

Mazrui International

Code of Conduct

at a glance

01 Maintain high ethical standards

The Code of Conduct aims to help you handle work situations professionally whilst maintaining the highest ethical standards. It applies to all Mazrui employees irrespective of their role, job title, seniority, start date or location. We want our key suppliers, customers, partners and stakeholders to also respect the spirit of the Code of Conduct.

02 Be respectful

You should conduct all Mazrui business with respect for the diversity, equality and dignity of all people. We do not tolerate any type of discrimination or harassment.

03 Be productive

Your time at work should be used effectively and efficiently in the service of Mazrui. Working remotely should increase productivity and you should be generally contactable during your contractual hours of work.

04 Keep your workplace safe

You are responsible for the prevention of incidents and hazards at the workplace. When accidents happen, you must immediately inform the appropriate authorities.

05 Protect Mazrui property

You must protect Mazrui property, which includes cash, from theft, misappropriation, loss, damage or destruction. Mazrui equipment should be used for business purposes.

06 Ensure proper business records

You must prepare proper documentation and maintain an appropriate audit trail of transactions. Concealment, falsification or unauthorised destruction of business documents is prohibited.

07 Dealings with government officials must be transparent

Dealings with government officials can be sensitive and might be questioned by others. Any dealings with government officials must be completely transparent.

08 Avoid conflicts of interest

You must avoid situations where your personal interests are inconsistent with the interests of Mazrui. You should not use your position at Mazrui to benefit yourself, your family or your friends at the expense of Mazrui. Such situations create conflicting loyalties and must be avoided.

09 Modest gifts should not influence your business decisions

Receiving small gifts is sometimes customary and acceptable within the limits defined in the Code of Conduct. However, your business decisions and actions must never be influenced by such gifts.

10 Do not give or accept bribes

You must not offer, solicit, give or accept any form of payments, gifts or favors in return for any advantage or favorable treatment. Also, you must not allow others to do so on your behalf. We do not tolerate any form of bribery or other forms of giving or receiving unfair advantages.

11 Comply with trade laws

Respect trade control rules, as they are closely linked with international laws and may result in significant fines and penalties – both for Mazrui and its employees. Importing, exporting or trading in certain types of goods or with certain countries may be restricted or prohibited under national and international sanctions and regulations.

12 Use IT resources reasonably

You should use Mazrui devices, email and internet services for business purposes. Reasonable private use of these resources is sometimes acceptable, however, should not be abused. Watch out for cyber security risks.

13 Protect information

Protect all confidential information and maintain the privacy of personal data. You should only have access to such information if your job requires it.

14 Reporting breaches of the Code of Conduct

You must report any breaches of the Code of Conduct you become aware of, anonymously or otherwise. You may contact your Line Manager, HR, Compliance [compliance@mazruiinternational.ae], Safecall, the anonymous and toll-free external Hotline, or the Chairman. For the full version of the Code of Conduct, contact details and FAQs please visit the Mazrui International intranet.