



CODE OF CONDUCT



POLICY BRIEF & PURPOSE



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

We promote freedom of expression and open communication. But 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.





II. Scope

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

III. Policy elements

All employees are bound by their contract to follow Air Link's Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

1. 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.

2. Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Air Link is committed to a harassment-free work environment. Harassment is any unwelcome verbal, physical, or visual behavior that demeans, humiliates, or intimidates an individual. This includes, but is not limited to:

2.1. Verbal Harassment

Inappropriate jokes, slurs, derogatory comments.

2.2. Physical Harassment

Unwanted touching, assault, any form of physical intimidation.

2.3. Visual Harassment:

Displaying offensive materials (posters, cartoons, emails, text messages).

2.4. Sexual Harassment

Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

3. Anti-Harassment Committee

An Anti-Harassment Committee will be constituted which will consist of at least three members of whom at least one member shall be a woman.

One member shall be from senior management, and one shall be a senior representative of the employees or a senior employee. In case a complaint is made against one of the members of the Committee, that member should be replaced by another for that particular case.

The Committee members will receive training on harassment prevention and investigation procedures.

4. Members of the Committee



**Head of Legal Affairs
/ Company Secretary**

Chairperson



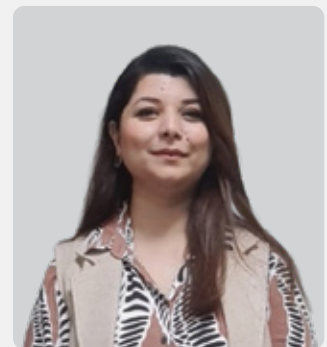
**Head of
Internal Audit**

Vice Chairperson



Manager QHSE

Member I



Manager Talent & OD

Member II

5. Responsibilities

The Committee will:

1

Oversee the implementation of the Anti-Harassment Policy.

2

Receive and investigate complaints of harassment.

3

Ensure confidentiality throughout the investigation process.

4

Recommend appropriate disciplinary action to management.

6. Reporting Procedures

Employees who experience or witness harassment are encouraged to report the incident immediately but not later than 30 days. Reports can be made to any of the following:



Immediate
Supervisor



Anti-Harassment
Committee



Human Resources
Department

Reports should be submitted formally in writing. The Anti-Harassment Committee and HR department will treat all reports with confidentiality and respect.

7. Investigation Process

Upon receipt of a written complaint the Committee, if deemed sufficient to warrant further action, shall within three days:

Communicate to the accused the charges and statement of allegations leveled against him, the formal written receipt of which will be given.

Require the accused within seven days from the day the charge is communicated to him to submit a written defense and on his failure to do so without reasonable cause, the Committee shall proceed ex-parte.

Enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary.

8. Disciplinary Action

Upon receipt of a written complaint the Committee, if deemed sufficient to warrant further action, shall within three days:

Communicate to the accused the charges and statement of allegations leveled against him, the formal written receipt of which will be given.

Require the accused within seven days from the day the charge is communicated to him to submit a written defense and on his failure to do so without reasonable cause, the Committee shall proceed ex-parte.

Enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary.

8.1 Minor penalties



Issuance of warning in writing



Withholding, for a specific period, promotion or increment.



Fine or recovery of the compensation payable to the complainant from pay of the accused.

8.2 Major penalties



Demotion



Dismissal from service.

The HR Department shall proceed in accordance with the recommendations of the Committee within one week of its receipt.

9. No Retaliation

The Air Link prohibits retaliation against anyone who reports harassment or participates in an investigation. Retaliation is a serious violation of this code and will be subject to disciplinary action.

10. Responsibilities

All Employees:

- Understand and comply with the Anti-Harassment Policy.
- Treat colleagues with respect and refrain from discriminatory or harassing behavior.
- Report any observed or experienced harassment.
- Managers and Supervisors:
 - Ensure a harassment-free workplace.
 - Address harassment concerns promptly.
 - Participate in Anti-Harassment training.

11. 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.
- Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

12. Professionalism

All employees must show integrity and professionalism in the workplace.

13. Personal appearance

All employees must follow our dress code and personal appearance guidelines.

14. Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

15. Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

16. 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.



17. 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.

18. Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

19. Communication

All employees must be open for communication with their colleagues, supervisors or team members.

20. Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

21. Policies

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

22. 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:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.
- Company reserves the right to take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

