



## Instructions For Reporting any Violation of our policies

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If an employee or supplier notices any violation of the Code of conduct, of any regulations, the policies or was subject to any harassment, he/she should start reporting the complain in a written form (using the form uploaded on the company website) to be delivered directly to the integrity committee.

Complaints by employees may be made on a confidential, anonymous basis. In case of violations by directors, senior employees, such reports should be made to the Labor Bureau.

**Non Retaliation Policy:** Atarjamat undertakes to protect the employee who is filling a complaint from any revenge act. Any person, regardless of position, who engages in retaliatory behavior will be subject to disciplinary action.

How to file a complaint:

- In a written form and to be delivered to the Integrity committee
- by accessing <http://www.atarjamat.com/contact-us/contact/> and submitting a message.

All reports should be factual rather than speculative or conclusory, and should contain as much specific information as possible to allow for proper assessment. All complaint should contain sufficient corroborating information to support the commencement of an investigation, including, for example, the names of individuals suspected of violations, the relevant facts of the violations, how the complainant became aware of the violations, any steps previously taken by the complainant, who may be harmed or affected by the violations, and, to the extent possible, an estimate of the misreporting or losses to the Company as a result of the violations.

*The Company expressly prohibits retaliation against any director, officer or employee for reports made in good faith.*

## Incident Report Form



Any partner ( employee, client, supplier) reporting a violation of our Code of Conduct or our policies to the integrity committee or Unit Head should fill out the following form and submit it as soon as possible. The attached Incident Report Form should be uploaded to the web: <http://www.atarjamat.com/contact-us/contact/>

\*The report can be sent anonymous

Person reporting incident: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person charged: \_\_\_\_\_ ID No. : \_\_\_\_\_

Type of violation: \_\_\_\_\_

Charge being made:

I am charging the above named person with an alleged violation of the Code of Conduct and policies.

Date of incident: \_\_\_\_\_

The person is charged with violating the Code of Conduct and the policies in the following manner (please describe. You may attach additional pages if necessary.):

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Evidence attached (please list): \_\_\_\_\_

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Actions taken so far/ recommendations for sanctions/penalties: (please list): \_\_\_\_\_

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Reporting Person's Signature : \_\_\_\_\_

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**This section to be completed by Integrity Committee (IC):**

Additional Information concerning person charged:



Department: \_\_\_\_\_

Date processed by committee: \_\_\_\_\_

**Brief summary** of committee findings concerning incident:

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**Actions/Sanctions/Penalties recommended by IC:**

- A finding of **not responsible** has been made: all charges are dismissed and no penalties are assessed.
- A finding of responsible has been made and the following sanctions/penalties will be imposed.

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**Integrity Committee responsible Signature (or Stamp):** \_\_\_\_\_

Letter sent to person charged:

Date:

Copy sent to Dept. Chair or Unit Head:

Date: