



# Ethics Policy

## Strategic Partner in Project Support Services

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## Table of Contents

1. **Purpose and Scope**
2. **Guiding Principles**
3. **Enforcement and Disciplinary Mechanisms**
4. **Reporting Violations and Concerns**
5. **Training, Awareness, and Compliance Monitoring**



## Purpose and Scope

Quantech Solutions Company is committed to the highest standards of ethics and integrity in all its business activities. This Ethics Policy outlines the expectations for ethical behavior and compliance with the law for all employees, officers, and representatives of Quantech Solutions Company. It applies across all divisions – including manpower supply, equipment rentals, civil services, and IT solutions – and extends to all levels of the organization, from senior management to contract staff. In alignment with Saudi labor regulations (which require companies to establish internal codes of conduct and work regulations) and international best practices, this policy's purpose is to foster a culture of honesty, accountability, and respect. Adherence to this Ethics Policy is a condition of employment and a foundation for maintaining trust with our clients, business partners, and the communities we serve.



## Guiding Principles

Our Ethics Policy is anchored in core values and guiding principles that inform all decision-making and behavior at Quantech Solutions Company:

- **Integrity and Honesty:** All personnel must conduct business honestly and transparently. We expect accurate record-keeping, truthfulness in communications, and adherence to commitments. Conflicts of interest should be avoided or disclosed – employees must not use their positions for personal gain or engage in *wasta* (nepotism or favoritism), as such conduct undermines trust. Every decision should be guided by what is right and lawful, not by personal benefit.
- **Fairness, Equality and Non-Discrimination:** We treat everyone with fairness and dignity. Discrimination or harassment on the basis of **gender, nationality, religion, race, or any other characteristic** is strictly prohibited. Saudi guidance on business ethics emphasizes justice, equality, and non-discrimination as key ethical pillars. All employment decisions (hiring, promotion, rewards) are based on merit and business considerations, not personal biases. We strive to provide equal opportunity and an inclusive workplace for both Saudi nationals and expatriate workers in line with local law and our values.
- **Respect and Dignity:** Employees must treat colleagues, customers, and all stakeholders with respect. Abusive language, bullying, or behavior that insults an individual's dignity or beliefs is not tolerated. In fact, Saudi labor law explicitly requires employers to treat workers with due respect and refrain from any insult that would infringe on their dignity or beliefs. We honor the customs and cultures of others and foster a professional environment free from intimidation or humiliation.
- **Transparency and Accountability:** We promote an open environment where information is shared appropriately and concerns can be voiced without fear.

Transparency – providing accurate information and disclosing issues – is vital for trust and collaboration. Management and employees are expected to be accountable for their actions and decisions. Mistakes or ethical concerns should be reported and addressed rather than concealed. By being accountable, we learn and improve, and maintain the confidence of our clients and regulators.

- **Anti-Corruption and Legal Compliance:** Quantech Solutions Company enforces a zero-tolerance policy for bribery, fraud, and corruption. Bribery is not only unethical – it is a criminal offense under Saudi law with severe penalties. Employees *must not* offer, give, solicit, or accept any form of improper payment or incentive to or from any person or organization in order to secure an unfair business advantage. All business dealings must comply with the **applicable laws and regulations** of Saudi Arabia and any other jurisdiction in which we operate, as well as with international anti-corruption standards. We also insist on compliance with all other laws (including labor, trade, and data protection laws) – ethical conduct includes abiding by the rule of law at all times.

These guiding principles serve as the foundation for expected behaviors. They are not abstract ideals, but practical rules that every employee should translate into their daily conduct. By upholding these principles, we create a work environment that is positive, competitive, and a source of pride for all stakeholders. Every member of Quantech Solutions Company is a steward of our company's ethical reputation, and must internalize these values when performing their duties.

## Enforcement and Disciplinary Mechanisms

Adherence to the Ethics Policy is mandatory. Quantech Solutions Company will enforce this policy consistently and fairly. Managers are responsible for leading by example and ensuring their teams understand and comply with ethical requirements. Any violations of this policy or other misconduct will result in prompt investigation and, if substantiated, appropriate disciplinary action. Disciplinary measures may range from warnings and reprimands to suspension or termination, depending on the severity of the offense and in accordance with the law and company procedures. Saudi labor regulations enumerate permissible disciplinary actions such as warnings, fines, suspension, or dismissal for cause, and Quantech will apply penalties that are proportionate and lawful.

