



In the name of Allah, the Merciful

Policy of Social Responsibility

Al Khaleej Training and Education Company

(A Saudi Joint Stock Company)

Approved by the decision of the General Assembly of shareholders
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Social Responsibility policy

Introduction

Social Responsibility is one of the essential pillars of social life, as it is the track of individual and social progress. The true value of the individual in his community is measured by the extent to which he bears responsibility towards himself and others. Social Responsibility is the continuous commitment by companies and institutions to contribute to achieving economic development and working to improve the quality of living conditions for the workforce and their families, in addition to the local community and society in general. Social Responsibility is not a charitable act but an ethical obligation to contribute to the progress and development of society. The progress of societies is measured by the extent of individuals' growth and social maturity and their sense of responsibility that imposes cooperation, commitment, solidarity, respect, love, good treatment, and serious partnerships.

The company's role towards Social Responsibility ensures that all members of society support its goals and development mission, recognize its existence, and contribute to the success of its goals, as the company believes in the importance of contributing to community service and helping in the social development process. The company adopt a social mission encouraging its contribution towards the social responsibilities acts as it believes that the society has rights and duties whether they are individuals or companies, and this has been achieved through several channels according to the following: -

1. Contributing to meet the needs of society in the field of employment, education, and training.
2. Creating new job opportunities through the programs and training courses that the company provides for the community.
3. Providing many training programs for the company's employees to develop their efficiency and skills.
4. Providing a safe and stable work environment for all employees in the various branches of the company allowing them to have the opportunity for job stability.
5. Achieving the highest rates of Saudization of jobs to allow fresh graduates of this country to obtain suitable work and support them with training and development programs to put them on the highest levels of their career path.
6. Continuous support for many charitable and national organizations and institutions.

Therefore, the company's success in carrying out its role of Social Responsibility mainly depended on its commitment to three main criteria as follows:

1. Respect and responsibility, meaning that the company respects the internal work environment (employees) and the external environment (community members).
2. Community services support.
3. Environment protection, in terms of commitment to providing products matching environmental protection standards.

The company continues its efforts in adopting and implementing many community service programs that are consistent with the company's mission and values and reflects its absolute commitment to improving the social and living conditions through setting up Social Responsibility programs, policies, and management aimed at helping the largest possible segment in society. Establishing solid relationships with the segments of society that contribute to advancing the comprehensive development in our country. The target behind the company's adoption of these programs and policies is to make a big change, not only by assisting but by encouraging and enabling the youth of the nation to employ their skills and experiences in developing their society.

Confirming what is stated above, the general assembly of shareholders on 11/22/2017 approved the recommendation of the company's board of directors, to allocate an annual budget for Social Responsibility to be allocated to support Social Responsibility programs following the company's policy, rules and regulations and related rules and regulations.

Article 1: The concept of Social Responsibility and its importance

The Company concept philosophy of Social Responsibility lies in contributing to achieving the balance between multiple but interconnected parties such as the public interests of its employees, shareholders, the external environment, and society, as well as acting responsibly with religious and moral motives, to enhance its competitive position in the field. Therefore, the company is committed to achieving sustainable development for society in general and the company's employees in particular, by working to improve the living, social and economic conditions of employees and their families, in addition to the society in general, and to contribute to reducing levels of unemployment in society, and optimal utilization of its available resources.

Based on this, the key to the success and growth of companies and economic institutions can be linked to the extent of the importance and awareness of Social Responsibility associated with several high moral and humanitarian values and standards, such as solidarity and a sense of nationalism towards everything related to the company, whether it is an employee, a shareholder, a customer, society member, Consequently, when the company increases in understanding and giving importance and value to that conscientious practice, the process of development, prosperity, and advancement of the company will increase in the homeland, which increases its profitability and reputation.

