



# CODE OF CONDUCT

*A&L CARGO SERVICES JSC (A&L CARGO) adhere to the norms defined by ethical principles and acts at all levels and locations honestly and ethically.*

*A&L CARGO has a zero tolerance policy when it comes to unethical business behavior, such as bribery and corruption. We expect that all of our employees, suppliers and partners adhere to similar standards and act ethically. This A&L CARGO Code of Conduct defines the main principles underlying our business activities.*



*Every employee of A&L CARGO who notices or has suspicions relating to*

*violations of the Code of Conduct must immediately notify their direct superior, company managing director.*

## **1. FAIR WORKING CONDITIONS:**

*A&L CARGO ensures fair payment and reasonable working hours for its employees in every branches location, and condemns every form of forced or child labor.*

*A&L CARGO honors the privacy of it's employees and protects relevant information.*

*A&L CARGO does not allow discrimination against employees, all employees have the right for fair and equal treatment. Employees who have same qualification, experience and work results must receive equal payment for equal amount of work.*

## **2. AVOIDING CONFLICT OF INTEREST:**

*A&L CARGO expects from its employees and members of its organizational units to behave in such a way, that does not harm the interests and reputation of the company.*

*Outside work must not involve an A&L CARGO competitor nor should it involve the use of A&L equipment or proprietary information such as computers, software, customer information etc.*

*Except for limited circumstances, A&L CARGO should not hire, supervise or have influence over a family member or a close personal relation within A&L CARGO unless prior approval is provided by the company General Director or Branch Manager of relevant area. It is crucial that the selection of partners is based on objective criteria including integrity, quality and performance, and not personal interests.*

### **3. SAFE WORKING ENVIRONMENT:**

*A&L CARGO takes responsibility for its employees and strives to create a safe and healthy working environment for them.*

*Each individual employee has the responsibility to meet this commitment by following all health and safety procedures and by maintaining a safe and healthy workplace. All workplace accidents, unsafe equipment, unsafe practices and conditions must be reported to direct superior or person responsible for workplace safety. This includes use of alcohol and illegal drugs on the work place.*

*A&L CARGO expects all of its employees, especially managerial staff, to be committed to uphold on-the-job safety at all times.*

*Each manager is responsible for providing employees of A&L CARGO with appropriate health and safety information and training on how to evacuate from buildings safely, how to correctly handle equipment, tools and chemical substances in workplace.*

*Number of working hours must correspond to applicable laws. Regular working week does not exceed the norms derived from the regulation of relevant branches office location.*

### **4. PROTECTING COMPANY ASSETS AND INFORMATION:**

*All employees are required to protect A&L CARGO 's assets and ensure their efficient use. They are to be used for legitimate purposes and for A&L CARGO business only. All employees must use A&L CARGO 's communication system for business related purposes only and do so appropriately and according to the laws.*

*It is forbidden to download or distribute any material that is illegal, offensive or could reflect negatively on A&L CARGO 's reputation. We should also exercise discretion and diligence when drafting e-mails to ensure that our communication is professional and appropriate.*

*The success of A&L CARGO as a business is based on the knowledge of its employees. Employees must ensure that the operational and business secrets of A&L CARGO as well as its business partners do not become known outside of the company. It is forbidden to publish operational or business secrets without permission, to pass them to third parties, or to utilize them for one's own purposes without permission.*

## **5. HANDLING THE MEDIA:**

*Providing the public, including the media, with clear, dialogue-oriented and consistent information strengthens the global image of A&L CARGO. Official statements, especially to the media, may therefore only be made after consultation with the General Director or Branch Manager of relevant areas.*

## **6. PROTECTING THE ENVIRONMENT:**

*A&L CARGO considers itself committed to the sustainable use of natural resources. It is therefore natural that A&L CARGO upholds the legal regulations that apply to the protection of the environment.*

*At A&L CARGO, we are committed to ensuring that the impact of our daily activities is minimal and we will continue to monitor our activities in order to ensure continuous improvement.*

*A&L CARGO is committed to minimizing the environmental impact in all its activities, and will comply with the laws and regulations for environmental protection in all countries we operate in. Such commitment and compliance with it is required from all employees of A&L CARGO. A&L CARGO will continuously evaluate the environmental aspects of its activities to deliver services with no undue environmental impact.*

## **7. VIOLATIONS:**

*Non-adherence to the Code of Conduct is followed by investigation of alleged violation, which can result in disciplinary measures as specified by law.*

*Every employee must immediately notify their direct superior, Branch Manager and General Director of the violation of the Code of Conduct.*

*If you have information of a violation, please report to the General Director of A&L CARGO at [steve.al@al-cargo.com](mailto:steve.al@al-cargo.com) or by phone +84 989092634.*

