



MABANEE COMPANY

CORPORATE SOCIAL
RESPONSIBILITY POLICY

Version 1.0

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1. Introduction

Mabanee Company (hereinafter referred to "Mabanee" or "the Company") is committed to align its business values and strategy with social and economic needs while embedding responsible and ethical business practices into every activity carried out by the Company.

The Company has adopted this Policy in line with the Corporate Governance Rules issued by the Capital Markets Authority.

1.1 Purpose

The purpose of this policy (hereinafter referred to as "the Policy") is to guide the Company in managing its Corporate Social Responsibility while providing the community with support required to achieve long-term business and social benefits and ensure that the Company consistently operates in a manner that minimizes detrimental impacts to society and environment.

1.2 Scope

This Policy document applies to the Company and its subsidiaries, Board of Directors, and Executive Management. It is essential that all Directors and members of the management understand the requirements of this Policy and the CMA instructions and other applicable laws and regulatory requirements carefully and comply with its contents. Wherever the provisions of this Policy document differ with any of the local statutory or regulatory requirements, the local statutory and regulatory requirements will take precedence over the provisions of this Policy.

1.3 Implementation Responsibility

The Marketing and Public Relations Department will be responsible for monitoring the Implementation of this Policy on behalf of the Board of Directors (BOD). The contents of this Policy, other than areas to be disclosed on the Company's website, are confidential and are intended for internal use of the Company only.

This Policy document should always be kept in a read-only status and must not be copied or revealed to third parties without the expressly written permission of the Board.

Requests for circulation of soft copies of this Policy are to be made only to designated personnel, i.e. BOD, BCGC, and Board Secretary.

1.4 Policy Revisions

The objective of formalizing the Policy revision procedures is to ensure that all amendments to the Policy are properly documented and authorized prior to their implementation.

The Policy is to be reviewed by the Board Corporate Governance Committee, on an annual basis or as and when needed. The Board will be the primary approver to revisions of the Policy to reflect new or updates to rules and regulations and changing requirements. Additions or changes to this policy will be implemented promptly when mandated by regulatory change.

After the changes are incorporated in the Policy, the relevant page (or pages) will be updated by the version and the date.

The table below shows the Policy version information relating to the version number, version date, section (s) amended (as per TOC), and page number where the change or addition has been made. In the "Page Number" section, links will direct the user to the mentioned slide to promptly trace the changes or additions done.

Sr	Version Number	Version Date	Section	Page Number	Approval
1					
2					
3					
4					
5					

Acknowledged and approved by Board of Directors on (date):

2. Glossary

Term	Definition
Mabanee or the Company	Mabanee Company
BOD	Board of Directors
BCGC	Board Corporate Governance Committee
CMA	Capital Markets Authority
the Policy	Corporate Social Responsibility Policy
CSR	Corporate Social Responsibility

3. Definition of Corporate Social Responsibility

Corporate Social Responsibility refers to the continued commitment by the company to act ethically and contribute to sustainable development of the society in general and the Company employees in particular through all the activities and responsibilities carried out by the Company which may impact the society or environment that the Company operates in.

All actions and activities carried out by the Company should be consistent with the interests of society and its sustainable development which is defined as the development that meets the current needs without compromising the ability of future generations to meet their own needs. Ethical behavior, compliance with applicable laws and regulations have to be further cornerstones for the Company's ongoing activities.

The Company's achievement in the field of Corporate Social Responsibility shall be one of the positive indicators of the Company's overall performance.

4. Pillars of an Effective Corporate Social Responsibility Framework

4.1. Social Responsibilities

4.1.1. The Company is committed to positively contribute in the Society in which it operates in. In order to achieve that the Company shall:

- Assist in creating new employment opportunities to absorb the labour force in the society.
- Focus on strengthening national workforce by attracting staff from citizens and ensure continuous development of their abilities and enable them to grow.
- Support the protection of human rights, including respect for different cultures, values and support a non-discriminative work environment within the company.
- Proactively consider the interests of society at large and the economic development;
- Serve society in an ethical and lawful manner;

- Provide a working environment which applies and conforms to recognized occupational safety and health standards;
- Promote positive ethical behaviour (i.e. towards the environment, community, customers, employees and investors)
- Consider the social impact of services/products including any withdrawal impact and respond immediately to such impact;
- Respect and abide by applicable laws and regulations;
- Design the company's activities in line with the economic and cultural situation of the society.
- Not indulge in any form of corruption, including extortion and bribery.

