



 **n - depth**
services

CODE OF BUSINESS CONDUCT













Doing the Right Thing Right at First Time



Keeping with our Core Values

The In-depth's Code of Business Conduct

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Message from Our MD



Mohamed CHAHTOUR
Managing Director

Dear Colleagues at In-depth,

Our commitment to the Company and to our Customer will remain the same, we will continue delivering best solutions and outstanding services, together we will program for success and long-term relationship. We would like to be recognized for our distinguished services and positive achievements.

To help us accomplishing this vision, we expect each employee of our Company to work and act at the highest level of ethical business practices. This Code of Business Conduct is based on our shared beliefs and values; it will serve as the Company's ethical roadmap and will reinforce our Core Values.

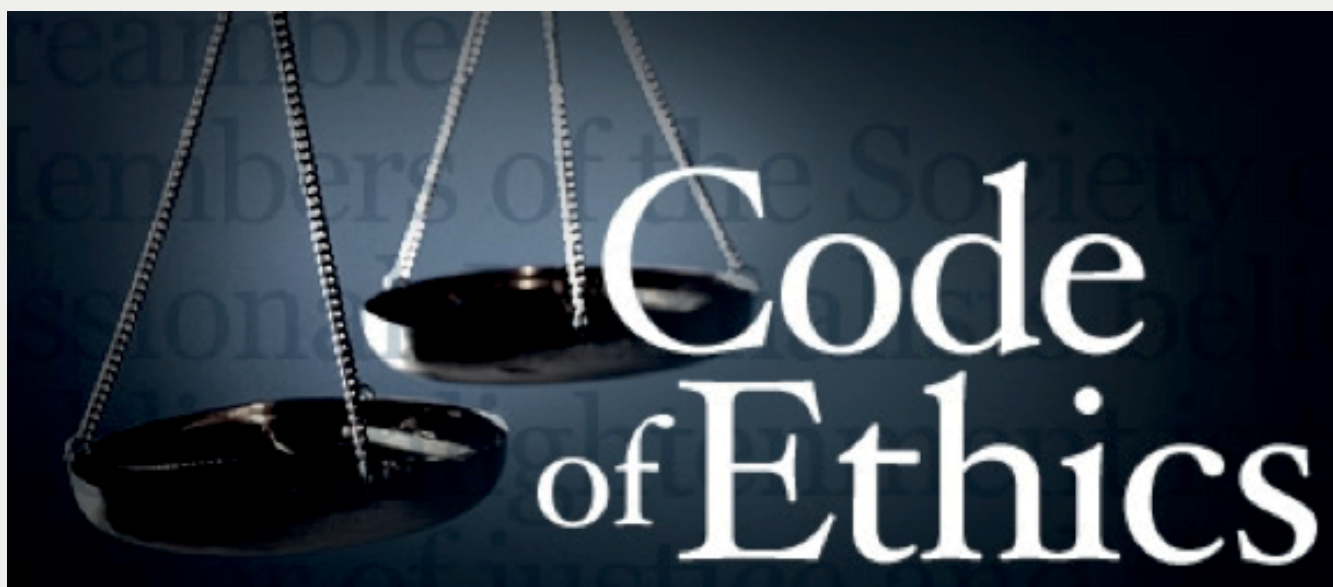
Please understand and observe this Code as it describes expected behaviors and the practices to be avoided. It is imperative that we adhere to the principals of our Code of Business Conduct, remember the Company reputation is between your hands.

We are proud of our ethical and lawful services so far, thank you for maintaining In-depth's legacy of success and integrity.

A handwritten signature in blue ink, which appears to be 'M. Chahtour', written over a large, stylized blue oval.

Purpose

The Code of Business Conduct serves as the primary means by which our Company expresses its commitment to the ethical and legal conduct of our employees. The Code of Business Conduct is the Company's ethical roadmap that will help every employee to work and take the right decision at the highest level of ethical business practices.



This Code of Business Conduct will reinforce our Core Values (Integrity, Teamwork, Open Communication, Learning & Creativity and Quality & Safety), which are a central part of our everyday business activities.

In-depth's Core Values - Our expected behaviors

The In-depth Core Values are the basis for establishing a common culture for the Company. Our Core Values are: Integrity, Teamwork, Open Communication, Learning & Creativity and Quality & Safety. We take our responsibility seriously to provide best solutions and safely deliver successful projects.



Integrity

Act honestly with the highest ethical standards and honor our commitments to customer and community. Do the right thing right.



Teamwork

We work together and encourage everyone in the team to actively participate as we are committed to common goals. We value the diversity of our workforce.



Open communication

Listen carefully to better understand customer's requirement, communicate clearly and concisely while accepting diverse opinions for constructive debate.



Learning & creativity

Learn and continuously develop ourselves and others, think big and design innovative solutions. Have a positive impact on performance and achieve excellence.



Quality & safety

Committed to quality work and strive to exceed customer expectation. Commitment to HSE is the platform of our success.

CORE VALUES



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INTEGRITY



TEAMWORK



**LEARNING &
CREATIVITY**



**OPEN
COMMUNICATION**



**QUALITY
& SAFETY**

Integrity & Commitment Inside



EMPLOYMENT AND WORKPLACE

Our policy is to provide equal opportunity for everyone in recruitment, career development and compensation, without regard to race, color or religion. The strength of our Company is our people and their diversity.

Ensuring our employees work in the safest conditions possible and are treated with respect and dignity.

In case you suspect any form of inappropriate behavior in the workplace, you should report it immediately.



HEALTH, SAFETY AND ENVIRONMENT

At In-depth, HSE is a core value and every one's responsibility, the Stop Work Authority Program gives all employees the authority to intervene or stop any unsafe working condition or behavior.



CONFLICT OF INTEREST

We are all committed to compliance and believe our integrity is what defines us. We each have duty to put In-depth's interest before our own personal gain. We must never take advantage of a business opportunity that is discovered using In-depth's property or information. We must disclose any situation that can be viewed as a potential conflict of interest to upper management.

Integrity & Commitment to others



ANTI-BRIBERY AND ANTI-CORRUPTION

We must fully comply with all anti-bribery and anti-corruption laws and local regulations.

We must not offer to pay any bribe to anyone, directly or indirectly.

Facilitating payments are small payments given to anyone in relation with a business opportunity.

There is no minimum financial value on what can constitute a bribe; we should not receive any gift or entertainment from a subcontractor or a vendor. If you are asked or feel pressured to make or receive corrupt payment, contact your upper management directly.



FAIR COMPETITION

We are committed to competing fairly and winning business ethically and legally by delivering superior services in keeping with our Core Values. Anti-competitive behavior is illegal and may damage the business and reputation of In-depth.



QUALITY WORK - MEETING WITH OUR CUSTOMER OBJECTIVES

At In-depth we care more about our services and how we do business rather than meeting with industry standards. We all share the responsibility of focusing on quality in everything we do; we continuously look for new ways to improve our services and processes. Our ultimate goal is our customers' success.

Conclusion

This Code of Business Conduct became effective in April 2016, throughout this document the phrase of 'Code of Business Conduct' or 'Code' refer solely to the In-depth's Code of Business Conduct.

At In-depth, we strive to hire the best people and provide similar opportunities for our employees to excel. We expect all our employees to work and take the right decisions at the highest level of ethical business practices. We must work together to create a healthy, respectful and prosperous working environment.