



بسم الله الرحمن الرحيم

Politics

Social Responsibility

AL khaleej Training and Education Company

(Saudi Joint Stock Company)

Approved by the decision of the General Assembly of Shareholders on 25/05/2021 corresponding to

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Social Responsibility Policy

Boot:

Social responsibility is one of the necessary pillars of community life, as it is the path to individual and social progress, and the real value of the individual in his society is measured by the extent to which he bears responsibility towards himself and others. Social responsibility is the continuous commitment of companies and institutions to contribute to economic development and work to improve the quality of living conditions of the workforce and their families. and the community and society as a whole. Social responsibility is not a charitable act, but a moral obligation to contribute to the development and development of society, as the advancement of societies is measured by the extent of the growth and social maturity of individuals and the extent to which they feel that responsibility that imposes cooperation, commitment, solidarity, respect, love, good treatment, and serious participation.

The company's role towards social responsibility ensures the support of all members of society for its goals and development mission and recognition of its existence, and contributes to the success of its goals, as the company believes in the importance of contributing to community service and assistance in the process of social development, and the company adopts a social message aimed at enriching its contributions to community service because it realizes that this community has rights and duties on its children, whether they are individuals or companies, and this has been achieved through several channels according to the following:

1. Contribute to meeting the needs of society in the fields of employment, education, and training.
2. Creating new job opportunities through the programs and training courses provided by the company to the people of this community,
3. Providing a lot of training programs for the company's employees to develop them and raise their efficiency and skills.
4. Providing a safe and stable work environment for all employees in the various branches of the company to provide them with the opportunity for job stability.
5. Achieving the highest rates of Saudization of jobs to provide the opportunity for graduates from this country to obtain suitable work for them and support them with training and development programs to upgrade them to the highest levels of career.
6. Continuous support for many charitable and civil associations and institutions.

Therefore, the success of the company's role in social responsibility depends mainly on its commitment to three main criteria:

1. Respect and responsibility, meaning the company's respect for the internal environment (employees), and the external environment (members of society).
2. Supporting and supporting the community
3. Environmental protection, in terms of commitment to the compatibility of the product provided by the company to the community with the environment.

The company continues its efforts in adopting and implementing many community service programs that are consistent with the company's mission and values, and reflect its absolute commitment to improving the social and living conditions of needy groups and providing for their needs through the development of social responsibility programs, policies, and management aimed at helping the largest possible segment of society. It works to establish strong relations with segments of society that contribute to advancing comprehensive development in this dear country. The company's adoption of these programs and policies is motivated by its endeavor to make a significant difference, not only by providing assistance but by encouraging and empowering the sons and daughters of the country to employ their skills and experience in the development of their community.

In confirmation of the above, the General Assembly of Shareholders approved on 22/11/2017 based on the recommendation of the Board of Directors of the company to allocate an annual budget for social responsibility to be allocated to support social responsibility programs in accordance with the company's articles of association and the relevant laws and regulations.

Article One: The concept of social responsibility and its importance

The concept of social responsibility is represented in the company's contribution to achieving a balance between multiple but interrelated parties represented in the interests of its employees, shareholders, the external environment and society, while acting responsibly with religious and moral motives, to enhance its competitive position in its field of activity, and from this point of view, the company is committed to achieving sustainable development for society in general and for the company's employees in particular, This is done by working to improve the living, social and economic conditions of the workforce and their families, in addition to society as a whole, and contribute to reducing unemployment levels in society, and optimizing the use of its available resources.

Based on this, the key to the success and growth of companies and economic institutions can be linked to the importance and awareness of social responsibility associated with a number of values and high moral and humanitarian standards, such as solidarity and a sense of patriotism towards everything related to the company, whether it is an employee, shareholder, customer, member of society, Therefore, the more the company understands and gives importance and value to that conscientious process, the more the process of development, prosperity and sophistication of the company in the country, which increases its profitability and reputation.

Article Two: Objective of the Policy

The company's social responsibility policy aims to achieve the following:

1. Commitment to international standards of good application of social responsibility as a long-term investment that benefits the company and society as a whole.
2. Achieving sustainable development for society in general and for the company's employees in particular.
3. Achieving a balance between the company's goals and the goals that society seeks to achieve.
4. Enabling the company to attract, recruit, develop, and maintain its human resources.
5. Increasing the loyalty of employees and customers, especially in light of the tendency of customers to prefer companies interested in social responsibility.
6. Contribute to the long-term vitality of the company by enhancing the sustainability of natural resources and environmental services.

