



WHISTLE BLOWING POLICY

Qatar Plastic and Wooden Products Company W.L.L. is highly committed and on top in promoting a free and open cultures in dealing between its employees and suppliers.

Qatar Plastic and Wooden Products Co. W.L.L. recognises that effective and honest communication combined with transparency is highly essential in maintaining our business values and as well to ensure that instances of business malpractice are properly identified and dealt with accordingly.

Purpose

The purpose of whistle blowing policy is to facilitate in creating awareness by encouraging the employees and suppliers of QPPC to report their concerns regarding any wrongdoings and / or business misconduct without inhibitions, fear of retribution and any risk for themselves.

The whistle blowing system will provide a platform to all employees and suppliers for reporting any concern with regards to any wrongdoing and misconduct committed and / or is about to be committed.

Scope and Application

This policy will apply in cases where you as the whistle blower is genuinely and in good faith believes that business misconduct is occurring, has occurred or may occur within Qatar Plastic and Wooden Products Co. W.L.L.

Whistle Blowing Policy is applicable to all QPPC employees and suppliers. This will include the responsibility to report concerns / misconduct via the reporting channels mentioned in section under **Reporting Channel**.

Examples of Concerns, Wrongdoings and Misconduct

- **Fraudulent /Criminal Activities** - Examples are Corrupt Practices, Theft, Pilferage, Defalcation, giving and/or receiving bribes for personal benefits or to influence, Insider Trading, Violence - Physical and/or sexual / nonsexual abuses (any type of abuses and harassment). Any act that might or will result in harm / life threatening to others or will cause damage to property etc.
- **Violation of Company Policies and Procedures and State Laws** – Examples are non-compliance or non-adherence to existing company policies and procedures, conflict of interest policy, grave non-professional or non-ethical behaviour, deceptive practices, damage to the environment, danger to the health and safety to an individual, violations of government laws and regulations etc.
- **Breach of Information, Confidential Information and Data Security** – Examples are leakage of information that is considered confidential, unauthorized disclosure of information such as Technical Information, Business Information, Financial Information including salaries etc., violation of privacy laws, overlooking cyber threats, undermining cybercrimes, noncompliance to IT policies/control, sabotage etc.
- **Irregularities to Financial Reporting** – Falsification or destruction of business or financial / accounting records, deliberate misinterpretation of financial information, non-adherence to financial and accounting policies / control, etc.

Reporting of Suspecting Breaches

The Board of Directors and Employees shall report suspected breaches of Code of Ethics, Conflict of Interest, other Company Policies, Laws and Regulations and any knowledge of untruthful or inaccurate records, statements or transactions that do not serve a legitimate commercial business purpose.

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Appropriate reporting channels for breaches are as follows:

1. EMAIL ADDRESS – a.bashraheel@qapco.com.qa

Mr. Abdulaziz Bashraheel – Tech. Cust. Services Group Manager (QAPCO)

QPPC employees and suppliers are encouraged to report any Concerns, Wrongdoings and Misconduct by writing and sending an email to the above address.

Any matter relevant to QPPC General Manager can submit their concern to the below email address.

2. EMAIL ADDRESS – y.rebeeh@qapco.com.qa

Mr. Yousuf Rebeeh – QPPC Board Member

Concerns received thru this channel will be dealt and investigated sensitively with strict confidentiality.

Any person reporting a suspect circumstance or case should have no concern for potential retaliation. The Board and Employees are required to fully cooperate with internal investigations of suspected breaches of this policy. Anyone involved directly or indirectly in any retaliatory act or intimidation will be subject to sanctions which reflect the severity of such act and behaviour.

The misuse of this policy by any person may subject the person who misuses this right (by providing wrong report, accusation, misleading information..etc) to a disciplinary action.

Availability of QPPC Whistle Blowing Policy and Procedure is disseminated accordingly and made readily accessible thru the following channel.

1. Available on QPPC Website www.gppc.net
2. Posted on QPPC Notice Board.

Risk Protection and Security

A concrete assurance that the reporting person and / or the entity who delivered their concern to the management will never reveal his / her identity to protect them against any retribution and / retaliation.

REVISION HISTORY

No.	Details of Change	Revision Date
0	New Issuance	01 Jan. 2015
1	Revised	14 Oct. 2018
2	Whistle Blowing Policy – Separated (Revised reporting of suspecting breaches)	18 April 2023

Prepared by	Approved by
	
Head of Administration and Business Services	General Manager
Mr. Mohamed Gaber Ali Khalil	Mr. Abdulaziz Bashraheel
Date: 18-APRIL-2023	Date: 18-APRIL-2023