4.2. Environmental Responsibilities

4.2.1. The Company realizes that the environment is a fundamental element of its commitment towards its Corporate Social Responsibility Framework and hence shall ensure its positive contribution in regards to the environment through:

- Giving high priority to the protection of the environment by ensuring our activities and initiatives respect, promote and advance internationally recognized environmental principles;
- Considering the environmental impact of products and services including any disposal impact;
- Ensuring resources are not wasted and that, so far as is reasonably practicable, materials and goods are reused or recycled with the disposal of any remaining waste occurring in a responsible manner;
- Minimizing the extent to which the Company uses carbon dependant sources of energy and other natural resources;
- Identifying and evaluating environmental effects of the business and managing effects which have been identified as significant;
- Supporting new technology which has the potential to provide long-term environmental benefits;
- Proposing internal and external conservation initiatives;
- Promoting environmental awareness campaigns to employees and public

4.3. Community Responsibilities

4.3.1. The Company shall contribute to the Community through:

- Respecting cultural and social differences of the various communities;
- Respecting people with different backgrounds, values, traditions and cultures;
- Improve the quality of living conditions of the workforce, their families, local community and society as a whole.
- Support small business and open new horizons serve communities.

- Providing training programs to develop the capabilities of targeted communities.

4.4. Stakeholders Engagement

4.4.1. The Company has multiple stakeholders such as clients, vendors, employees, shareholders and more. The Company shall ensure continuous engagement and communication with stakeholders for a better understanding and contribution to the Company's Corporate Social Responsibility. This can be achieved through the following:

- Identifying interests and needs of stakeholders;
- Actively engaging stakeholders in various activities taking into consideration their needs and the outcome of such engagement;
- Responding to legitimate stakeholder claims;
- Being transparent regarding various company's activities and communicating progress related to Corporate Social Responsibility;
- Ensuring that a mechanism is in place to receive and promptly address stakeholders concerns, enquiries, ideas and initiatives;
- Interacting regularly with stakeholders to maintain long-term relationships that would contribute towards the achievement of the Company's objectives.

4.5. Employees Development

Employees development and achieving a healthy work environment to ensure mutual communication between the company and its employees has a significant impact on the Company's role in terms of Corporate Social Responsibility, this can be achieved through:

- Training, knowledge transfer and also allowing the contribution of employees by creating a work environment where employee's contributions are encouraged and recognized.
- Monitoring employees engagement through conducting a number of survey's (i.e. Employee Engagement Survey), results of such survey shall serve as the base to enhance the level employees engagement within the Company.
- Promoting programs for lifelong learning and skill development and providing regular performance and career development reviews.
- Promoting programs to ensure gender equality in the work environment.
- Encouraging and recognizing the contribution of its employees and rewarding them fairly.
- creating a safe and healthy work environment for its employees, this can be achieved through the following:
 - Continuously monitoring health and safety risks and taking necessary action to mitigate or resolve such risks;
 - Conducting awareness sessions and related training to raise the awareness of all employees in terms of health and safety;
 - Ensuring that a crisis and emergency management mechanism is in place;

- o Ensuring that a routine check of health and safety measures is conducted on a periodical basis and that a report/ action plan to enhance the health and safety measures is prepared as a result of the review process.
- Conducting regular formal and informal meetings between employees and the management to address any concerns, enquiries, issues raised by employees.

Refer to [Human Resources Manual](#) and [Code of Conduct](#) for more details on Employees Development.

5. Corporate Social Responsibility Programs

- 5.1. The Chief Executive Officer shall oversee the Corporate Responsibility program and ensure for its implementation across the Company.
- 5.2. Management shall continuously seek to determine more efficient and effective ways of improving and positively contributing to the society in which the Company operates in and that the same is reflected in the form of CSR Programs adopted and executed by the Company.
- 5.3. The Company shall adopt various CSR Programs that may include but not limited to the following:
 - Sponsorships;
 - Donations;
 - Charitable Events;
 - Educational Programs;
 - Corporate Volunteering Programs;
 - Employees and Society Awareness Sessions and Campaigns.
- 5.4. The Company shall compare its performance in terms of Corporate Social Responsibility with the performance of other entities within the same industry or carrying out similar activities, results of such comparison shall be utilized in the development and enhancement of CSR Programs developed by the Company.
- 5.5. The Company should allocate a percentage of achieved profits towards its Corporate Social Responsibilities Programs, such percentage shall be in line with the Company's size, nature of activities and profit achieved by the Company.

6. Raising Corporate Social Responsibility Awareness

- 6.1. The Company shall ensure that all its employees are aware of the importance of the Company's CSR Programs. It shall also ensure, through the awareness sessions and other means of communication that all employees are aware of the current CSR initiatives carried out by the Company and its impact on the society, environment, stakeholders and the Company's performance.
- 6.2. The Company shall also ensure that the CSR Programs include conducting awareness sessions to various members of the society to raise the awareness regarding the importance of Social Responsibility initiatives and its impact on the society.

7. Disclosure and Reporting

- 7.1. The Company shall ensure the a mechanism is in place to disclose its objectives in terms of Corporate Social Responsibility.
- 7.2. The Company shall ensure that all information related to its' Corporate Social Responsibility's programs and initiatives are provided to the Board Corporate Governance Committee to ensure that the same is adequately and timely disclosed through the Company's periodic reports.