



# Business Code of Ethics

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Development

# Why a Code of Ethics?

We have a Business Code of Ethics and a responsibility to share the values and principles we are expected to consistently apply as we represent Geniprocess every day, in every job that we undertake anywhere in the world.

Our Code and global customer requirements give us tools to work in line with the laws, regulations, industry codes, guidelines, and standards that apply to us anywhere we wish to work in.

Following the Code of Ethics and supporting requirements (together labelled as “the Code”), we deliver lasting benefits to tech companies and other stakeholders. We achieve success responsibly. We earn and keep trust. We are proud of where we work.

# Who must follow it?

Here at Geniprocess, we are *all* accountable for upholding the Code of Ethics. Managers are also responsible for helping their teams understand and apply it.

We choose to work only with third parties whose ethical standards are consistent with ours so that Geniprocess' standards will carry through any work done in our name.

As such, our suppliers are also expected to follow our Code of Ethics and align with its principles.

# How to make decisions based on the Code of Ethics?

Our Code of Ethics cannot cover every situation or replace good judgment. It informs us so that we can decide for ourselves. If you are having difficulty with a decision, ask yourself:

- Why am I making this decision?
- Is it aligned with Geniprocess' values and core principles?
- Would my manager and I like reading about it in tomorrow's newspaper?

# How to make decisions based on the Code of Ethics?

If you have a question about the Code of Ethics, then the safest way to get an answer is to ask directly your management. Your manager and your local Compliance, Legal, and Human Resources partners are all here to help maintain a healthy work environment not only for yourself, but the entire company.

Sometimes it is understandable that you may not be comfortable asking anyone and would like to take it directly to the top management, in which case the compliance reporting channels could be used.

# Ethically working with others



# Workplace Ethics (1/3)

**We promote a culture of diversity, respect, and equal opportunity, where success depends only on personal ability and what an individual contributes to the company.**

- We promote an inclusive environment where everyone can do their best their best.
- We treat others with fairness, integrity, honesty, consideration and respect, regardless of gender, race, nationality, age, or other forms of diversity.
- We make decisions about recruitment, hiring, development and reward based solely on one's ability, experience and behaviour toward others, as well as work performance and demonstrated potential on the job.
- We develop employee talent and support everyone in achieving their full potential.

# Workplace Ethics (2/3)

**We depend on open dialogue to keep our fast-paced business aligned with our core values and in order to ensure all our mistakes are addressed and learnt from.**

- We accept accountability for identifying and reporting any suspicious conduct that is inconsistent with our values, so that our company may continue to serve its customers.
- Our employees are free to report anonymously if they need to.
- We report concerns in good faith, and we do not tolerate retaliation.

**We promote and maintain a safe, healthy, secure work environment.**

- By using effective health, safety and environment management systems to identify and manage risk and maintain strong performance in that regard.
- We aim to work with others who embrace HSE standards consistent with ours.

# Workplace Ethics (3/3)

**We make the best use of the company's assets and protect the integrity of our property, including technology, systems, and confidential information, to further our science.**

- We manage assets efficiently and effectively so that the company gets the benefit of their full value.
- We manage and report risks to company assets, employees, or patients to protect people, the company, and shareholder value.

A close-up photograph of two business professionals shaking hands. The person on the left is wearing a grey suit jacket, and the person on the right is wearing a blue suit jacket. The background is blurred, showing other people in a professional setting. A blue banner with white text is overlaid on the top right of the image. A decorative blue and grey geometric shape is in the bottom left corner.

# Interacting with the outside

# Interaction with the outside (1/2)

**Every part of our business is managed with integrity, transparency and honesty everywhere we operate.**

- We do not tolerate bribery or any other form of corruption, even this translates into loss of business. We do not attempt to influence the decisions of others or allow ourselves to be influenced in any improper way, such as the exchange of money, favors, or anything else of value.
- We ensure that our personal interests and relationships do not create conflicts of interest or even appear to influence our professional judgment.
- We respect and protect privacy by collecting, retaining and/or disclosing personal data fairly, responsibly, and securely.

# Interaction with the outside (2/2)

**Every part of our business is managed with integrity, transparency and honesty everywhere we operate.**

- We do not allow modern slavery or human trafficking anywhere in our business.
- We do not facilitate or condone tax evasion.
- We uphold our standards of integrity in every situation. We do not allow, ask, or enable others to engage in prohibited or illegal conduct on our behalf.

**We communicate truthfully, transparently and responsibly about our business.**

- Our promotional and non-promotional communications and activities are accurate, not misleading. They are fair, balanced, and supported by global standards.

**We work only with qualified third parties who have a commitment to both ethics and integrity that are consistent with ours and only when we genuinely need them. We pay what is fair and just as per any previous agreement.**

# Sustainability in Business



# Sustainability (1/2)

**We follow the laws, regulations, codes, guidelines, and standards that apply to us in every part of our business everywhere we operate.**

- We make clear in our values, policies, and training that obeying the law and working ethically are basic, non-negotiable responsibilities for all of us and everyone else who acts on our behalf.

**We maintain strong financial and operational controls.**

- We document our business decisions and truthfully and completely.
- We do not tolerate fraud and will take all reasonable steps to stay away from it.
- We use specific control systems to manage any identified risk and maintain a strong performance.
- We maintain accurate company records and books and operate in an environmentally responsible manner.

# Sustainability(2/2)

**We work to improve to improve the quality of life of our employees and the society we live in.**

- We explore ways to improve our employees quality of life within the company.
- We donate and other contributions for charitable purposes and disaster relief.

**We protect the privacy and sensitive information of our collaborators.**

- We make sure that company, employee, customer and supplier data are safely secured and encrypted.
- We abide by the company policy as far as IT security goes, which is in-line with the ISO 27001 standards.



# Reporting Compliance issues

# How to report compliance issues?

In order to file a report, talk with your manager first. If you are uncomfortable with that, contact your Human Resources, Legal Department, or Compliance representative. If you prefer to contact someone outside of your business unit, use one of the four resources listed below. Every effort will be made to protect confidentiality. You may report anonymously if your local laws allow.

**Online:** reports can be filed at: [www.geniprocess.com](http://www.geniprocess.com)

**Telephone:** Find the most up-to-date telephone number at [www.geniprocess.com](http://www.geniprocess.com).

**E-mail:** [Compliance@geniprocess.com](mailto:Compliance@geniprocess.com)

**Post:** Compliance, Geniprocess International, 13 Rashdan St., Ad Doqi, Giza, Egypt.