

## CODE OF ETHICAL CONDUCT

I, \_\_\_\_\_ understand and agree to be bound by the “Code of Ethical Conduct” which follows as a condition of employment with Hilti Emirates. Failure to meet such policies may result in disciplinary action, termination of service/contract of employment or any other legal action as may be appropriate. Details of Code of Ethical Conduct are as follows:

### 1) Our Values

Our value guides our behaviour and they are what make us successful:

- ⇒ Integrity
- ⇒ Courage
- ⇒ Commitment
- ⇒ Teamwork

### 2) Conduct and Behaviour

It is each team member's responsibility to ensure that they conduct themselves in a business-like manner at all times whilst on Company business, in Company premises, in Company vehicles or in HILTI Emirates Shirt. Additionally, business-like standards of dress and physical behaviour are expected at all times. It is mandatory for all team members to wear Hilti Emirates Shirt if they are visiting customers. Team members should ensure that their Hilti Emirates Shirts are kept clean and tidy.

### 3) Drugs

We operate 100% drug free premises and operations. Any team member who takes or is in possession of drugs which are not prescribed by a registered medical practitioner, or who is intoxicated from these drugs, or who is charged with or convicted of a drug offence will face immediate dismissal.

### 4) Alcohol

Alcohol is not to be consumed on company premises without the specific approval of the General Manager. Any employee who consumes alcohol during prescribed employment hours shall be subject to disciplinary procedures. It is also clearly advised that team members do not consume alcohol immediately prior to starting work.

### 5) Company Cars

Every employee who has a company car shall be responsible for maintaining that vehicle in a clean and safe condition.

Every employee who has a branded company car shall be responsible for maintaining that vehicle in a CI/CD compliant condition. This refers especially but is not limited to the stickers. Should a sticker gets lost or damaged; it is the employee responsibility to get this fixed as soon as possible.

Traffic fines which are due to the employee's fault shall be borne by the employee. No employee shall drive a company car without a valid driving licence.

### 6) Security/Use of Company Tools & Computers

Every employee is responsible for maintaining demo tools with due care and responsibility and for ensuring they are safe from theft or damage. The company's information must also be kept in a secure manner, preventing access from the competitors.

All files, documents, internet or e-mail transactions carried out on Hilti Emirates computers are considered to be business transactions and are traceable/reviewable. Hilti Emirates reserves the right to examine any or all internet/e-mail transactions or computer files and take disciplinary action if appropriate. Any information sent or received via internet or e-mail must not be of a pornographic, illegal, harassing, discriminatory, defaming or threatening nature.

Employees must not make any attempts to breach the privacy and confidentiality of other staff members e-mail or files through “hacking” or attempting to guess and use passwords. Additionally no employee is to send any e-mail or other electronic communication which in any way attempts to hide their identity.

### 7) Clean Work Environment

Hilti Emirates operates a "Clean Desk Policy". Every employee shall be responsible for ensuring that their desk, vehicle or immediate work area is kept clean and tidy at all times. Further, at the end of each day, all company information shall be filed away and every work area left in a totally clean manner.

**8) Smoking**

Hilti Emirates operates a "Smoke Free Policy" within all premises in UAE. Smoking is not permitted in any building at any time. Smoke areas are designated at selected locations.

**9) Safety**

Every employee is responsible for ensuring the safety standards while doing demonstration to the customers or visiting the customer in the job site.

**10) Theft**

We expect people to represent themselves truthfully and conduct themselves openly and honestly with an ethical conviction to do the right thing.

Theft from the company or its employees, customers or suppliers is gross misconduct and would render the employee liable to immediate dismissal as per the company's disciplinary procedure.

Hilti Emirates may initiate civil or criminal proceedings for any harm done to its personnel, property, funds or those of its clients.

**11) Bribes**

Bribes direct or indirect are prohibited in all business transactions in which Hilti Emirates is involved and will render the employee to immediate dismissal.

**12) Prejudice**

We are an international company and Hilti Emirates is supported by employees from more than 28 nationalities all contributing their individual skills, knowledge, talents and competencies to the overall success of Hilti Emirates.

We do not discriminate between people and work hard to ensure that our selection and employment policies are applied consistently. We aim to provide a working environment free from sexual, racial, religion or any other form of discrimination or harassment.

Hilti Emirates will not tolerate any form of behaviour and conduct which is offensive to others and fails to respect their individual rights and feelings. Hence any act of prejudice, discrimination and harassment would be gross misconduct and is liable for immediate dismissal.

**13) Company Information**

You shall not, either during your employment (except in the proper performance of your duties) or at any time (without limit) after the termination of your employment:

a) Divulge or communicate to any person, company, business entity or other organisation;

b) use for your own purposes or for any purposes other than those of Hilti Emirates;

Or

c) Through any failure to exercise due care and diligence, cause any unauthorised disclosure of, any trade secrets or confidential information relating to Hilti Emirates.

"Confidential Information" shall mean details of suppliers and their terms of business, details of customers and their requirements, the prices charged to and terms of business with customers, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information regarding shareholders and any information which an employee is told is confidential and any information which has been given to Hilti Emirates in confidence by customers, suppliers or other persons.

**"Further, I understand and agree to adhere to the policies and regulations as stipulated on the Global Code of Conduct of the company."**

**Employee's Signature:**

\_\_\_\_\_

**Date:**

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