Article 2: The aim of the policy

The Corporate Social Responsibility policy aims to achieve the following:

1. Adherence to international standards in the proper use of Social Responsibility as a long-term investment that benefits the company and society in general.
2. Achieving sustainable development for society in general and the company's employees in particular.
3. Achieving the balance between the company goals and those that society seeks to achieve.
4. Empowering the company to attract, appoint, develop and maintain its human resources.
5. Increasing employee and customer loyalty, especially in light of the customers' tendency to compare between companies in Social Responsibility.
6. Contribute to the long-term vitality of the company by enhancing the sustainability of natural resources and environmental services.

Article 3: General Policy

The Board of Directors of the company issued directives to the executive management that the company should be at the forefront of best practices of Corporate Social Responsibility and the adoption of professional and ethical behavior in all its actions with stakeholders convinced that these aspects are an essential part of the company's distinguished strategy to improve competitiveness, even though Social Responsibility is an essential element to achieve the interest and goals of the company.

The company's Social Responsibility policy at work is based on the following:

1. Continuous commitment by the company to act ethically under the requirements of laws, regulations, and instructions, and to respect customs and traditions.
2. Sustainable contribution to achieving economic and social development and preserving the environment through the following:
 - Taking care of the company's employees and developing their technical capabilities by setting up training and qualification programs to improve their capabilities and professional skills.
 - Taking care of national graduates, training and qualifying them to facilitate their access to jobs in various national institutions and companies.
 - Protecting the environment by reducing pollution, optimal and fair use of natural resources, and spreading environmental awareness among segments of society.

Article 4: Scope of Application of the Policy

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

Article 5: The Company's Social Responsibility towards stakeholders

1. Providing all individuals and concerned parties with clear, accurate, and reliable information, taking into account the timing of its submission in a manner that does not conflict with generally accepted professional rules and regulations.
2. Commitment to applying all governance practices with integrity and transparency, and documenting them through relevant reports.
3. Work to involve all stakeholders and beneficiary groups including investors, employees, suppliers, customers, and community members, each in regards to its related decisions, business programs, and studies.
4. Clarify the supervisory systems and procedures that govern the relationship with stakeholders and ensure commitment and continuity in the implementation of these systems and procedures.
5. Work by the principle of full transparency, which ensures that the company respects its obligations, policies, and regulations, and its commitment to disclose essential information to shareholders and stakeholders, following the company's disclosure policy and based on the regulations and instructions of the Capital Market Authority.

Article 6: The Company's Social Responsibility towards employees

Working to secure a safe and stimulating work environment for performing tasks, and contributes to improving the health and welfare of employees and their families in a manner that doesn't affect their families' obligations.

2. Encouraging the freedom to express ideas and opinions that are disciplined by the accepted norms of behavior, and listen to them with respect and appreciation, and without ridicule or contempt.
3. Work to encourage all employees, without discrimination, to engage in training and development programs, to contribute to improving their capabilities and professional and personal skills.
4. Work to confirm the relationship with employees based on responsibility and mutual success.
5. Dealing with the principle of fairness among all employees and not separating them due to ethnic or personal considerations.
6. Encouraging all employees and facilitating their tasks to engage in activities that contribute to supporting the local community of the company.
7. Adherence to and compliance with all rules, regulations, and laws in the Kingdom of Saudi Arabia.

Article 7: The Company's Social Responsibility towards the local community

1. The company is committed to the society where it operates to invest in projects and initiatives of long-term developmental programs corresponding to the nature of the built relationship with the local community.
2. Work, as much as possible, to provide all forms of direct and indirect aid to charitable, social, and development institutions, to improve the standard of living for community members where it operates.
3. Contribute to supporting job opportunities for community members through the training programs and courses provided by the company for the local community members.

Article 8: The Company's Social Responsibility towards the environment

1. Work to determine all the impacts on the local environment, positive and negative, direct and indirect, resulting from the company's business.
2. Work to achieve future goals and continuous positive results that are consistent with international standards for preserving the environment, documenting them periodically within the Social Responsibility reports, or at least to be included in the annual company report.
3. Contribute to supporting direct and indirect efforts aimed to develop methods and programs of clean applications or environmentally friendly programs.

