

Supplier Professional & Ethical Code of Conduct

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1. Purpose and Scope

Supplier Professional & Ethical Code of Conduct outlines the standards with regard to business integrity and ethics, labor and social standards, environment, general principles of business and related management systems that Banque Misr expects its Suppliers to comply with.

Banque Misr and its affiliates are committed to operating their business in an economically, socially and environmentally sustainable manner, believing that this is not only essential to Banque Misr's brand and reputation but also for ensuring the long-term overall success of Banque Misr and its stakeholders.

As a consequence, Banque Misr supports various initiatives and principles and is committed to reflect these in Banque Misr business principles and practices and to ensure that companies and individuals who supply goods, materials or services to Banque Misr ("Suppliers") will also comply with these principles.

For the Code to be successful Suppliers must regard this Code and the principles and expectations specified herein to be applicable throughout the entire supply chain, i.e. Suppliers are also required to ensure that its employees and all direct or indirect subcontractors and agents acknowledge and adhere to the principles and expectations specified in the Code.

2. Business Integrity & Ethics

2.1 Compliance with Applicable Laws & Regulations, Fair Competition

Banque Misr requires that all Suppliers, their subcontractors and all of Suppliers' or subcontractors' employees involved in the supplying of goods or services to the bank must comply with all applicable laws and regulatory requirements and shall compete fairly in the market place.

2.2 No Improper Advantage

Suppliers are strictly prohibited from directly or indirectly (through intermediaries or subcontractors) offering, stipulating and/or giving any personal or improper advantage in order to obtain or retain a business or to in return obtain other improper advantages as per below:

2.2.1 Suppliers are prohibited from directly or indirectly offering personal or privileges to the bank's employees, their families, or any related third party that may influence, or be perceived as influencing, their decision-making responsibilities.

2.2.2 Suppliers are prohibited from providing seasonal or occasional gifts to the bank's employees including promotion, wedding, and public holidays gifts that may influence, or be perceived as influencing, their decision-making responsibilities.

2.3 Conflict of Interest

Suppliers' contracts are signed on the basis of transparent evaluation, which is considered a core fundamental in preserving good relations with suppliers.

Accordingly, suppliers, their representatives, and subcontractors must comply with the following:

2.3.1 Avoid building relationships with bank employees and their families

2.3.2 Avoid dealing in any transaction with a staff member who has any substantial financial interest with the supplier (Partner/Stockholder).

2.3.3 The supplier must officially disclose any actual or potential conflict of interest with Banque Misr including material connection. Specifically, a material connection includes the involvement of any of the Company owners', subcontractors', and employees' Family members.

2.4 Confidentiality

Privacy and confidentiality are key elements when working with Banque Misr. Suppliers shall safeguard and not disclose private or confidential information without being authorized to do so and make only proper and authorized use of such information. Suppliers are required to report immediately to Banque Misr in case of any actual or suspected disclosure or loss of any private or confidential information relating to Banque Misr, its clients, or other suppliers.

3. Labor & Social Standards

Suppliers will comply with all applicable legal requirements, as well as with any existing industry standards, agreements, and guidelines regarding social standards including labor law and legal provisions with regard to health and safety at work with the following requirements:

3.1 No Child Labor

Suppliers shall not hire children under legal minimum age

3.2 Humane Treatment

Suppliers should provide a workplace free of hard and/or inhumane treatment.

3.3 No Discrimination on the basis of race and religion

Suppliers shall provide a workplace free of harassment and/or deliberate discrimination, particularly on the basis of race, religion, political convictions, or on any other basis prohibited by applicable law.

3.4 Health and Safety

Suppliers shall provide a safe working environment that poses no risk to health.

3.5 Wages and Employment Benefits

Suppliers must pay salaries and employment benefits that satisfy all applicable employment laws.

4. Environment

The Suppliers shall comply with all applicable legal requirements, as well as with any existing industry standards, agreements, and guidelines regarding the environment and sustainability including:

4.1 Reduction of Resource Consumption and Emissions

Suppliers will use raw materials and natural resources in a responsible manner and make reasonable effort to reduce the consumption of energy, and fuel, to reduce any associated dangerous emissions, and to use environmentally-friendly means of production.

4.2 Hazardous Substances

Suppliers ensure the safe handling, movement, storage, use, recycling and/or reuse and environmentally-friendly disposal of such substances.

4.3 Improvement Objectives

Suppliers shall endeavor to use new progressive environmental technologies that lead to measurable improvements in terms of environmental impact (e.g. climate change).

5. Management Systems

5.1 Reporting Violations

Suppliers and subcontractors shall report to bank in case of any actual or suspected violations of the bank's Code of Conduct. The bank deals with all reports in total discretion.

The report should be directed to the banks' Compliance Officer through the following means:

- a. Written note to the following address: 153 Mohamed Farid St – Banque Misr Tower – 16th Floor – Central Compliance and Governance Department
- b. Sending an email Compliance@banquemisr.com
- c. Scheduling a direct appointment with the Compliance Officer.

Filed report should include reliable information and backed with sufficient documentations that can assist the bank in carrying on an efficient investigation.

5.2 Audits

The bank reserves the right to verify the Suppliers' compliance with the Supplier Professional & Ethical Code of Conduct.

5.3 Documentation

Suppliers must maintain and urge its subcontractors to maintain the appropriate records necessary to demonstrate conformance and compliance with applicable laws and regulations and the principles and expectations specified in the Code.

5.4 Violation

In case of the presence of any violations of the Supplier Professional & Ethical Code of Conduct, and the bank has the right to take any action according to the prevailing decisions taken in this respect.

Supplier Professional & Ethical Code of Conduct Acknowledgment Form

I, _____, hereby holds a position of _____
acknowledge that I have fully read, understand, and am in full compliance of the Supplier
Professional & Ethical Code of Conduct, which is cannot be terminated. And, hereby
acknowledge that these regulations are considered to be supplementary to the signed
contracts.

Name: _____

Position: _____

Employer: _____

Signature: _____

Date: / / 20