Article III: Public Policy

The Company's Board of Directors has directed the Executive Management to be at the forefront of best practices in corporate social responsibility and to adopt professional and ethical behavior in all its actions with stakeholders, convinced that these aspects are an essential part of the company's outstanding strategy to improve competitiveness, regardless of social responsibility being an essential element to achieve the interest and objectives of the company.

The company's social responsibility policy is based on the following:

1. Continuous commitment by the company to act ethically as required by the laws, regulations, and instructions and to respect customs and traditions.
2. Sustainable contribution to economic and social development and environmental preservation through:
 - Caring for the company's employees and developing their technical capabilities through the development of training and qualification programs to improve their professional abilities and skills.
 - Caring for the company's employees and developing their technical capabilities through the development of training and qualification programs to improve their professional abilities and skills.
 - Protecting the environment by reducing pollution, optimal and fair use of natural resources, and spreading environmental awareness among segments of society.

Article IV: Scope of application of the policy

The provisions of this policy apply to the company's shareholders who are stakeholders and direct beneficiaries of the company's activity, all the company's employees, customers, suppliers, the local community, the surrounding environment, and government and official agencies.

Article Five: The Company's Social Responsibility towards Stakeholders

1. Provide all individuals and concerned parties with clear, accurate, and credible information, taking into account the timing of its submission in a manner that does not conflict with recognized professional regulations and rules.
2. Commitment to apply all governance practices with integrity and transparency, and work to document them through relevant reports.
3. Work to involve all stakeholders and beneficiary groups of investors, employees, suppliers, customers, and community members, each in its own decisions, work programs, and studies.
4. A statement of the supervisory systems and procedures that govern the relationship with stakeholders and ensure compliance and continuity in the application of these systems and procedures.
5. Work in accordance with the principle of full transparency that ensures that the company respects its commitments, laws, and regulations and its commitment to disclose material information to shareholders and stakeholders in accordance with the company's disclosure policy and in accordance with the regulations and instructions of the Capital Market Authority.

Article Six: The Company's Social Responsibility towards Employees

1. Work to secure a safe and stimulating work environment to perform tasks, so as to contribute to improving the level of health and well-being of employees and their families without prejudice to their obligations towards their families.
2. Encourage the freedom to express ideas and opinions disciplined by the recognized rules of conduct, and listen to them with respect and appreciation, and without insulting or derogatory.
3. Work to encourage all employees without discrimination to engage in training and development programs, so as to contribute to improving their professional and self-abilities and skills.
4. Work to confirm the relationship with employees on the basis of responsibility and shared success.
5. Dealing with the principle of justice among all employees and not discriminating between them for ethnic or personal considerations.
6. Encourage all employees and facilitate their tasks to engage in activities that contribute to supporting the local community of the company.
7. Compliance and compliance with all laws, regulations, and laws in force in the Kingdom of Saudi Arabia.

Article Seven: The company's social responsibility towards the local community.

1. The company is committed to the community in which it operates by investing in it through projects and initiatives of a long-term development nature commensurate with the nature of the relationship originally built with the community on a long-term basis.
2. Work as much as possible to provide all forms of direct and indirect aid to charitable, social and development institutions, in order to improve the standard of living of the members of the community in which they operate.
3. Contribute to supporting the provision of job opportunities for members of the community through the programs and training courses provided by the company to the members of this community.

Article Eight: The Company's Social Responsibility towards the Environment

1. Work to identify all positive and negative effects on the local environment, direct and indirect, resulting from the company's practice of business.
2. Work to achieve future goals and continuous positive results that comply with international standards for preserving the environment, with periodic documentation in social responsibility reports, or at least included in the company's annual report.
3. Contribute to supporting direct and indirect efforts aimed at developing clean or environmentally friendly applied methods and programs.

Article Nine: The Company's Social Responsibility towards Customers

1. It is to provide all products and services with high quality and reasonable prices and honest advertising, provide friendly and safe products, provide clear product guidelines, and commit to continuous product development.
2. Establishing a good relationship with customers to achieve mutual benefit for both parties, continuing communication with customers, and conducting questionnaires that contribute to improving the service provided to them.

