FRAMEWORK POLICY

1. OBJECTIVE & SCOPE

The Company and its employees will comply at all times with the laws and regulations in force in the country where they perform their business activities. Employees must avoid activities and behaviour that could involve themselves, other employees or the Company in any unlawful activities.

The Board of Directors of the Company (“**Board**”) shall be responsible for implementing this Policy and shall ensure that the CSR activities are carried out in accordance with this Policy read and with the applicable laws in the State of Qatar.

2. CSR COMMITTEE OF THE COMPANY

2.1. Constitution

The Board shall constitute the Corporate Social Responsibility (“CSR”) Committee as a sub-committee of the Board.

2.2. Role, Objective and Powers of the Committee

The CSR committee shall:

(i) Recommend CSR activities to the Board
(ii) Assist the Board in implementing the CSR Regulations and the CSR Policy, and shall also for every CSR:
(iii) Formulate and recommend to the Board an Annual Action Plan (“Action Plan”) and recommend to the board any alterations that may be required to such plan during a financial year.
(iv) Formulate and revise the CSR Policy and recommend the same to the Board for approval and adoption;
(v) Recommend the CSR budget to the Board;
(vi) Create a transparent monitoring mechanism for implementation.

2.3. CSR COMMITTEE CHARTER

a) The Committee shall comprise of at least 3 members:
   - The CEO of the Company
   - The Human Resources Director
   - The CFO or COO
b) The Committee shall meet on a quarterly basis unless there is an urgent case to be evaluated.
c) Decision shall be taken by the majority of the votes.
d) The CEO shall have a casting vote.

3. GUIDING PRINCIPLES FOR SELECTION

3.1 The committee will review any file submitted by any employee and fulfilling the following requirements:

a) the employee shall be of the permanent staff
b) The employee must complete one year of service
c) The employee’s salary shall not exceed QR/ /.

3.2 Implementation Once approved by the Board, the HR department shall be follow up and implement the Committee’s decisions.

4. POLICY REVIEW & FUTURE AMENDMENT

The Board may subject to compliance with applicable law, at any time, review, amend or modify the CSR Policy as it deems fit to comply with the statutory obligation of the Company to undertake CSR activities