

UNIGOLD

EMPLOYEE CONDUCT & WORK RULES POLICY

INTRODUCTION

At **Unigold** we have adapted an inclusive and teamwork management style. As such we require all employees to exercise responsibility for contributing to a welcoming, open, and positive workplace by respecting and supporting each other's in effectively managing work and life responsibilities. The rules below detail the behavioural traits/actions expected by all staff from their fellow colleagues. Any team member who is found engaging in any unacceptable behaviour to the detriment of fellow employees and the Company's well-being, regardless of its appearance on this list, will be subject to disciplinary action, including but not limited to: reprimand, suspension, and dismissal.

PROVISIONS

Examples of Unacceptable behaviour is listed below. This is not an exhaustive list; it simply provides guidance and examples.

Prohibited Work Conduct:

- Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- Loafing, loitering, sleeping, or engaging in unauthorised personal business during work hours.
- Unauthorised disclosure of confidential information or records.
- Falsifying records or giving false information to fellow colleagues or third parties
- Failure to provide accurate and complete information whenever such information is required.
- Failure to comply with health, safety and sanitation requirements, rules, and regulations.
- Negligence in performance of assigned duties.
- Incompetence, neglect of duty, or unsatisfactory performance of assigned job duties.
- refusal to obey the normal or emergency instructions of law enforcement officials or other proper authorities.
- smoking in unauthorized areas

Attendance and Punctuality:

- Failure to report promptly at the starting of the working day or leaving before the end of the working day without approval of your line manager.
- Unexcused or excessive absenteeism.
- Failure to observe the time limits and scheduling of rest periods including lunch, smoking breaks etc.
- Failure to notify the supervisor promptly of unanticipated absence or tardiness.

Use of Property:

- Unauthorised or improper use of Company's property or equipment including vehicles, telephone, or mail service.
- Unauthorised posting or removing of notices or signs inside the office area.
- Unauthorised use, lending, borrowing or duplicating of Company's keys.
- Unauthorised entry to Company's property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

Personal Actions and Appearance:

- Discourtesy toward others (e.g., failure to work harmoniously with fellow employees or serve the public with courtesy)
- Hindering or limiting normal operations or interfering with another employee's work.
- Threatening, attempting, or doing bodily harm to another person.
- Threatening, intimidating, interfering with, or using abusive language towards others.
- Making false or malicious statements concerning other employees, supervisors or to the Company.
- Use of alcoholic beverages or illegal drugs during working hours.
- Reporting for work under the influence of alcoholic beverages or illegal drugs.
- Unauthorized solicitation for any purpose.
- Illegal conduct, conduct unbecoming to an employee, or conduct damaging to the Company public relations whether inside or outside working time.
- Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- Permitting or creating a personal obligation that would lead any person to expect official favours.

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Property:

- Carelessness, inattention to duty, or purposeful acts resulting in injury to property or person(s)
- Failure to maintain prescribed records.
- Concealing, falsifying, altering, misusing, or removing records, including electronic data records.
- Theft of property
- Unauthorised use of company vehicles or failure to possess a valid and current UAE driver's license, if required as a job qualification and/or condition of employment
- Direct or indirect use or misuse of Company resources, including property leased to the Company, for other than officially approved activities (including, but not limited to, employees, facilities, mail service, supplies, equipment, and Company computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources)
- Misappropriation of Company property or the property of others.

Rules and Regulations:

- Failure to follow prescribed rules and regulations, or violation of Company policy and procedure.
- Discrimination on the basis of race, sex, age, religion, national origin, sexual orientation, citizenship and/or, disability
- Violation of safety rules or common safety practices
- Taking an adverse personnel action against a team member in retaliation for disclosing alleged wrongful conduct to a public body
- Falsification of résumé or application materials or omission of material information
- Violation of purchasing policies and procedures.

PROCESS

Unigold has decided on the necessity of this policy to ensure fairness, objectivity and Health and Safety in the workplace and in the conduct of team member relations.

If a team member breaches any of these rules the Company will commence the Disciplinary process against the employee. This will involve in the first instance a thorough investigation of the circumstances by the line manager with the assistance of Human Resources where appropriate. If evidence is found to show that a breach of the workplace rules has in fact taken place the Company, then commence the formal Disciplinary process and depending on the outcome the team member will face any of the following outcomes:

- Warning and
- Deductions from salary where appropriate
- Demotion or
- Dismissal

EXCEPTIONS

There are no exceptions to the Employee Work Conduct and Work Rules Policy.