

2015

Code of Conduct



Jana Khair For Freight
Forwarding & Custom Clearance.

Code of Business Conduct Jana Khair For Freight Forwarding & Custom Clearance

Target audience

All employees.

Approver

Founder, General Manager of Jana Khair Freight Forwarding & Custom clearance.

Repository

Jana Khair Principles and Policies, Standards and Guidelines can be found in online repository at:

www.Janakhair.com

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Introduction:

Within foundation, Jana Khair business practices have been governed by integrity, honesty, fair dealing and full compliance with all applicable laws. Jana Khair employees have upheld and lived this commitment in their everyday responsibilities ever since.

Jana Khair Corporate Business Principles prescribe certain values and principles which Jana has committed to all. This Code of Business Conduct specifies and helps the continued implementation of the Corporate Business Principles by establishing certain non-negotiable minimum standards of behavior in key areas.

The nature of this Code is not meant to cover all possible situations that may occur. It is designed to provide a frame of reference against which to measure any activities.

Employees should seek guidance when they are in doubt about the proper course of action in a given situation, as it is the ultimate responsibility of each employee to “do the right thing”, a responsibility that cannot be delegated.

Employees should always be guided by the following basic principles:

- avoid any conduct that could damage or risk Jana Khair or its reputation;
- act legally and honestly;
- put the Company’s interests ahead of personal or other interests.

1-Compliance with laws, rules and regulations:

“We respect the law at all times”

Jana khair and its employees are bound by the law. Compliance with all applicable laws And regulations must never be compromised. Additionally, employees shall adhere to internal rules and regulations as they apply in a given situation. Those internal rules are specific to the Company and may go beyond what is required by the law.

2-Conflict of interest:

“We will always act in the best interests of Jana Khair”

A Conflict of Interest occurs when personal interests of an employee or the interests Of a third party compete with the interests of Jana Khair. In such a situation, it can be difficult for the employee to act fully in the best interests of Jana Khair.

Employees shall avoid Conflicts of Interest whenever possible. If a Conflict of Interest situation has occurred or if an employee faces a situation that may involve or lead to a Conflict of Interest, the employee shall disclose it to his or her Line Manager to resolve the situation in a fair and transparent manner.

3-Families and relatives:

“Our hiring and people development decisions will be fair and objective”

Immediate family members and partners of employees may be hired as employees or consultants only if the appointment is based on qualifications, performance, skills and experience and provided that there is no direct or indirect reporting relationship between the employee and his or her relative or partner.

These principles of fair employment will apply to all aspects of the employment, including compensation, promotions and transfers, as well as in case that the relationship develops after the respective employee has joined the Company..

4-Fair dealing:

“We believe in the importance of free competition”

Jana Khair is prepared to compete successfully in today’s business environment and will always do so in full compliance with all applicable antitrust, competition and fair dealing laws. Therefore, employees must at all times adhere to the following rules:

- Commercial policy and prices will be set independently and will never be agreed, formally or informally, with competitors or other non-related parties, whether directly or indirectly;
- Customers, territories or markets will never be allocated between Jana and its competitors but will always be the result of fair competition;
- Customers will be dealt with fairly.

5-Confidential information:

“We value and protect our confidential information and we respect the confidential information of others”

Confidential information consists of any information that is not or not yet public information. It includes business, marketing and service plans, consumer insights, databases, records, salary information and any non-published financial or other data. Jana Khair continued success depends on the use of its confidential information and it’s non- disclosure to third parties. Unless required by law or authorized by their management, employees shall not disclose confidential information or allow such disclosure. This obligation continues beyond the termination of employment. Furthermore, employees must use best efforts to avoid unintentional disclosure by applying special care when storing or transmitting confidential information.

6-Fraud, protecting company assets:

“We insist on honesty and we respect the Company’s assets and property”

Employees must never engage in fraudulent or any other dishonest conduct involving the property or assets or the financial reporting and accounting of Jana Khair or any third party. This may not only entail disciplinary sanctions but also result in criminal charges.

Jana Khair financial records are the basis for managing the Company’s business and fulfilling its obligations to stakeholders.

7-Bribery, gifts and corruption:

“We condemn any form of bribery and corruption”

Employees must never, directly or through intermediaries, offer or promise any personal or improper financial or other advantage in order to obtain or retain a business or other advantage from a third party, whether public or private. Nor must they accept any such advantage in return for any preferential treatment of a third party. Moreover, employees must refrain from any activity or behavior that could give rise to the appearance or suspicion of such conduct or the attempt thereof.

Employees should be aware that the offering or giving of improper benefits in order to influence the decision of the recipient, even if he or she is not a government official, may not only entail disciplinary sanctions but also result in criminal charges. Improper benefits may consist of anything of value for the recipient, including employment or consultancy contracts for closely related parties.

8-Discrimination and harassment:

“We embrace diversity and respect the personal dignity of our fellow employees”

Jana Khair respects the personal dignity, privacy and personal rights of every employee and is committed to maintaining a workplace free from discrimination and harassment. Therefore, employees must not discriminate on the basis of origin, nationality, religion, race, gender, age or sexual orientation, or engage in any kind of verbal or physical harassment based on any of the above or any other reason. Employees who feel that their workplace does not comply with the above principles are encouraged to raise their concerns with top management.

9- Discipline:

- First rule infraction: Verbal counseling.
- Second rule infraction: Written warning.
- Third rule infraction: Suspension from work.
- Fourth rule infraction: Termination.

Jana khair is committed to fight the corruption and taking advance steps in a full coordination with governmental authority.

Founder, General Manager
Adnan Mousa Al-Zahrani.

Jana Khair for Freight Forwarding & Custom Clearance
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