

Human Resources

Conflict of Interest Policy

Introduction

At Beesline, Transparency and Integrity are important values and essential conditions for Trust Building. It's on mutual trust that the relationship is based between Beesline and its employees.

Trust can be compromised when an employee's personal interest contradicts with the company's. Such conflict might have negative implications on the employee's focus, hard work, and results achieved. It might also affect the employee's loyalty, which in turn, might harm the company.

Policy Objective

The Company is committed to preserve the interest, growth, and benefit of its employees. In return, it expects all its employees to safeguard its interest and never jeopardize it for any possible personal gain. It's the aim of this Policy to set the scope of Company interest, mention key areas of Conflict of Interest, secure commitment from all to not cause any conflict of interest, and finally give the chance to any employee to declare any areas that might cause conflict of interest.

Conflict of Interest Scope

This policy applies to all current employees of the company and independent contractors. It takes effect upon employee's signing the Employment Offer, or contractor signing the work contract.

Areas of Conflict of Interest

The Policy covers but is not limited to the below Conflict of Interest areas.

- | | |
|------|--|
| I | Employees' use of position to personal advantage of any kind including profit-making |
| II | Employees' use of position to a relative's advantage of any kind including profit-making |
| III | Employees' use of position to competitor's advantage of any kind including profit-making |
| IV | Employees' use of connections made through Beesline to personal advantage of any kind |
| V | Employees' use of connections made through Beesline to another business' advantage |
| VI | Employees' use of Beesline equipment and premises to support another business |
| VII | Employees' actions that may compromise Beesline image, including taking or giving bribes |
| VIII | Employees giving suppliers and/or distributors advantage including profit-making due to personal connections with them |
| IX | Personally or a relative owning a company that competes with, or related to, Beesline's type of work |

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Preventive solutions

- I When employee is in doubt whether or not an action may cause a conflict of interest, he/she is expected to check with HR Director and/or Management. Otherwise, corrective actions may be taken as per below.
- II Employee is kindly asked to update the Declaration Section any time there are changes

Corrective actions

In case a deliberate, or unintentional, action causes Conflict of Interest, Management may resort to one or more of the below disciplinary actions.

- I Giving the employee an oral warning
- II Giving the employee a written warning
- III Firing the employee
- IV Suing employee for damages

Declarations

I, the undersigned _____,

- I having read and understood the above, state my full acceptance and abidance
- II declare that there's no conflict of interest with Beesline in anything I do
- declare that there might be a conflict of interest. (Please give more details)

Full Name

Date

Signature