

Code of Ethics and Conduct

1. Purpose of the Code:

The code of ethics and conduct policy has been written and formed to act as a reference for all employees at Lines & Angles including leadership. It serves as a reminder for employees, who carry out work and related activities for the company, that they should demonstrate the highest standard of ethical conduct; as a result this policy will help employees carry out their duties and tasks with Lines & Angles' core principles which are **Honesty, Integrity, Reliability** and **Respect**.

We promote freedom of expression and open communication. But we expect all employees to follow our code of ethics and conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

2. Policy

The code of ethics and conduct policy will ensure that public trust and confidence in Lines & Angles will be maintained. Employees of Lines & Angles should always seek to sustain and enrich the reputation of the company by adhering to the following principles whilst always remembering to keep Lines & Angles' core principles in mind.

2.1 Applicable Law/Anti-Fraud

All employees at Lines & Angles are required to observe and comply with all levels of the rules of Egyptian Law. Under no circumstance is it acceptable to break the law and any employee who does so will face termination. Lines & Angles operates on a zero-tolerance policy for any activities that could harm/affect the company and its clients especially with regards to fraud.

2.2 Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our clients and associates. All new and existing employees will sign a confidentiality agreement ensuring that information regarding business activities is kept safe and secure. Any unauthorized disclosure or use of confidential information will result in legal action being taken against the employee. Upon resignation, any confidential material with employees is expected to be handed in to management and a non-disclosure form to be signed to ensure that sensitive material be kept safe.

2.3 Ethics

We always conduct our own services honestly and honorably and expect our clients and suppliers to do the same. Our advice, strategic assistance and the methods imparted through our training, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and suppliers all under Egyptian Law.

2.4 Duty of care

Our actions and advice will always conform to relevant law, and we believe that all businesses and organizations, including this consultancy, should avoid causing any adverse effect on the human rights of people in the organizations we deal with, the local and wider environments, and the well-being of society at large.

2.5 Conflict of interest

Due to the sensitive nature of our consultancy services, we will not provide a service to a direct competitor of a client, and we generally try to avoid any dealings with competitor companies even after the cessation of services to a client. Lines & Angles will do this in order to be fair in all its dealings and to ensure that company integrity is maintained. Any employee will ensure to discuss with management if conflict of interest arises from any external occupation, he/she wishes to undertake beyond their scope at Lines & Angles.

If an employee's spouse/relative works for a direct competitor of Lines & Angles or of the clients represented by Lines & Angles, then caution should be exercised, and the employee should ensure that no confidential information regarding the business activities of Lines & Angles be disclosed. Management should also be informed if a situation like this arises, whereas the appropriate measures will be taken to ensure that the relative employee be taken off any work that may cause a conflict.

2.6 Professional conduct

We conduct all our activities professionally and with integrity. We take great care to be completely objective in our judgment and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients. Employees at Lines & Angles should conform to the standards expected of them in their relevant positions in order to sustain the image of the company.

2.7 Equality and discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, color, age or personal disability.

2.8 Gifts and Bribes

Employees at Lines & Angles must not accept gifts or benefits in relation to their professional duties with clients. It is strictly forbidden to provide any kind of gift or service that will facilitate any form of return for Lines & Angles' business activities. Lines & Angles will also not facilitate gifts or bribes to promote and develop its business activities as it would be a direct violation of Egyptian Law.

Any employee must communicate any gifts or attempts at bribes from government officials or client officials to company management to ensure that the effective disciplinary steps be taken. This is to ensure that Lines & Angles is not put in a position of weakness that may affect its clients negatively as well as tarnish the public image of the company.

2.9 Personal Appearance

Employees at Lines & Angles will dress in a manner that conveys the professional image of the company during office hours. This always means that proper business attire be worn and that there is always a formal manner being conveyed.

3. Eligibility

All Employees at Lines & Angles, at all levels of the company hierarchy will ensure that they abide by the code of ethics and conduct. This policy is identified as being the main document that serves as a guideline to conducting daily business activities and should be taken seriously.

4. Procedure

When a new employee is selected and screened to fill a vacancy at Lines & Angles, the CEO alongside the HR manager will provide a copy of this Code of Ethics and Conduct to him/her to read fully. After the new employee has read and understood the companies' policies and regulations. The candidate will sign a Code of Ethics and Conduct form that will serve as an agreement to uphold the policies in this document.

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Zaky Safar

CEO

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Omar Safar

Business Development Manager

Code of Ethics and Conduct Declaration Form

I, hereby acknowledge and declare that:

(Please use black/blue pen)

(i) I am aware that Lines & Angle’s policies are available to me on the intranet and in the employee handbook, upon request to the appropriate department responsible for operation of the policy, or upon request to my manager. It is my responsibility to familiarize myself with these policies.

(ii) In addition, I confirm that I have received, read and understood the Lines & Angles Code of Ethics and Conduct.

(iii) I agree to conduct my activities in accordance with Lines & Angle’s policies and understand that breaching these standards may result in disciplinary action up to and including termination or any other legal remedy available to the organization.

Signed:

Date:

مدونة قواعد السلوك الأخلاقي والسلوك

أنا، أقر وأوافق بما يلي:

(يرجى استخدام قلم أسود / أزرق)

- (i) أنا على دراية بأن سياسات Lines & Angles متاحة لي على الإنترنت وفي دليل الموظف ، بناءً على الطلب ، إلى الإدارة المختصة المسؤولة عن تشغيل السياسة ، أو بناءً على طلب إلى مديري. من مسؤوليتي أن أعرف نفسي على هذه السياسات.
- (ii) بالإضافة إلى ذلك ، أؤكد أنني تلقيت و قرأت وفهمت مدونة قواعد وأخلاقيات Lines & Angles الأخلاق والسلوك.
- (iii) أوافق على القيام بأنشطتي وفقاً لسياسات Lines & Angles و أفهم أن مخالفة هذه المعايير قد تؤدي إلى اتخاذ إجراء تأديبي حتى يشمل إنهاء الخدمة أو أي وسيلة قانونية أخرى متاحة إلى الشركة.

توقيع الموظف:

تاريخ: