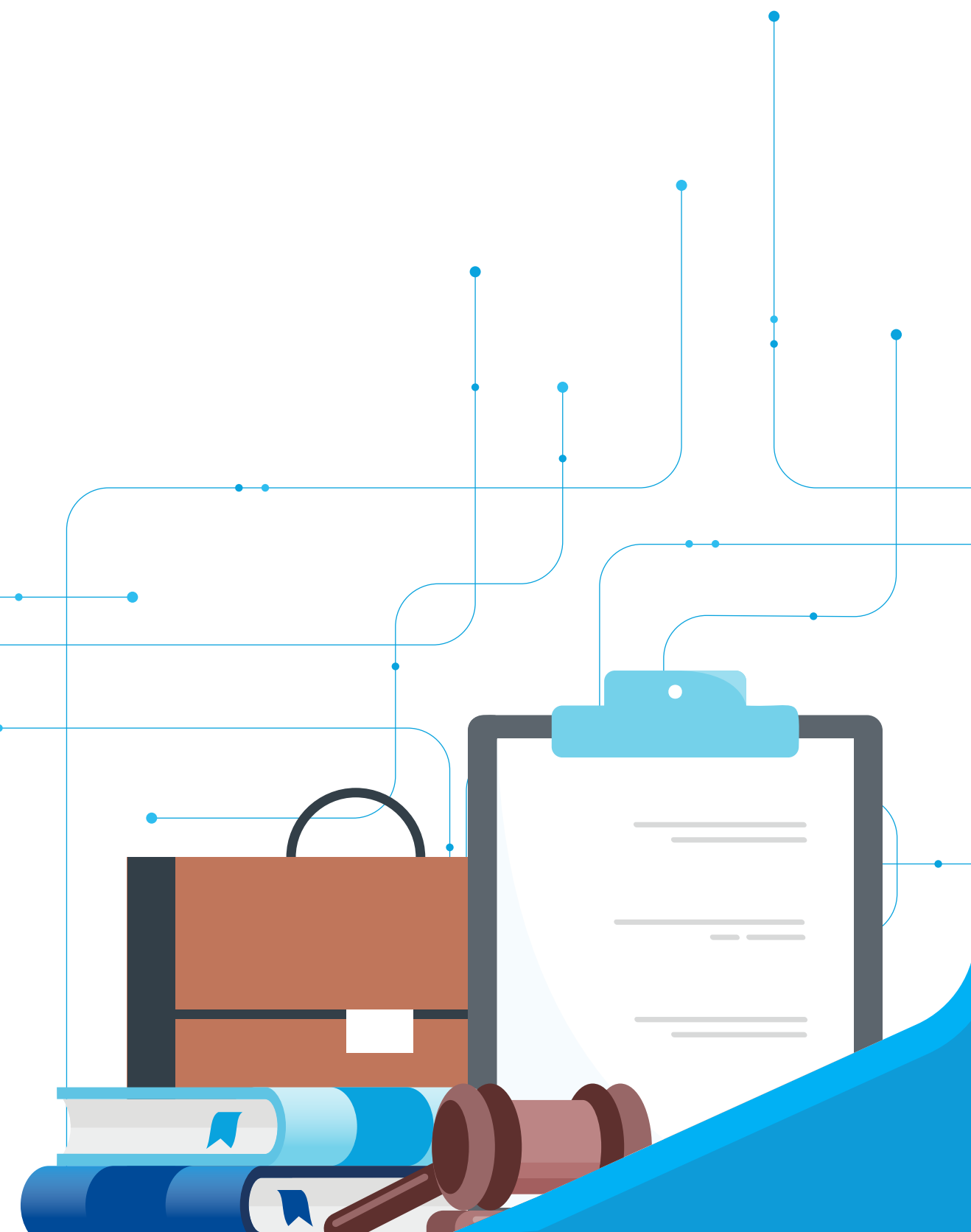


Code of Ethics & Professional Conduct

Third Version / 23May 2022





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CEO Message

At Mobily, we are making great efforts and taking serious steps to create a fundamental difference in the Telecommunications sector in Saudi Arabia, and to keep up with the development of this sector around the world, in order to achieve our vision of enabling the digital economy and providing opportunities for everyone, nationwide. Which will contribute in achieving the goals of Saudi Arabia vision 2030.



Mobily's successes today are the result of its strategic plan that look towards the future, reflecting the endeavor and concerted efforts of our employees, which is an indication of intelligence and the ability to use every success as a catalyst to move forward.

Today, more than ever, the reputation of the organization, work ethics, business conduct, and employees compliance to the principles and standards is a vital matter to sustain success and excellence, thus each and every one of us must share the responsibility to protect and maintain the company's ethical and professional reputation and enhance our commitment to it. This isn't strange to us. We were brought up to relay on our instinct and our religion and to walk on the right path and correct the unusual in our daily life.

Accordingly, this Code will be a guiding light wherever things get mixed up and distinguishing between what is right and what is not becomes difficult. This will contribute directly in creating an environment for loyal citizenship based on clarity, care, courage, and agility. Promoting a healthy society in which justice, respect and integrity are prevailed. These are our values, Mobily's values, which distinguish us among our peers, especially in a field of work where temptations abound and the right thing get mixed with the wrong.

I would like to emphasize that ethical standards are more than just words, as they reflect the identity of Mobily's family and how we conduct our daily work with high professionalism and enviable success.

In this regard, I invite you all as a Mobily family, regardless of positions or job grades, to carefully read this Code, and refer to the concerned department about what they find confusing before making any decisions or actions, and to commit to implementing what is stated in this Code in a way that achieves its objectives and improves the working environment and strengthening its role as an enabling environment that stimulates creativity and exceeds all expectations, in a way that makes Mobily an ambition for every citizen and an attractive center for talents and competencies. Confirming this by signing the Code Compliance Acknowledgment on an annual basis.

Proud of your continuous commitment

Yours sincerely,

Salman Bin Abdulaziz Al-Badran



Code of Ethics & Professional Conduct Purpose



The purpose of the Code of Ethics & Professional Conduct (hereinafter, "Code") is to stand as a reference and guideline for all the company's employees at various job levels and grades. It summarizes the values, principles, standards and commercial practices for Etihad Etisalat Company (Mobily) (hereinafter referred to as the "Company" or "Mobily") that guide Mobily's commercial behavior and sets a guidelines and directions of ethical requirements that employees must adhere to, in order to keep showing the highest levels of awareness, clarity, credibility and accuracy when performing their responsibilities and duties towards the company and others.

Employees, in general, should exercise reason and sound thinking using the criteria included in this Code to determine the optimal behavior to be taken, which will preserves and enhances the reputation, credibility and integrity of the company and the employee. Employees should raise any concern to the competent department and proceed according to the directions.

Our Vision & Values



Our Vision

Empower the Digital Economy to Unlock Possibilities.



واضح
Clear

We keep things
black and white



مهتم
Caring

We treat you as an individual and
value diversity in thoughts and
perspectives



مرن
Agile

We are open, flexible and
make every second count



شجاع
Courageous

We are brave enough to take
bold steps, and determined to
see them through

Our Responsibilities



In addition to the responsibilities that will be addressed and mentioned in this Code, our responsibilities are:



Protect the company's reputation and the privacy of our customers. Ignorance of the regulations, the company's policies, the Code, or instructions is not an excuse that justifies exemption from liability or negligence in applying them.



Read, understand and comply with instructions and guidelines contained in this Code and the company's policies.



Report any violation of laws, regulations and the Code or any suspected activity that may harm the company's reputation or business using the channels designated for such matter.



Transparency and cooperation with the investigation team in reports and violations.



Attend the necessary training on time and seek advice from the concerned departments when needed.

In addition to your responsibilities as a manager in the company, your responsibilities are:



Be a role model for your subordinates by complying and adhering to all instructions and guidelines contained in this Code and the company's policies.



Incorporate Company's ethical standards & procedures into work activities and help and assist your subordinates to harness these standards and ethics to carry out their responsibilities and reflect them into their daily behaviors.



Create an atmosphere that allows your employees to ask questions comfortably or confidently inform you when they are in doubt and provide them with support and assistance.



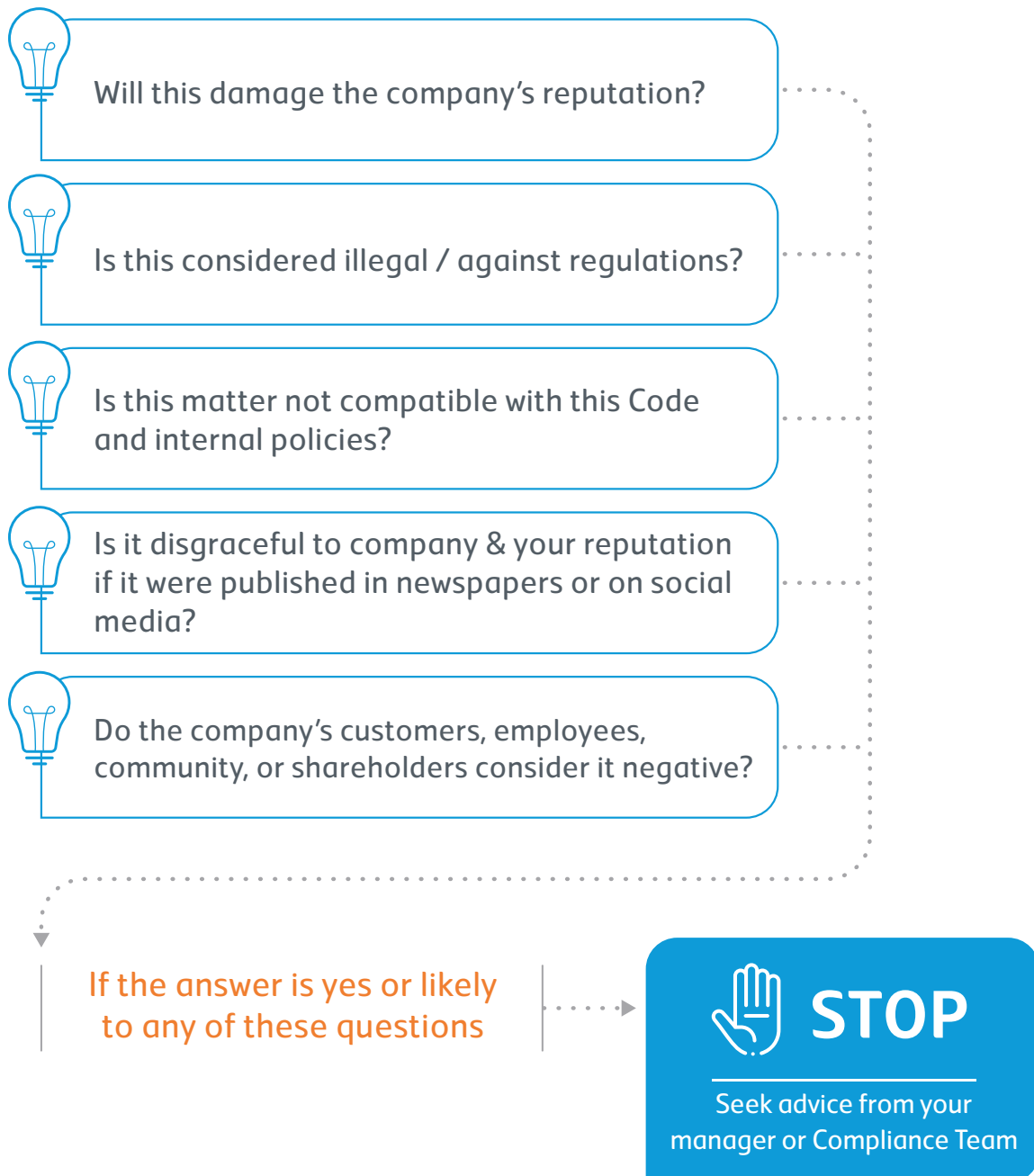
Take preventive measures and assess risks related to your organizational unit.

Decision Making Tree



What is the right choice or decision to make?

In most situations, the right and necessary action will be clear to you, but sometimes you may feel unsure. Ask yourself the following questions before making a decision:

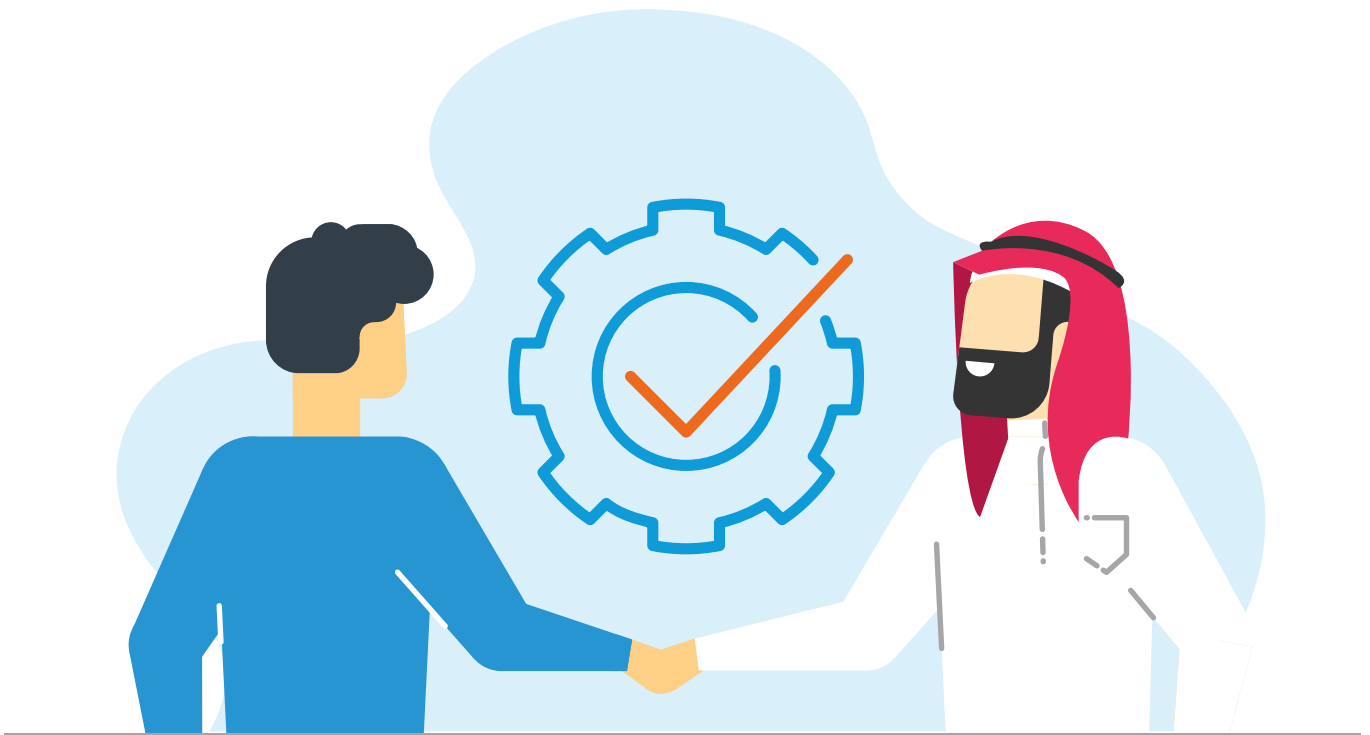


Our Commitment Towards Work Environment



We aspire to have an attractive work environment by providing a safe and healthy environment based on respect, justice and fairness and avoiding any conflict of interests in order to achieve the interests of the company.

- Communication
- Treat Others Fairly
- Health, Safety & Environment
- Conflict of Interest





Communication

We value clarity, accuracy, respect and professionalism in our internal and external communication. We accept the opinions of others and encourage effective communication.

Your responsibilities:

Maintain professionalism, accuracy, honesty, and commitment in communicating with all internal and external parties, apply all the Company's ethical standards, and avoid using exaggerated phrases, flattering language, making arbitrary judgments, making sarcastic remarks, or contempt for others, their products, services, or methods and their ways of communicating.

All media statements and advertising materials must be accurate and based on the Company's trademark and brand while compatible with internal and external regulations and laws.

Only the Company's official spokespersons are authorized to communicate externally about the Company, its policies and its news to the public or with the media (audio / visual / readable) including social media and official authorities after obtaining the required management approvals.

Emphasize that it is your personal opinion when you raise topics about work, technology or communications in public, the internet or social media sites.

Beware of inappropriate or offensive communication towards the company, directly or indirectly, and inform Brand and Corporate Communications Unit when you encounter offensive statements to the Company.

Keep the Company's information confidential (employees, customers, financial, strategy, policies, and internal news etc....) since disclosing of such information may result in legal or regulatory violations against you and the Company.

Never communicate or express an opinion about the company with any party, whether media or non-media, and if you are asked to do so, you must direct them to the Brand and Corporate Communication Unit.

Coordinate with Branding and Corporate Communications Unit for any internal or external official visits.

Adhere to the Company's related policies, and in case you need any clarification, contact Brand and Corporate Communications Unit.





Treat Others Fairly

Our employees are our most valuable resource and the success of the company depends on relationships built on respect and mutual trust. To maintain these strong relationships, we treat everyone with integrity, honesty and respect and avoid all forms of bullying and harassment.

Your responsibilities:

Treat others with respect, integrity and professionalism.

Respect personal dignity, privacy and rights of each individual and the diversity of cultures in the workplace and avoid bullying and harassment in all forms.

Be fair and avoid any action favoring any person over the other based on appearance, gender, nationality, relationship or position.

Avoid threatening, retaliatory, or other negative action against anyone who has reported an incident of non-compliance or participated in an investigation.

Recruitment, promotions, training and compensation should follow HR policies and procedures.

Adhere to the Company's related policies, and in case you need any clarification, contact HR Unit





Health, Safety & Environment

The Company is fully committed to providing a safe and healthy work environment for all employees, contractors, suppliers and customers by setting and implementing health, safety and environmental protection laws and requirements in its operations.

Your responsibilities:

You should know that we periodically review the health, safety and environmental protection management systems to ensure their efficiency and the employee's commitment.

