



R B International

Gen Trad. & Cont Co. W.L.L.

Business Principle

Contents

1. **RBI Business Principles**
2. **Principles that guide our company**
3. **Principles that guide our employees**
4. **Principles that guide our business**
5. **Principles that guide our relationship with our world**
6. **Application of these principles**
7. **Violation of these principles**
8. **If you have questions or would like advice**
9. **RBI Group Policy on Whistle blowing**
10. **Revision History**

1. **RBI Business Principles**

- We are committed to sound business conduct and we therefore manage our business according to our company standards and these RBI Business Principles.
- We also support the principles of the United Nations Global Compact on human rights, employment standards, the environment and anti-corruption.

2. **Principles that guide our company**

➤ **Legal and international regulations**

- We comply with the laws, rules and regulations of the countries in which we conduct business.

➤ **Public reporting and communication**

- Our financial statements, public reporting documents and other public communication provide full, fair, accurate, timely and understandable disclosure of RBI's position in accordance with relevant laws and generally accepted accounting principles and standards.
- We comply with all applicable laws and accounting rules, financial reporting requirements and requirements of the securities exchanges on which RBI is listed.
- We maintain open and transparent communication with our customers, employees, shareholders and society, while giving due respect to confidentiality.

➤ **Public activities**

- We do not intervene in party political matters, nor do we make gifts or donations to political parties.
- Where it concerns our business, we – as a company – voice opinions on social, environmental, regulatory or other matters that may affect our shareholders, customers, employees and rest of the world.

➤ **Safety**

- We provide all employees with safe and healthy working conditions.
- We comply with relevant safety laws and regulations, and deploy policies that prevent, identify and eliminate hazards across our company and operations. Safety representatives and improvement groups exist throughout our company.
- We strive to adopt best practices and to exceed legal safety requirements. We continually measure and assess our safety performance.

3. Principles that guide our employees

➤ Employees

- We seek to attract, develop, reward and retain outstanding individuals who appreciate the value of acting as a team.
- We create equal opportunities for all our employees, without regard to age, disability, ethnicity, gender, marital status, race, religion or sexual orientation.
- We do not condone unfair treatment of any kind. We treat all people with consideration and respect.
- We are committed to the Investors in People standard.

Individual conduct

➤ Conflicts of interest

- Employees may not take business opportunities for themselves that belong to RBI. Our employees must report to management any transaction or relationship that could reasonably be expected to give rise to a conflict of interest.

➤ Company assets

- Our employees may not use company assets for unauthorized personal benefit. We do not tolerate fraud, theft, loss through recklessness or waste of company assets.

➤ Gifts and entertainment

- Our employees must avoid improper personal benefits for themselves or family members that result from their association with RBI. Employees may not accept gifts or entertainment that might appear to place them under obligation.

➤ Bribes

- Our employees and agents may not pay or accept bribes to gain or render orders, services or financial or other benefits. Our employees and agents must immediately turn down and report any attempt at or opportunity for bribery.

➤ Facilitating payments

- In certain circumstances, small cash sums or small gifts may be appropriate if customary and necessary to expedite or secure the performance of routine governmental action and permitted under applicable laws of the relevant jurisdiction. However, such payments – referred to as facilitating payments – should be avoided whenever possible. Prior to making such payments, there must be consultation with the Ethics Committee on behalf of the RBI Board of Management. All facilitating payments must be fairly and accurately recorded and accounted for.

4. **Principles that guide our business**

➤ **Customers**

- We strive to provide the most reliable and efficient solutions in the transfer of our customers' goods and documents.
- We safeguard property and information entrusted to us by customers and other parties.

➤ **Competition**

- We believe in open and fair competition.
- We do not use unethical practices to obtain competitive advantage. We will not use information acquired through illegitimate activity to the detriment of competitors or other parties.

➤ **Business associates and agents**

- Our Business Principles guide our decisions to do business or to partner with others. To the fullest extent possible, we require our business associates to observe the RBI Business Principles. We expect our agents – individuals or organizations that legally represent RBI – to comply with the principles.

5. **Principles that guide our relationship with our world**

➤ **Social responsibility**

- To carry out our business, we use resources that impact society and the environment. We support and strive to implement developments that can lead to sustainable environmental and social benefits.
- We strive to use finite resources carefully. We incorporate environmental risk management into our decision-making. We review and regularly report on progress in social responsibility.
- We invest in society around the world, putting our resources to use in areas related to our business. Our social investment aims to promote the best outcome for our partners, stakeholders and our business.

6. **Application of these principles**

- The RBI Business Principles apply to all RBI controlled companies and joint ventures and RBI employees. RBI expects its agents to comply with the RBI Business Principles.
- The RBI Board of Management is responsible for adopting, communicating and enforcing the RBI Business Principles. Our internal audit, integrity, risk management and security functions support the board in monitoring compliance.

- Any change in the principles or waiver of provisions may be made only by the RBI Board of Management with approval from the RBI Supervisory Board. Such changes will be promptly disclosed at <http://www.royalbridge-inc.com>
- We will not penalize employees for loss of business resulting from adherence to the RBI Business Principles, for pointing out a breach or suspected breach of these principles, or for taking any lawful action with regard to a breach or suspected breach.

7. Violation of these principles

- Violation of the RBI Business Principles can lead to disciplinary measures, dismissal and, where laws are broken, civil or criminal prosecution.

8. If you have questions or would like advice

- All employee decisions must be made with full recognition and compliance with these RBI Business Principles.
- Whenever you have any question as to whether any conduct is permissible, you should check with your supervisor or local manager. If your concerns cannot be addressed locally or if you would like advice on implementing or applying of the RBI Business Principles, do not hesitate to contact RBI Management at info@royalbridge-inc.com or by telephone at + 965 – 2246-4851, +965 – 2246-4852 or fax at +965 – 2246-4788.

9. RBI Group Policy on Whistle blowing

- We encourage RBI employees to promptly report any breach or suspected breach of any law, regulation, the RBI Business Principles or other company policies and procedures or any other alleged irregularities.
- We investigate reports promptly and with strict confidentiality, and we will not retaliate or undertake action against employees for filing a report or assisting another employee in doing so. However, intentionally making a false whistleblower report will lead to disciplinary action.
