

>>Employee Code of Conduct

Policy Brief & Purpose

Our Employee Code of Conduct policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. We expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank

Policy Elements

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties.

Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. We don't allow any kind of discriminatory behaviour, harassment or bullying.



Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.). Employees should use them only to complete their job duties.
- Under no circumstances should an employee share company documents with external parties or for self-benefit outside of their PetroAlliance scope of work.

Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace:

- Personnel Appearance – all employees must follow our dress code and personnel appearance guidelines
- Corruption – we discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party. Sharing of company equipment and documents is strictly prohibited.
- Job duties and Authority – all employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.
- Absenteeism and Tardiness - Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days, but generally, we expect employees to be punctual when coming to and leaving from work.
- Conflict of Interest - We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.
- Collaboration - Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work
- Communication – All employees must be open for communication with their colleagues, supervisors and team members
- Benefit – we expect employees to not abuse their employment benefits. This can refer to time off, facilities...etc.
- Policies – all employees should read and follow our company policies



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Disciplinary Actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Warning (Verbal and Written)
- Salary Deduction
- Termination
- Legal Action in case of sharing company proprietary information such as documentation with external third parties.

We may take legal action in cases of corruption, theft or other unlawful behaviour.



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