You should know that we have provided the necessary capabilities to implement and evaluate the health, safety and environmental protection system.

Complete the necessary training for the safety, health and environmental protection system.

Adhere to the Company's related policy, and in case you need any clarification, contact Health, Safety, Security, Environment & Quality Assurance Department.

Support enforcement of these policies and procedures in your unit.

Keep your workplace safe and healthy.

Immediately report all accidents, injuries, and unsafe or unhealthy working conditions.



Conflict of Interest

A conflict of interest arises when the employee's own interest interferes with his responsibilities to the Company or affects his decision or ability to fulfill his obligations in the interest of the Company and its customers.

Your responsibilities:

You should avoid conflict as much as possible between your own interest and the interest of the company, whether that interest is direct or indirect, material or moral, occurred or likely to occur.

Your own interest shall not affect your ability to perform your job and professional duties and responsibilities objectively and impartially, whether the conflict is real, apparent or potential.

Do not engage in any job or activity that conflicts with the company's business, or conflicts with the obligations entrusted to some other department in the company, or creates a conflict of interests with your position or department in the company without the prior written approval.

In the event of a conflict of interest, Board of Directors members, Major Shareholders and Senior Executives shall refrain from voting on the company's decisions or participating in decision-making.

Company employees and officials are prohibited from being members of the boards and committees of foreign entities' management.

Company employees and officials are prohibited from taking over the management of a facility, owning a commercial agency, extracting a commercial registry for an institution or company, or any activity defined as a private business that competes with the company's activity without obtaining the necessary approvals in accordance with the relevant laws and regulations and the conflict of interest policy

Those who work for the company and have direct or indirect interests must disclose to HR

Adhere to the Company's related policies, and in case you need any clarification, contact Business Excellence General Department.



Our Commitment Towards the Market



We work with honesty, integrity, and compete fairly, in full compliance with laws and regulations, and deal with our suppliers and partners responsibly, fairly and with integrity.

- Anti-corruption & fraud
- Compliance with regulations, laws and the company's policies
- Fair competition
- Gifts, hospitality and other benefits
- Relationship with suppliers and partners





Anti-Corruption & Fraud

In the Company, we are committed to anti-corruption and fraud laws and regulations, and we have an internal policy that clarifies these regulations, laws and sets the necessary controls.

Your responsibilities:

Adhere to anti-corruption and anti-bribery laws and the company's policies prohibiting all forms of corruption and fraud.

You must not offer, mediate or accept bribery, participate in or facilitate any kind of corruption.

Third parties that provide services or act on behalf of the Company, such as suppliers, agents, contractors, consultants, and distributors, are prohibited from offering, promising, or paying bribes.

Adhere to the Company's related policies, and in case you need any clarification, contact the Corporate Compliance General Department.

Carry out business with transparency and honesty, including dealings with government agencies and their employees.

Do not offer or accept a gift or commission for the purpose of achieving illegal purposes that violate the company's policies.





Compliance with Regulations, Laws & Company's Policies

We work in a highly regulated sector and with the presence of many regulators. Our commitment to implementing all regulations and laws enhances confidence in our business and reflects positively on our employees, services and customers.

Your responsibilities:

Having the knowledge and awareness of regulations, laws and policies and understanding your job responsibilities will enhance your commitment.

Failure to comply with regulatory and legal requirements exposes the company to financial and regulatory penalties by regulatory and supervisory authorities, which affects the Company's reputation as well as negatively impact revenue.

Communicating and providing information to supervisory and regulatory authorities without coordinating with Regulatory Affairs & Public Policy Unit will expose you to accountability.

Understanding the regulatory requirements that regulate the Company's business in relation to its products and services and the relationship with customers leads to reducing the risks that the Company may be exposed to as a result of not understanding all the regulatory requirements.

You must coordinate with the Regulatory Affairs & Public Policy Unit to obtain regulatory guidance or advice and follow up on updates and changes that may occur to those requirements.

Coordinate with the Regulatory Affairs & Public Policy Unit for Commit to transparency in revealing all the facts related to the Company's operations and the compliance to regulatory requirements.

Adhere to the Company's related policy, and in case you need any clarification, contact Regulatory Affairs & Public Policy Unit





Fair Competition

We work in a competitive environment and we believe in fair and legitimate competition. We abide by the relevant laws and regulations of anti-monopolistic practices that stimulate competition.

Your responsibilities:

Understanding that violating the competition law is a serious matter and can lead to legal and financial penalties against the Company and its employees, and consequently, it may distort the Company's reputation and damage its current and future business and plans.

Adhere to the regulations, legislation and regulatory frameworks for fair competition and anti-monopoly in performing your business.

