



AL-ABDULHADI ENGINEERING CONSULTANCY  
 العبدالهادي للإستشارات الهندسية

# Al-Abdulhadi Engineering Consultancy (AEC)

Feasibility Studies, Engineering Planning, Structural Design, Architectural,  
 Tender Documents, Construction Management & Supervision

## AEC CODE OF CONDUCT AND CODE OF ETHICS



Al-Abdulhadi Engineering Consultancy

**Office Address**

P.O. Box 151, Al-Jabriya 46302 Kuwait; [info@alabdulhadiengineering.com.com](mailto:info@alabdulhadiengineering.com.com) [www.alabdulhadiengineering.com](http://www.alabdulhadiengineering.com) +965 2531 2996, +965 25312997

# AEC CODE OF CONDUCT

Term	Definition
	<p>Our <b>AEC Employee Code of Conduct</b> company policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organization.</p>
<b>Policy brief &amp; Purpose</b>	<p>We promote freedom of expression and open communication. But we expect all employees to follow our code of 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.</p>
<b>Scope</b>	<ul style="list-style-type: none"><li>• This policy applies to all our <b>AEC</b> employees regardless of employment agreement or rank</li><li>• All third party contractors, Sub-contractors and Volunteers are expected to comply with the code as a condition of their engagement with the <b>AEC</b></li></ul>
<b>Protection of Company Property</b>	<p>All employees should treat our company's property, whether material or intangible, with respect and care.</p> <p><b>Employees:</b></p> <ul style="list-style-type: none"><li>• Shouldn't misuse <b>company equipment</b> or use it frivolously</li><li>• Should respect all kinds of <b>incorporeal property</b>. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties</li></ul>
<b>Job duties and authority</b>	<p>All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload.</p>

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### Professionalism

All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees must follow our dress code and personal appearance guidelines.

- **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

All employees should treat our company's property, whether material or intangible, with respect and care.

- **Conflict of interest**

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees must be open for communication with their colleagues, supervisors or team members.

### Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our **Code of conduct**. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion
- Reprimand
- Suspension or termination for more serious offenses
- Detraction of benefits for a definite or indefinite time

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

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<b>Business Ethics</b>	<ul style="list-style-type: none"><li>• <b>AEC</b> shall deal fairly and lawfully with all customers, suppliers and independent contractors. In awarding contracts, the <b>AEC</b> and its employees will consider factors such as the need for the services, total cost, quality and reliability</li><li>• <b>AEC</b> will make no illegal payments of any kind, directly or indirectly, from corporate funds or assets. Even the appearance of impropriety in dealing with public officials is improper and unacceptable</li><li>• Employees shall not furnish, directly or indirectly, on behalf of the <b>AEC</b>, expensive gifts or provide excessive entertainment or benefits to other persons</li></ul>
<b>Environment And Sustainability (OHS Policy)</b>	<ul style="list-style-type: none"><li>• No operation of the <b>AEC</b> is considered effective or complete without proper attention to <b>safety and the environment</b></li><li>• The health and safety of all Employees and those visiting the organisation are considered to be of the utmost importance. <b>AEC</b> is committed to providing and maintaining a working environment that is safe and without risk to health so as to comply with all relevant legislative requirements</li><li>• Exploration shall be undertaken with care for the environment and respect for the interest of landowners and other stakeholders</li><li>• Water management facilities shall be designed and constructed with the aim of achieving long-term stability and reasonable security against disturbances</li><li>• Bullying and occupational violence are identified as a form of harassment based on the misuse of power in human relationships and can be defined as behaviours intended to disturb, threaten or upset</li></ul>
<b>Employee privacy</b>	<ul style="list-style-type: none"><li>• <b>AEC</b> committed to protecting the privacy of Employee personal information. Employee personal information will not be collected, used or disclosed other than as authorized or as required for business reasons</li></ul>

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### Social Responsibility

**AEC** enthusiastically supports sustainable development in the communities that we are part of. For this reason, the Board has adopted a policy of social responsibility to ensure that the company contributes to sustainable economic and social development

- **Compliance with Law** - All employees are expected to maintain and enhance the **AEC's** standing as a vigorous and ethical member of the business community, and are therefore accountable for compliance with this policy
- **Drug Abuse** - The use or effects of alcohol or illegal drugs are not acceptable in our work environment
- **Social and Political Relations** -Ensure that your actions comply with and are within the meaning and intent of all applicable laws and regulations. Ensure that your actions are free from suspicion and criticism and have no unfavourable effects on society

### Use of AEC Corporate Information and Property

- Do not disclose information about **AEC** activities or our customers' activities to non-authorized Employees within the workplace, or anyone outside the workplace unless in accordance with **AEC's** Disclosure Policy
- **Use of corporate property** - All information held by **AEC** is confidential and the property of **AEC**. This includes information relating to **AEC** business, property, Employees, customers, partners, consultants, or others that is not generally available to the public
- **Use of Registry Information** - Ensure that information contained in the public registries administrated by **AEC** is used according to the appropriate policies and laws. Do not use registry information for purposes other than conducting **AEC** business
- **Use of computer systems and software** - Our computer systems and software form the backbone of our registry services and our operations infrastructure. Every effort should be made to protect **AEC's** computer systems and associated software from various threats to their security such as accidental or deliberate destruction of data or equipment, interruption of service, disclosure of confidential information, theft or corruption of data

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<b>Payments to Agents, Consultants, Government Officials and Others</b>	<ul style="list-style-type: none"><li>• Payments of any nature, which would be in violation of any law, are prohibited</li><li>• All payments of commissions and fees shall be in accordance with sound business practices</li><li>• Payments, gifts or favours must not be made to any person with intent to induce them to violate their duties or to obtain favourable treatment for the Employee or <b>AEC</b></li></ul>
<b>Protection from Retaliation</b>	<ul style="list-style-type: none"><li>• <b>AEC</b> Employees who report unethical conduct or violation of the Code in accordance with the Code are protected from reprisal. Any reprisal or attempted reprisal against an Employee who makes a report in accordance with the Code is considered to be in breach of the Code of Business Conduct.</li><li>• <b>AEC</b> Employees who feel that they have been discriminated against as a result of reporting unethical conduct or violation of the Code should report the discriminatory actions directly to the Director of <b>AEC</b>.</li></ul>
<b>Employee Relations</b>	<p>The <b>AEC</b> believes that the well-being and health of the employees are a condition for success and the <b>AEC</b> shall work actively to eliminate health risks and to develop safe workplace environments</p> <ul style="list-style-type: none"><li>• Safety in the <b>AEC</b>'s workplaces is an un-compromised condition and a mutual and shared responsibility for all our employees</li><li>• Employees are expected to improve operations to avoid injury, sickness or death, or damage to property or to the environment by giving due regard to all applicable safety standards and regulatory requirements. Any problems or concerns about environmental or safety matters should be reported</li><li>• The <b>AEC</b> recognizes employee's rights to form or join trade unions in accordance with each country's laws and principles. Employees shall be treated with respect and dignity</li><li>• The <b>AEC</b> provides equal opportunities to people without regard to race, colour, gender, sexual orientation, nationality, religion, ethnic affiliation or any other characteristic protected by local law, as applicable</li></ul>

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<b>Complying with the Code of Conduct</b>	<p>We abide by the Code of Conduct. All members of staff will not accept any breaches against <b>AEC's</b> principles.</p> <ul style="list-style-type: none"><li>• <b>Consequences in the instance of infringement</b> - All <b>AEC</b> staff members are personally responsible for ensuring that their behaviour complies with this Code of Conduct. <b>AEC</b> will take appropriate investigative action where this Code of Conduct is breached</li><li>• <b>Clarifying queries and obtaining advice</b> - <b>AEC</b> staff members may consult <b>AEC's</b> compliance officer with any questions about this Code of Conduct, and in order to obtain advice</li></ul>
<b>Checklists, Self - reflection</b>	<p>In everyday working life, we must frequently decide whether a particular behaviour is appropriate or not.</p> <ul style="list-style-type: none"><li>• <b>AEC</b> employees or staff members are constantly engaged with a large number of different people and organizations with various interests. <b>AEC's</b> standing depends on how our staff members behave in their everyday working day lives. Personal integrity and a healthy sense of judgment are of the greatest significance in this context</li></ul> <p>If you are confronted with a difficult situation, please bear the following guiding principles in mind:</p> <ul style="list-style-type: none"><li>• Reflect, pursue dialogue, express concern</li></ul> <p>You should also ask yourself the following questions:</p> <ul style="list-style-type: none"><li>• Do my behaviour and decisions comply with the relevant laws, regulations and norms, as well as <b>AEC's</b> values and standards?</li><li>• In all instances, am I acting and taking decisions on an appropriate basis, and free of personal conflicts of interest?</li></ul>
<b>Whistleblowing</b>	<ul style="list-style-type: none"><li>• A whistleblowing framework is an essential best-practice, operational procedures to build a responsible, ethical organizational culture, requiring solid Board and Management support. <b>AEC</b> is committed to the highest standards of good governance, transparency, honesty, integrity and accountability</li></ul>

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