

INDEPENDENCE, INTEGRITY, IMPARTIALITY AND CONFIDENTIALITY POLICY

DANAT AL-KHALEEJ FOR SAFETY CONSULTANCY provides objective and balanced third party inspection services by practicing and ensuring Independence, integrity, confidentiality and Impartiality during the provision of agreed services. Independence, integrity, confidentiality and Impartiality are the key components of our business ethics. We are committed and adhere to transparent procedures based on ISO 17020 and inspection standards which contain built-in checks to manage and regulate the services we provide to all of our clients.

We recognize, monitor and mitigate the following as threats to our Integrity, independence, confidentiality and impartiality:

- **Self-interest threats:** threats that arise from an individual or organization acting in their own interest. For example, one potential threat to independence, integrity, confidentiality and impartiality is financial self-interest.
- **Self-review threats:** threats that arise from a person or body reviewing work done by themselves. Inspecting the client products to whom the inspection body provided inspections would be a self-review threat.
- **Familiarity (or trust) threats:** threats that arise from a person or body being too familiar with or trusting of another person instead of seeking inspections evidence.
- **Financial impropriety threats:** in addition to the threat of financial impropriety identified in the first bullet (above), **DASCO** also recognizes that given at least part of the company revenue is received by clients paying for Inspections, this is also a potential threat to independence and impartiality at an organizational level.

The personnel of the **DASCO** are free from any commercial, financial and other pressures which might affect their judgment. All the persons cannot influence the results of inspections carried out. Every employee of **DASCO** has the responsibility to comply with the company independence, integrity, confidentiality and impartiality policy. This obligation extends to **DASCO** outsourced Inspection partners, and is a clause included in the legal agreement put in place with such partners.

Any instance where an employee, outsourced partner or customer feels there is a threat to independence, integrity, confidentiality and impartiality, they are welcome to raise the concern directly to **DASCO** top management.



دانة الخليج لاستشارات السلامة
DANAT AL-KHALEEJ FOR SAFETY CONSULTANCY



Confidentiality policy

In carrying out its activities, DASCO may be called upon to obtain confidential information concerning individuals and/or organizations. DASCO places great importance on respecting the privacy of the individuals who use its inspection services. It has therefore introduced a series of rigorous policies and procedures designed to protect user privacy. The information below provides an overview of DASCO's commitment regarding privacy and confidentiality.

Data Inputs & Transmission

The information that DASCO receives when an order and/or request for information is placed is treated with the utmost confidentiality. DASCO does not disclose the names of, or information on, individuals and/or organizations that are in contact with it.

The results of the tests conducted by DASCO are transmitted by registered mail to the previously authorized persons. The inspection body does not give any results over the telephone, by fax or by e-mail.

Before discussing specific cases over the telephone, DASCO staff ask a number of questions to validate the caller's identity.

DASCO informs the client, in advance, of the information it intends to place in the public domain. Except for information that the client makes publicly available, or when agreed between DASCO and the client (e.g. for the purpose of responding to complaints), all other information is considered proprietary information and shall be regarded as confidential.

When the inspection body is required by law or authorized by contractual commitments to release confidential information, the client or individual concerned shall, unless prohibited by law, be notified of the information provided.

Information about the client obtained from sources other than the client (e.g. complainant, regulators) are treated as confidential.

Employees

The handling of confidential information within DASCO is strictly limited to those employees who require access in order to carry out their functions. Thus, during the hiring process, DASCO performs checks on candidates' employment history and background. These checks may include credit checks, criminal record checks, inquiries into their professional training and checks with former employers. Once hired, employees must sign a confidentiality agreement with DASCO, which agreement includes specific provisions regarding the confidentiality of information obtained in the course of work. During their employment at DASCO, employees are regularly reminded of the importance of respecting the confidentiality of information obtained in the course of their duties.

Subcontractors (if applicable)

Our subcontractors who assist us with overflow work, are extensively screened and are required to complete a Subcontractor Agreement prior to engaging in any work. The Subcontractor Agreement includes relevant nondisclosure and non-solicitation clauses.

Only the pertinent materials and critical information necessary for completion of the task by our subcontractors, is given to our subcontractors, and only on a need-to-know basis.

Approved By :

Eng. Sausan Salameh
General Manager