Be careful to avoid prohibited and anti-competitive practices, whether by agreement, arrangement or coordination, either orally, written, expressed or implied.

Do not discuss any marketing information or pricing with competitors, family members or any other parties before they are officially introduced to the public.

Consult the Regulatory Affairs & Public Policy Unit if you have a question about competition regulations or have a related inquiry.

Adhere to the Company's related policies, and in case you need any clarification, contact Regulatory Affairs & Public Policy Unit.





Gifts, Hospitality & Other benefits

Gifts, hospitality and entertainment are not used for the purpose of establishing or maintaining commercial relationships. The company has set controls that govern the process of providing and accepting gifts and hospitality to and from external parties.

Your responsibilities:

It is prohibited to accept or give gifts in cash or kind, such as gifts that can be converted into cash. This does not preclude the acceptance of well-known token gifts and hospitality during meetings/workshops (such as notebooks, calendars, etc.) as mentioned to the Company's related policies.

It is prohibited to accept or to obtain any advantage, interest, or gift, whether it is money or gift with a value that exceeds the financial limits mentioned in the Company's related policies.

Do not accept gifts in non-official places. If such gifts are accepted or not accepted, the employee must immediately inform the Corporate Compliance General Department.

It is prohibited to accept or give excessive gifts or hospitality (e.g.: reimbursement for flights and hotel bills) except what was mentioned in the Company's related policies.

Under certain circumstances, offering, giving or accepting gifts and hospitality from or to governmental or private officials may be construed as an attempt to influence the decision maker or considered bribery and result in legal violations against you and the Company.

Loyalty programs and promotional campaigns for the Company's customers are governed by certain policies and procedures and developed by their units.

Adhere to the Company's related policies, and in case you need any clarification, contact the Brand and Corporate Communications Unit or Corporate Compliance General Department.





Relationship with Suppliers & Partners

We choose our suppliers based on their merit and according to the company's procurement policies, and we deal with them responsibly, fairly and impartially. As they comply with all laws and regulations as well as Mobily's supplier code of conduct.

Your responsibilities:

Understanding that suppliers' selection is based on the Procurement policies and procedures, and the evaluation and selection is based on predefined criteria that achieve integrity, justice and the interests of the company.

You must report any conflict of interest at any stage of supplier selection or supervision (family kinship, business relationship, financial or personal interest or any other benefit).

Do not deal with any supplier that violates regulations or declares the possibility of expediting the process to obtain government approval or permits.

Supplier must obligate to Mobily's Supplier Code of Conduct.

Bribery is an act that goes against religion and a legal violation, as well as violating the Code of Ethics & Professional Conduct in the company. Use the Report Channels whenever you are aware of, or suspect bribery anywhere within Mobily and when you receive anything of value that could be perceived as a bribe.

Adhere to the Company's related policies, and in case you need any clarification, contact Vendor Relation Department.



Our Commitment Towards Our Customers & Community



We seek to contribute in society's development and maintain its prosperity by maintaining privacy, confidentiality and security of data and information. We will protect our assets and network from misuse and cyber -attacks, limiting any potential negative effects that may harm our services.

- Sustainability
- Privacy Protection
- Information Security





Sustainability

The Company considers environmental laws and requirements in its operations to conserve energy and water resources, properly manage waste and comply with environmental licenses and health and safety requirements.

Your responsibilities:

Follow the environmental protection regulations, directives and procedures that will contribute in achieving sustainable development goals by participating in promoting health, education and gender equality.

Contribute in supporting society's ability to access technology and stimulate digital opportunities.

We encourage the adoption of corporate sustainability practices and social and environmental development.

Know the aspects of your job that have negative environmental impacts and discuss any ideas with your manager to reduce such impacts.

Report when you notice emergencies or environmental issues so that the concerned party can take the necessary corrective measures.

To improve the Company's environmental impact, reduce energy and water consumption and always dispose of waste in accordance with internal procedures and relevant regulations.





Privacy Protection

Information is vital to the Company's business and activities, and therefore securing its information assets and protecting its customers' confidential information is critical to ensure the Company's continued success.

Your responsibilities:

Full commitment and adherence to security policies especially with regard to the way dealing with the classification of information.

The Company prohibits unauthorized use or copying of confidential information of the Company or its customers and you may not, without permission retain or copy in any form including but not limited to, soft copying and the use of personal recording devices such as telephone cameras or communication records.

Unlawful access to the Company's confidential information including personal information of its customers or employees, is prohibited. Also, it is prohibited to use this information for personal blackmail purposes or to induce someone to do or refrain from doing an act even if such refrain or act is legitimate.

