.

QUERIES

If you have any questions about how this Policy should be followed in a particular case, please contact the Anti-Corruption Compliance Officer or the Chief Operating Officer of HM United Contracting Co. in the first instance on: +974 71605030.

PUBLICATION OF THE POLICY

This Policy will be posted on HM United Contracting Co.'s website at www.hmuccqa.com.

COMMUNICATION OF POLICY

This policy shall be made available to all HM United Contracting Co. employees and Sub-contractors via the HM United Contracting Co. Intranet site.

RESPONSIBILITY FOR THIS POLICY

The Audit Committee of HM United Contracting Co. has overall responsibility for this Policy and for reviewing the effectiveness of actions taken in response to concerns raised under this Policy. The HM United Contracting Co. Vice President is responsible for the implementation and day-to-day operation of this Policy. Management at all levels are responsible for ensuring those reporting to them understand and comply with this Policy and are given adequate and regular training on it.

Dr. Hassan Mohamed
Vice President



