



CONSERV

**CODE OF ETHICS &
CONDUCT**

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Introduction

Conserv is committed to building a corporate culture of transparency and integrity based on ethical behavior and compliance with law. Conserv's Code of Conduct reflects such culture and inspires and guides the actions of its employees at all levels. Conserv understands that high standards of integrity and transparency can only be achieved by setting common rules among their employees and directors but also among the third parties with which the company interacts during the course of business.

Conserv will conduct its business fairly, impartially, in an ethical and proper manner, and in full compliance with all applicable laws and regulations. In conducting its business, integrity must underline all company relationships, including those with clients, suppliers, subcontractors, communities and among employees. The highest standards of ethical business conduct are required of Conserv employees in the performance of their company responsibilities. Employees will not engage in conduct or activity that may raise questions as to the company's honesty, impartiality, or reputation or otherwise cause embarrassment to the company. Conserv requires legal and ethical conduct from all its employees at all times.

Compliance

Adherence to the provisions of this Code is a condition for employment in Conserv.

Without exception, all employees are to comply with all applicable laws, rules, and regulations.

Compliance with this Code of Conduct shall be the exclusive and personal responsibility of every employee. In the event of any violation, employees may not plead ignorance.

Every employee should cooperate with internal investigations when required.

Supervisors shall not approve or tolerate violations to this Code, and should immediately report any possible such situations.

Depending on the seriousness of the violation, disciplinary sanctions may lead to dismissal and to other suitable legal actions promoted even after dismissal.

Conflict of interest

A real or potential conflict of interest exists when a relationship between the employee and a third party might affect the interests of Conserv.

Conserv employees are not to engage in any activity that might create a conflict of interest for the company or for themselves individually.

Conflicts of interests involving Conserv personnel must be fully disclosed in writing.

Gifts & Entertainment

Promising, giving and receiving gifts, meals and entertainment can be a part of building business relationships. However, no Conserv employee, nor any person who performs services for or on behalf of Conserv, should offer, promise, give, request, agree to receive or accept excessive or inappropriate invitations, gifts, meals or entertainment that could create or imply improper influence or obligate any recipient.

Employees may give and accept courtesy gifts, meals or entertainment of modest value, such as small presents or hospitality gifts, only when such is not intended to bring about improper performance and could not be construed by an impartial observer as aimed at providing or obtaining undue advantages.

Under no circumstances may cash or goods easily convertible into cash be given or accepted.

Bribery

Any Conserv Employee offering, paying, receiving, or facilitating a bribe will be disciplined, up to and including termination. The team member may also be subject to criminal liability as provided under applicable law.

Fraud

Defined as misappropriation, irregularities and illegal acts characterized by deceit, concealment or violation of trust intended to result in financial or personal gain.

Any Conserv Employee connected to any act of fraud will be disciplined, up to and including termination. The team member may also be subject to criminal liability as provided under applicable law.

Use of company Resources

Employees shall ensure that Conserv assets are used for the intended purposes and by duly authorized persons, they are to protect all company, client and supplier assets and use them only for appropriate company-approved activities

Labor & Human Rights

The use of forced and/or child (under 18 years of age) labor by any of our suppliers or subcontractors is strictly prohibited and is ground for immediate termination of said supplier/subcontractor and to be reported to the relevant authorities

Discrimination & Harrassment

Conserv will not tolerate any form of abuse, harassment, coercion or bullying whether sexual, physical, psychological or otherwise.

All employees, at all levels, shall cooperate to maintain a respectful environment should there be personal differences.

Drugs & Alcohol

The sale or consumption of any alcoholic beverages or narcotic drugs in any of Conserv's sites or premises is strictly prohibited.

Arms & Ammunition

The sale or use of arms and ammunition on any of Conserv's sites or premises is strictly prohibited.

Responsibility

Every employee has the responsibility to ask questions, seek guidance, and report suspected violations of this Code of Conduct. Retaliation against employees who come forward to raise genuine concerns will not be tolerated.

This revised version of the Code of Conduct is approved by the CEO “Engineer Randa Hafez” and is effective as of December 1st, 2019 and, as from that date, shall replace and supersede in its entirety any other versions.