Do not authorize any person to view any Company's confidential information, whether inside or outside the company, unless officially authorized or delegated to receive or deal with this information.

When sharing any information with authorized persons, it must be done in minimal limits and share with them minimum required information that enables them to perform their work.

Do not leave sensitive or confidential documents unattended. When not being used or when leaving the office, secure all documents in a locked file cabinets or password protected devices.

Do not keep confidential information about the Company or its customers on any devices or systems that do not belong to the Company, except for what is done under a contract executed with the Company that guarantees protection of this information.

Adhere to the Company's related policies, and in case you need any clarification, contact the Cyber Security Unit.





Information Security

Protecting the Company's data, information and assets is very important to ensure the Company's success, therefore we must protect it from unauthorized access, hacking and any other acts that jeopardies information security.

Your responsibilities:

Everyone who deals with any of the Company's systems is granted access to the systems according to his own "user ID" and "password". Therefore, each user bears full responsibility for all actions carried out under his login data. The employee must also adhere to the Company's related policies to prevent misuse of his user ID. The Company's security protection methods of electronic systems should be used and may not be modified.

Employees are responsible for not taking the necessary measures to protect the information on the devices entrusted to them by the Company. Unauthorized person may try to steal unprotected information or tamper with systems that are left unprotected.

Employees who have been entrusted by the Company with laptop, granted remote access to the Company's systems or authorized to use any other portable devices that provide them with the authority to carry out the Company's duties, must abide by the additional security measures in this regard, which were specifically designed to prevent unintended disclosure of the Company's information.

All users of the Company's information systems, including employees and contractors, are obligated to report any problems related to information security. If you are aware or suspect of security vulnerability, weakness or violation of any the Company's related policies, you must immediately report it to your manager and to Security Incident Response Team - Cyber Security Unit.

Inform Information Security Officer or anti-spam@mobily.com.sa of any violations to the Company's related policies or likely to occur and any unauthorized disclosure or any reservations you may notice regarding the unsafe handling of the company's customers' confidential information.

The Company's access credentials (email ID and password) are not to be used on any public websites and social networks.

Complete your information security training on a regular basis.

Adhere to the Company's related policies, and in case you need any clarification, contact the Cyber Security Unit.



Our Commitment Towards Our Investors



Protecting our financial and intellectual assets on which our investors depend on us to preserve their assets, resources and capital.

- Anti Money Laundering
- Compliance with Capital Market Regulations
- Intellectual Property





Anti Money Laundering

Money laundering is an attempt to conceal or disguise the material revenue of suspicious activity through a series of legitimate business activities.

Your responsibilities:

Work with business partners engaged in legitimate business activities with legitimate sources funds.

Review, check and verify payments that come from external bank accounts or unusual accounts not normally used by the concerned party.

Avoid money laundering by reviewing and monitoring the Company's business partners and customers conduct in accordance with the Company's processes and internal regulations.

Always consult Finance Unit or Legal & Corporate Affairs Unit if you have doubts about the origin or destination of funds or property.

Immediately report suspicious transactions, money laundering, unusual payments or unusual orders.

Refuse to make payments or donations that may support terrorist financing or similar activities or through a person who is not a party of a contract or different from what is agreed in the contract.

Reject payments in cash that are not normally paid this way.





Compliance with Capital Market Regulations

At the Company, we are committed to apply the Capital Market Regulations accurately and transparently, which will preserve the rights of the Company and its shareholders.

Your responsibilities:

You are prohibited from engaging in or participating in any manipulative or misleading behavior or practices with respect to an order or transaction on financial security that would damage the Company's reputation or create a personal interest in conflict with the Company's interest.

Employees are prohibited from disclosing any inside information to others while the insider knows or ought to know that the other person may trade in the financial security related to the inside information.

The Kingdom of Saudi Arabia laws prohibit the trading of financial securities by persons who have material inside information that is unknown or not available to public.

It is prohibited to pass inside information to others without the Company's explicit permission or recommend others to trade shares or other securities of the Company based on such material information that is not publicly available.

It is prohibited to share any incorrect data about the Company with anyone to affect the price of the Company's stock or security, and in the event of this being disclosed, Corporate Compliance General Department must be informed.

It must be ensured that books and records are complete, correct, timely and understandable to reflect the Company's operations and business activities.

The Company must keep all minutes of meetings, documents, reports and other documents required to be kept under (Article 96 of the Corporate Governance Regulations) at the Company's head office for a period of no less than ten (10) years, and this should include the Board of Directors' report and the Audit Committee's report. Without prejudice to this period, the Company, in the event of a lawsuit (including any existing or potential lawsuit) or claim or any ongoing investigation procedures related to such minutes, documents or reports, shall retain it until the end of such existing lawsuit, claim or investigative procedure.

