



## **Supplier Code of Conduct**

January 2017

**Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)** takes seriously our commitment to safety, social responsibility, diversity, environmental leadership and ethical business practices, ensuring that the decisions we make today are also the right decisions for the future. This commitment is at the core of how we do business. We expect our suppliers and partners to adhere to our fundamental values, policies, procedures and our Code of Conduct and apply them to how they do business. We have relationships with our suppliers that focus on value creation for all stakeholders. Suppliers and Partners must assist Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) in enforcing this Code of Conduct (the Code) by communicating its principles to their supervisors, employees and suppliers. This Code further details our expectations and the work practice requirements of our suppliers.

**Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)**'Values Stewardship – Demonstrating a commitment to environmental responsibility and vibrant communities. Integrity – Ethically and honestly doing what we say, we will do. Respect for the Individual – Embracing diversity and inclusion, enhanced by openness, sharing, trust, leadership, teamwork and involvement. Safety – Sharing a relentless commitment to a zero work-related injury and illness culture, High Performance – Accountability, achieving superior business results and stretching our capabilities. Win-Win Relationships – Having relationships which focus on the creation of value for all parties. Initiative – Having the courage, creativity and discipline to lead change and shape the future. Being a sustainable company means being a responsible company.

### **Expectations of Business Conduct Sustainability.**

**Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)** is committed to Sustainability. We seek to work with contractors and suppliers who contribute to sustainability and integrate economic, environmental and social considerations into their business decision making.

### **Health and Safety**

Our suppliers will have a systematic approach to health and safety designed to adhere to all national regulations and continuous performance improvement. Suppliers must apply safe and healthy work practices, including regulatory and contract specific requirements, to all activities, and exercise good judgment in work decisions. Suppliers performing work on Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) property or on our behalf must instil safety in every aspect of their work processes and in the attitude and behaviour of all their employees.

Our Suppliers and their employees are required to comply with all Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) policies and procedures related to safety and report any safety issues to Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) immediately while working at any of our facilities.

Additionally, we expect our suppliers to instil in their employees the same safety values that we require from any employee, visitor, contractor or service provider.

### **Environmental**

**Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)** strives to be an industry leader in respecting our environment. We are committed to meeting or exceeding all applicable regulatory requirements and seek ways to positively affect the communities in which we operate. Suppliers and Partners must respect the environment in compliance with all applicable environmental laws and regulations and conduct their operations in an environmentally responsible manner.

### **Social Performance**

Contractors and Suppliers must respect their neighbours and contribute to the societies in which they operate.

### **Resources**

**Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)**'s resources include, among other things, property, assets, intellectual property and confidential information. Suppliers are responsible for safeguarding our resources used in the course of performing their work and must make every effort to ensure the protection of all our resources. These resources must only be used for legitimate business purposes to advance the interests of our company. The personal use of Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) resources without permission is prohibited. The intellectual property rights of Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) and third parties with whom we work must be honoured at all times. Confidential information can be shared only within the Supplier's company on a need to know basis. The supplier is obligated to inform Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) of any situation that may constitute a violation of our property rights.

### **Brand and Trademarks.**

We expect suppliers who interact with our customers to conduct themselves at all times in ways that reinforce and strengthen the Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) brand. Use of Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)'s brand is not permitted without express written permission of the management of Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia). Under no circumstances are third parties allowed to display the brand of Maritime

### **Conflict of Interest**

Suppliers and Partners must disclose any potential conflicts of interest in writing to the Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) Supply Chain Organization for review and approval prior to entering into any business transaction that involves Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia). A conflict of interest exists any time there is a choice between a personal interest (financial or otherwise) and the interests of Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia). A conflict may arise with suppliers that employ or are partially or fully controlled by a Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) employee or family member. Suppliers, their employees or their families cannot receive improper benefits through the relationship with Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) or allow other activities to conflict with acting in the best interests of Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia).

**Treatment of Others:**

**Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)** believes that each individual with whom we come in contact deserves to be treated fairly, honestly and with dignity. We do not condone any form of harassment, discrimination or inappropriate actions or language of any kind. We reserve the right to ask any supplier's employee to leave our property if he/she does not honour these requirements and work in a manner that supports Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)'s values.

**Gifts and Entertainment (Business Courtesies):**

Suppliers must not give any personal gifts, favours or other compensation or business courtesies to Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) employees that are intended to influence, or appear to influence, a business decision. Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) maintains the highest ethics standards and is sensitive to even the appearance of improprieties. Suppliers failing to observe our ethical requirements will be disqualified from conducting business with Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia). Suppliers are required to comply with the Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) code of Business Ethics document and adhere to the practices outlined in it.

For the avoidance of any doubt, MIS Arabia pays for its employee's business expenses. Suppliers are not required to request to incur or reimburse business expenses for MIS Arabia employees.

**Compliance with Laws,**

Rules and Regulations, Suppliers and Partners are required to comply with the letter and the intent of all applicable legal requirements including those dealing with bribery, kickbacks, corruptions and other prohibited business practices. The antitrust laws and Foreign Corrupt Practices Act prohibit a wide range of transactions or practices by both purchasers and sellers of goods and services. Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) intends to fully comply with these laws.

**ContinuousImprovement.**

We are committed to continuous improvement and strive for best practices in our business. We recognize that suppliers have experience with multiple companies and industries, and expect our suppliers to identify opportunities for improvement in our work and bring to Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) attention all best practices.

**Compliance Ethical Dealings.**

**Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)** strives to always engage in the highest ethical practices in source selection, negotiation, award decisions and the administration of purchasing and sourcing activities. We require suppliers, their employees and their subcontractors to comply with the requirements of this Code. We reserve the right to conduct visits to verify that a supplier's business operations meet the expectations of Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) as outlined in this Code. Remediation plans will be developed for significant deficiencies. Failure to address significant deficiencies within the time set out by Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) will result in cancellation of contracts.

## **Competitive Protocol**

**Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)** requires all suppliers to engage in the highest ethical standards during the source selection process. Suppliers must refrain from discussing or disclosing its pricing, costs, and any other contract terms with their competitors specifically during a competitive bidding process. The Request for Proposal (RFP, or any RFx) is both confidential and proprietary to Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia). Suppliers must not reference an RFx in any publicity without prior written consent from Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia). The Point of Contact (POC) stated in the RFP is the sole point of contact for any matter related to an RFx. No other person at Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) must be contacted regarding that specific sourcing initiative, nor should the RFx be discussed with any other Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) employee other than the POC.

Questions and Concerns Suppliers, their employees, or their subcontractors must report any questionable behaviour by the supplier, their agents, Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia) employees or other suppliers. Fraudulent financial reporting, misappropriation of assets, corruption and other fraud-related malfeasance, illegal activity, fiscal waste or abuse, or other suspected violations by any party must be reported by:

- Contacting your **Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)** Supply Chain representative.
- Contacting **Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)**'s Ethics Line by phone at +966-13 341 6376 Ext: 100 or by going online to [www.misarabia.com.sa](http://www.misarabia.com.sa)
- Contacting **Maritime Industrial Services Arabia Co. Ltd. (MIS Arabia)**'s Ethics Office at [ethics@misarabia.com.sa](mailto:ethics@misarabia.com.sa)