When an ethical violation also constitutes a legal violation (for example, theft, fraud, bribery, or harassment), the company may involve law enforcement or regulatory authorities as required. All disciplinary proceedings will follow due process: employees will be informed of allegations against them, given a chance to explain or defend themselves, and any decision will be documented. We ensure that enforcement is impartial – no one in Quantech Solutions Company is above the Ethics Policy, regardless of position. Retaliation against anyone who participates in an investigation or disciplinary process is strictly prohibited. Ultimately, enforcing our ethics standards upholds our responsibilities under Saudi law and international norms, and preserves our integrity as a business.



## Reporting Violations and Concerns

We encourage a culture of **speaking up**. Employees, contractors, and other stakeholders should promptly report any behavior that may violate this Ethics Policy, company rules, or the law. We provide multiple channels for reporting concerns, including reporting to one's manager or HR department, a dedicated ethics hotline or email, and even anonymous reporting tools where legally permissible. It is through open communication of concerns that we can address issues early and prevent harm.

Importantly, **no retaliation** will be tolerated against anyone who in good faith reports a concern or suspected violation. Retaliation can take many forms – threats, intimidation, harassment, demotion, or any adverse treatment – and all are forbidden. Quantech Solutions Company commits to protecting whistleblowers and ensuring confidentiality to the extent possible. Supervisors must foster an environment where team members feel safe to raise ethics and compliance issues.

Reports of violations will be handled promptly and discreetly. The company will investigate the matter through its Ethics & Compliance Office or other designated officials. All employees are expected to cooperate fully with internal investigations. Where wrongdoing is confirmed, appropriate action will be taken as described in the enforcement section. Our goal is to resolve issues in a fair manner and to learn from them to improve our controls and culture. Saudi ethical guidelines note that providing workers the opportunity to express concerns or report misuses helps create a high-productivity work environment – we embrace that philosophy. By reporting problems early, employees help protect their colleagues, the company, and our stakeholders.

## Training, Awareness, and Compliance Monitoring

Quantech Solutions Company will actively promote awareness of this Ethics Policy and ensure it is effectively implemented. All employees will receive training on the Ethics Policy and related standards upon joining the company, as well as periodic refresher trainings thereafter. Specialized training on specific topics (e.g. anti-corruption laws, harassment prevention, information security) will be provided to relevant roles to deepen understanding of our ethical obligations. Managers are expected to discuss ethics regularly, reinforce the importance of compliance, and address any questions their team members may have.

The Ethics Policy and our Code of Business Conduct are made accessible to all staff (for example, via the company intranet and in employee handbooks). Regular communications – such as emails, newsletters, and team meetings – will highlight ethical expectations and share examples of “doing the right thing.” This continuous awareness helps keep ethical considerations at the forefront of daily work.

We also implement compliance monitoring and oversight to ensure the policy is followed. This includes periodic audits and reviews of business processes (for instance, checks on financial transactions for signs of bribery or fraud, or reviews of HR practices for fairness and equality). The company may conduct anonymous surveys or solicit feedback to gauge the ethical climate. Any identified gaps or weaknesses will lead to corrective actions, such as additional training, improved controls, or updates to policies.

Top leadership (the CEO and senior executives) is responsible for maintaining a strong “tone at the top” that prioritizes ethics and compliance. An Ethics & Compliance Committee may oversee major ethics initiatives and review serious cases. The Board of Directors will also receive reports on ethics and compliance performance.

Finally, this Ethics Policy will be reviewed regularly (at least annually) to ensure it remains up-to-date with changes in laws (including Saudi labor law updates) and reflects evolving international standards (such as new guidance from bodies like the ILO



or United Nations). Updates will be communicated to all employees. By continually educating our workforce and monitoring compliance, Quantech Solutions Company ensures that our ethics standards are not just words on paper but a living part of our corporate culture.

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