If the employee knows that the records maybe inaccurate, employee must inform the Finance Unit or Legal & Corporate Affairs Unit or IRD@mobily.com.sa as the Company will not allow and condone the incorrect records under any circumstance.

Collaborate with the Company's auditors to ensure that our business and records comply with relevant accounting standards.





Intellectual Property

The Company's intellectual property rights are the basis for protecting its investments and developing its products and ideas, so it must be protected.

Your responsibilities:

You must not copy, reproduce or transmit material protected by intellectual property rights unless authorized or licensed by the Company and not disclose it even after leaving the Company.

You must not ask or encourage anyone to disclose any confidential information related to Intellectual property rights unless authorized by the information owner.

Do not advise or instruct another person to engage in such transactions which may lead to violation of the intellectual property rights of the Company.

Ask Legal & Corporate Affairs Unit if you have any doubts or questions about complying with intellectual property rights.

You must inform the Brand and Corporate Communications Unit of violations cases and all suspected violations in which the Company's copyrights, patents, trademarks and industrial designs are used without permission.



Reporting

The employee is fully responsible for any ethical decisions or actions, and must report any unethical breaches, violations or abuses suspected in the work environment.

Employees are invited to report in good faith actual or suspected concerns about the company’s business. The company deals with all reports and complaints seriously.

However, malicious or false reports without appropriate motives are considered a violation of this COE and related policies is subject to disciplinary measures in line with the Company’s HR Policies. Such behavior undermines the effectiveness of the reporting operations and damages the reputation of others.

Report Channels

The Company allocated channels to submit reports on any incident suspected violating the laws, regulations, policies, and this Code, which guarantees the confidentiality and protection necessary for the whistleblower.



Direct Manager



**Special Audit Department
Team – Internal Audit**



**E-mail:
Ethics.hotline@mobily.com.sa**



**Ethics Hotline:
0560311477**



Cooperation with Investigations

Every employee should know well that any breach of this Code and related policies are considered a violation and may result in regulatory and legal penalties, in addition to the disciplinary measures taken by the Company, which may reach to terminating the employee's services without warning.

Whoever is found to have committed any suspicious acts of dishonesty, misconduct or any other actions that are inconsistent with the ethical standards mentioned in this Code will be investigated, and the employee is expected to cooperate fully with any requests for investigation or clarification made in this regard.

Any breach of the applicable laws or regulations or any of the Company's policies or ethical standards and professional conduct, including failure to cooperate with investigations or requests for clarification, may result in exposure to regulatory and legal penalties that may reach the termination of the employee's services without prejudice to the company's right to raise the matter to the competent authorities, if necessary.



Non-Retaliation

No retaliation is considered one of the most important pillars in the Company's work environment, which is a precautionary and preventive measure against employee's actions, and an effective tool for monitoring any actions before they are committed, which makes employees feel the importance of their oversight role and their ability to report any problems without hesitation or fear that retaliation will occur.


The Company prohibits committing any retaliatory actions against any employee who performs his duty in reporting potential violations related to regulations and laws, the Code of Ethics & Professional Conduct or others.


Any retaliatory actions will be investigated and if it is proven that they have occurred, the necessary penalties will be applied to the offender.



Frequently Asked Questions


 **Q: What is the purpose of the Code?**


 **A:** The purpose of this Code is to summarize the values, principles, standards and business practices that guide Mobily's commercial behavior and sets the guidelines and directives for ethical requirements that employees must abide by.

 **Q: Who does this Code apply to?**

 **A:** It applies to the company's employees at all levels and grades.

 **Q: What is the point of a decision-making tree?**


 **A:** A decision tree helps you when you feel unsure of a decision. Ask yourself the questions mentioned in it before making a decision. If you answered "yes or likely" to any of these questions, you should stop and seek advice.

 **Q: If I suspect a violation, what are the ways to report it?**

 **A:** Through any of the following reporting channels:

- Direct manager.
- Special Audit Department Team – Internal Audit
- E-mail: Ethics.hotline@mobily.com.sa
- Ethics Hotline: 0560311477

 **Q: Can I raise a report even if I am not sure of the incident?**

 **A:** Employees are invited to report in good faith actual or suspected concerns about the company's business. The company deals with all notifications and complaints in a serious manner & will not tolerate any retaliation against an employee who raises a genuine concern

 **Q: Will I be protected from retaliation?**

 **A:** The company prohibits any retaliation against any employee who performs his duty to report potential violations or participate in investigations related to the Code of Ethics and Professional Conduct and other regulations and laws.