Article 9: The Company's Social Responsibility towards clients

1. It is represented in providing all products and services with high quality at reasonable prices and honest advertising, providing friendly and safe products, clear instructions on the product, and commitment to the continuity of product development.
2. Establishing a good relationship with clients in a way that achieves mutual benefit for both parties. Continuous communication with clients and conducting questionnaires that contribute to improving the service provided to them.

Article 10: The Company's Social Responsibility towards suppliers

1. Commitment, as much as possible, to purchasing from local suppliers in support of the economies of small and medium enterprises, on common grounds of responsibility and success.
2. Working to open communication channels with all the company's suppliers to improve the level of services and products for the consumer.
3. Work, as much as possible, to oblige all company suppliers to comply with Social Responsibility standards.
4. Providing all forms of educational and professional support to contribute to the success of the Social Responsibility programs of the supplier companies.
5. Continuous communication with suppliers, conducting periodic meetings with them, and discussing means of fruitful cooperation for both parties.

Article 11: The Company's Social Responsibility towards competitors

1. Commitment to the rules of fair competition, and the 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 without prejudice to the interests of competitors.
3. Commitment to refrain from practicing all forms of corruption and bribery to obtain unlawful preferential advantages when submitting bids or delivering products or projects.
4. Commitment to all responsible competition practices that require no harm to achieve competitive advantages at the expense of the company's responsibilities towards the consumer, the environment, competitors, or society.
5. Commitment to all locally applicable legislation, regulations, and laws regarding company practices.
6. Commitment to work ethics and rules, which may not be stipulated in the system or the applicable laws.

Article 12: The Company's Social Responsibility towards shareholders

1. Maximizing the share value and achieving the maximum possible profit.
2. Protection of company assets, the right to obtain adequate information about the company's performance, fair dealing with shareholders without any discrimination.
3. Receive and handle shareholder complaints, involve shareholders in important decisions for the company through the shareholders' assembly.
4. Fair and disciplined disclosure of information of interest to shareholders.

Article 13: Social Responsibility Management

based on the company's willingness and national commitment to contribute to serving and meeting the society needs, 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 dedicated Social Responsibility management that provides plans for the concept of Social Responsibility and the company's duty towards society and the local community. This department comes in line with the company's mission and values and reflects its absolute commitment to improving the social and living conditions of needy groups and afford their needs.

-The aim of the Social Responsibility Department

1. Developing plans and strategies that sponsor the company's Social Responsibility activities.
2. Encouraging the employees of the company and its business partners and urging them to adopt Social Responsibility programs.
3. Transferring experiences and highlighting the company's successful Social Responsibility programs as a role model.
4. Proposing and adopting innovative (new) community service programs.
5. Communicating with the community, stakeholders, and organizations interested in Social Responsibility.
6. Providing consulting services in the field of Social Responsibility for the company's employees and business partners.

-Tasks of the Social Responsibility Department

1. Supervising all Social Responsibility activities within the company and making recommendations regarding 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 homeland.
3. Disclosure of the objectives of Social Responsibility adopted by the company to its employees, and their awareness, education, and participation in it.
4. Disclosure of Social Responsibility plans in the 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. Communicating with the bodies that sponsor 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 community.
9. Activating the participation of the company's employees in social activities and volunteer work.
10. Submit periodic reports to the Board of Directors regarding the procedures and actions taken in the field of Corporate Social Responsibility.

Article 14: General Provisions

1. This policy has been prepared to complement the modernization of the general framework of governance and following the requirements of the Corporate Governance Regulations and the Company's main policy.
2. This policy is subject to periodic review by the Governance Officer as part of the review of the effectiveness of the company's corporate 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 must provide the necessary support to the Department of Social Responsibility.
4. This policy shall be implemented effective from the date of its approval by the general assembly of shareholders.
5. This Policy will be published on the company's website for shareholders, the general public, employees, and public view.