



CODE OF CONDUCT

OUR COMMITMENT AND EXPECTATIONS

In line with its commitment to be a world class machine shop & manufacturing solution provider, Perfect Tools Moulds Factory L.L.C (PTMF), is dedicated to asserting and promoting its values, keeping integrity at the core of its business. PTMF expects its customers, employees, suppliers & various stakeholders (internal & external) henceforth referred to as Counterparties in this document to respect and promote these values.

All counterparties play an integral role in PTMF business. PTMF seeks to build and strengthen partnerships based on transparency, mutual respect and trust.

The provisions of this Code are in addition to, and not in place of, any agreement or contract between a Counterparty and PTMF. PTMF expects all Counterparties to hold their supply chain, including their subcontractors and third party employment agencies, to the same standards contained in this Code.

INTEGRITY IN THE WORKPLACE

Employment Status: Counterparties must comply with all applicable employment laws and regulations and only employ workers who are legally authorised to work in their location and facility. Counterparties are responsible for ensuring employees' eligibility to work by verifying necessary documentation.

Treating Each Other with Respect: Counterparties must treat their employees, and people with whom they do business, with dignity and respect. Employment related decisions must be carried out fairly, without discrimination. Harassment and retaliation must not be tolerated. Counterparties must have internal procedures for handling reports of workplace grievances.

Child Labour: Counterparties must not employ or seek to exploit in anyway the services of child labour, and must obtain assurances from all sub-contractors, suppliers and subsidiaries (if any) that they do not employ or exploit child labour.

Forced Labour: Counterparties must not use any form of slave, forced, bonded, indentured or involuntary prison labour, and must obtain assurances from all sub-contractors, suppliers and subsidiaries (if any) that they do not employ or exploit forced labour.

Maintaining a Healthy and Safe Workplace: Safety first and always is a core PTMF value. Counterparties must provide a safe and healthy workplace for their employees, and have measures in place to prevent, detect and respond to potential risks.

INTEGRITY AS WE PROTECT OUR COMPANY

Confidentiality: Counterparties must safeguard PTMF's information by keeping it secure, limiting access and avoiding discussions or revealing such information in public places. Confidential or potentially confidential or sensitive information concerning PTMF, its business, other Counterparties or competitors shall only be disclosed or used if expressly agreed in writing by PTMF. Confidential information can be any non-public information in any form.

PTMF Property: Counterparties must respect PTMF's property at all times. No Counterparty should act in a manner inconsistent with the property ownership or other rights of PTMF.

INTEGRITY AS WE CONDUCT OUR BUSINESS

Compliance with Law: Counterparties must comply with applicable laws and regulations in the countries and jurisdictions in which they operate. This Code applies to business activities in the locations where Counterparties produce goods, perform services, and where such goods enter the supply chain. Where there is any inconsistency between this Code and applicable laws and regulations, PTMF expects Counterparties to follow the higher standard.

Anti-bribery: Counterparties must not offer, give or accept any bribe, kickback or other improper payment that attempts to improperly gain a business advantage or influence a business decision. Counterparties must not take any action, whether direct or through a third party, that would violate, or cause PTMF to violate, any applicable anti-bribery law or regulation.

Audits and Assessments: PTMF reserves the right to audit compliance with this Code. Audits may be conducted by PTMF or a firm engaged by PTMF, and may include a site inspection, employee interviews and a review of the records and business practices of the Counterparty and any sub-contractors. Counterparties agree to provide all reasonable assistance to PTMF.





PERFECT TOOLS

Books and Records: Counterparties must maintain accurate and transparent books, records and accounts to demonstrate compliance with applicable laws and regulations and this Code.

Competition: Counterparties must comply with applicable competition / antitrust laws in all their dealings. Counterparties must not collude with other tenderers, suppliers or contractors or engage in any other form of anti-competitive behaviour which may affect the Project. Counterparties should always endeavour to provide PTMF with best value for money.

INTEGRITY AS WE WORK TOGETHER

Avoiding Conflicts of Interest: Counterparties must avoid (and ensure their sub-contractors avoid) any conflict of interest with PTMF, in particular where such conflict is likely to adversely affect PTMF's business actions, decisions or reputation. Counterparties who believe there is an actual, potential or perceived conflict between their work or private interests and their duties to PTMF must disclose the conflict in writing to PTMF.

Gifts and Entertainment: PTMF has strict rules on what its employees may give and receive. Counterparties must comply with PTMF's rules on gifts and entertainment when offering gifts or entertainment to PTMF representatives, or when appearing to represent PTMF to third parties.

INTEGRITY AS WE SUPPORT OUR COMMUNITIES

Protecting the Environment: Counterparties must comply with all applicable (local and national) environmental laws. Counterparties are responsible for managing and minimising the environmental impact of their business, and promoting environmental sustainability.

Counterparties should promote the safe and environmentally conscious development, manufacture, transport, use and disposal of their products and services.

Counterparties must endeavor to conserve natural resources and energy, reduce or eliminate waste and the use of hazardous substances and minimize impact on biodiversity, climate change and water scarcity.

HELP AND ADVICE

Counterparties must report to PTMF any actual or suspected violations of this Code. This includes any violations by an employee, sub-contractor or agent acting on behalf of the Counterparty or PTMF. Reports can be made to PTMF Compliance at compliance@perfecttools.ae Counterparties may seek help and advice on complying with this Code from PTMF Compliance compliance@perfecttools.ae