Article Ten: The Company's Social Responsibility towards Suppliers

1. Commit as much as possible to purchasing from local suppliers in support of the economies of small and medium enterprises on a common basis of responsibility and success.
2. Work to open channels of communication with all the company's suppliers in order to improve the level of services and products for the consumer.
3. Work as much as possible to oblige all the company's suppliers to social responsibility standards.
4. Providing all forms of awareness and professional support to contribute to the success of social responsibility programs in supplier companies.
5. Continuous communication with suppliers, holding periodic meetings with them and discussing ways of fruitful cooperation for both parties.

Article XI: The company's social responsibility towards competitors

1. Commitment to the rules of fair competition, and commitment not to harm any competitor.
2. Commitment to provide the best products and services in a manner that does not conflict with the interests of the consumer, and in a manner that does not prejudice the interests of competitors.
3. The obligation to refrain from practicing all forms of corruption and bribery in order to obtain illegal preferential advantages when submitting offers, or delivering products or projects.
4. Commitment to all responsible competition practices that require not to harm in order to achieve competitive advantages at the expense of the company's responsibilities towards the consumer, the environment, competitors, or society.
5. Comply with all legislation, regulations, and laws applicable locally regarding the company's practices.
6. Commitment to work ethics and rules, which may not necessarily be stipulated by the applicable law or laws.

Article Twelve: The Company's Social Responsibility towards Shareholders

1. Maximize the value of the stock and achieve the maximum possible profit.
2. Protection of the company's assets, the right to obtain adequate information about the company's performance, and fair treatment of shareholders without any discrimination.
3. Receive and address shareholders' complaints, and involve shareholders in important decisions of the company through the shareholders assembly.
4. Fair and disciplined disclosure of information of interest to shareholders.

Article Thirteen: Social Responsibility Management

Based on the company's keenness and national commitment to contribute to serving and meeting the needs of society, and working effectively to promote the development process in the Kingdom, the company continues its efforts in adopting and implementing many social responsibility programs and activities through a special department of social responsibility that provides plans for the concept of social responsibility and the company's duty towards society and the surrounding environment, which comes in line with the company's mission and values, and reflects its absolute commitment to improving the social and living conditions of the needy groups and providing their needs.

- Objective of Social Responsibility Management

1. Develop plans and strategies that sponsor the company's social responsibility activities.
2. Encouraging the company's employees and business partners and urging them to adopt social responsibility programs.
3. Transfer experiences and highlight successful corporate social responsibility programs as a role model.
4. Proposing and adopting innovative (new) programs to serve the community.
5. Communicate with the community, stakeholders, and organizations interested in social responsibility.
6. Providing consulting services in the field of social responsibility to the company's employees and business partners.

- Tasks of the Social Responsibility Department

1. Supervise all social responsibility activities within the company and make recommendations on the diversity of social responsibility programs and activities.
2. Activating the company's role in adopting social responsibility policies and initiatives towards its shareholders, customers, suppliers, employees, and the people of the country.
3. Disclosing the objectives of social responsibility adopted by the company to its employees, raising their awareness, educating, and involving them.
4. Disclosure of plans to achieve social responsibility in periodic reports related to the company's activities
5. Activating the company's website and using it as an effective tool to show the company's efforts in the field of social responsibility.
6. Reviewing and approving charitable donations related to social responsibility work.
7. Communicate with the sponsors of social responsibility programs and activities to know their needs to support the company.
8. Adopting programs to stimulate and spread the culture of social responsibility in the company and the surrounding environment.
9. Activating the participation of the company's employees in social activities and volunteer work.

Article Fourteen: General Provisions

1. This policy has been prepared to complement the update of the general framework of governance and in accordance with the requirements of the corporate governance regulations and the company's articles of association.
2. This policy is subject to periodic review by the Corporate Governance Officer as part of the review of the effectiveness of the Company's governance or when new instructions or regulations related to the policy are issued, and any change or amendment in the policy must be approved by the Company's Board of Directors.
3. All departments of the company shall provide the necessary support to the Department of Social Responsibility to carry out its work.
4. This policy shall be implemented and the provisions therein shall be adhered to as of the date of its approval by the General Assembly of Shareholders.
5. It is published on the company's website to enable shareholders, the public, and employees of the company to view it.