



**Code of Professional Conduct
United International
Transportation Company**



UNITRANS

الشركة المتحدة الدولية للمواصلات
UNITED INTERNATIONAL TRANSPORTATION COMPANY

Contents

Introduction	1
The Purpose of The Code of Professional Conduct	3
Comply with Rules, Laws, and Regulations	4
Conflict of Interest	5
Dealing with Related Parties and Organizations	7
Intellectual Property	8
Outside Business Activities	8
Employee Relations.....	9
Quality of Vehicle Service Provided and Vehicles Safety.....	10
Confidential Information	11
Gifts Acceptance Policy.....	13
Corruption and Bribery.....	15
Safety Measures	16
Accurate Record-keeping and Reporting.....	16
Protection and Proper Use of Company Assets	17
The Influences on The Internal and External Audit.....	20
Sales and Rent	21
Purchases.....	22
Reporting Unethical or Illegal Behaviour	23
Speak Without Fear	23
Important Questions	24
Corporate Governance and Accountability	25
Review, Amend and Re-evaluate These Rules.....	25
The Code of Conduct Implementation Mechanisms.....	26



Introduction

This code of conduct displays an overview of the company's laws and policies, which all our staff respect and follow. It establishes our shared values. Accordingly, our vision depends on the board members and director's commitment to execute this code and use it to make decisions that maintain the confidence of those who have trusted us. In addition, we are sure that all our partners, consultants, and suppliers share this vision. Therefore, everything stated in this code is essential. However, it does not cover all employees' everyday situations. It is still considered a short guide that defines our philosophy and represents our vision. As an employee, you should be patient and understanding when dealing with new and different situations to preserve the company's reputation. of course, if you don't know what to do, it is always ok to ask for help.

Stop for a moment before taking any action and ask yourself:

If the answer to any of these questions is «no» or «not sure» you should stop and reconsider.

1. Are the company's values reflected in what I do?
2. Is what I'm doing beneficial for the company and my colleagues?
3. Can I share it with everyone without fear?

If the answer to all these questions is «yes» then you could safely pursue implementation.

Remember that it is always a good idea to seek help from relevant department in making decisions about situations you are not sure about



The Purpose of The Code of Professional Conduct

This code aims to assist related parties in enhancing their roles related to the company's loyalty, protecting its interests, and contributing to its improvement by advancing its value. It also helps concerned persons focus on ethical risk, provides guidance to recognize and deal with ethical issues, provides tools for reporting unethical behavior, and also helps to promote an honest and transparent culture.



Comply with Rules, Laws, and Regulations

The United International Transportation Company expects its employees to evaluate and judge matters ethically and professionally to prevent unfair practices while performing their duties as possible as they can. Concerned Persons are responsible for understanding and following these rules and regulations and are expected to perform their work with honesty and integrity in all areas. Violating these rules may lead to disciplinary action, including the possible termination of employee services without any notice. These rules are meant to guide employees in making ethical decisions and also for becoming professionals. Still, the rules cannot address all cases. So, there is nothing to prevent or restrict the company from taking any legal disciplinary actions on any issues related to employee behavior, whether or not included in these rules.



Conflict of Interest

All company employees must avoid conflict of interest and adhere to the conflict of interest policy defined in this code. However, suppose you find a personal project, investment, interest, or association affecting your objectivity, productivity, or ability to make fair decisions regarding work. In that case, you should immediately report this to the line manager, HR department, the legal affairs department, or the compliance department.



Remember

A conflict of interest can happen when:

- Starting a project with someone, whom you have a close personal relationship.
- Be a partner with one of our suppliers, customers, or competitors.
- Do business with a company that competes with us or wants to work with us.

It is impossible to list all the potential conflict of interest scenarios. If the matter is not clear to you, seek immediate assistance from the line manager, HR department, legal affairs, or the compliance department.

”

Immediately disclose any current conflict of interest to the line manager, the human resources department, the legal department, or the company's compliance department.

“



Dealing with Related Parties and Organizations

The United International Transportation Company employees are expected to refrain from participating in the decision-making and determining the options for any organization or an external party they are interested in (such as an institution owned by a relative). In such cases, the employee must disclose the nature of the relationship and interest pre-decision/determining process. In addition, executive management must report this situation to the chief board of directors and fully abide by the conflict of interest policy defined in this code. There may be a potential conflict of interest between the employees' spouses or other immediate family members, referred to as «family members», who may have a direct or indirect financial interest. For example, suppose one of the family members is an investor or a lender or a member of the board of directors or has a relationship with a competitor, customer, or supplier that the employee or their managers deal with during his work at the United International Transportation Company. In that case, employees must immediately disclose any conflict of interests to the line manager and report any business or consulting relationship that a family member has with a competitor, customer, or supplier that the employee deals with at work.



Intellectual Property

The United International Transportation Company owns the systems, software, and other intellectual property generated by the employee while performing his job or by external third parties. Therefore, the employee should not keep or transfer these materials outside even after leaving the company. In return, the company is obligated not to use non-public intellectual property owned by companies or individuals without obtaining any approval from the legal owner.

Outside Business Activities

All United International Transportation Company concerned persons are prohibited from engaging in «freelancing» or an after-work «extra» project that would have an undesirable impact on the quality and quantity of their work performance. They are also prohibited from engaging in any activities that are competing with the company's activities or is involved in any activity sponsored or supported by the company for any external organization that negatively impact the company's reputation or that uses and interferes with the company's time, facilities, resources, or supplies.



Employee Relations

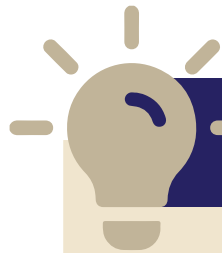
The United International Transportation Company policy states that all employees of all occupational levels work to achieve the following objectives:

- Respecting, caring, and showing kindness to each employee, worker, customer representative, supplier, or contractor.
- Treating all employees, workers, customers, suppliers, and contractors equally, irrespective of their race, color, gender, religion, age, national origin, nationality, or any disability, to build a harassment-free work environment.
- Giving employees training opportunities in line with the company's needs to advance their performance and skillsets.
- Encouraging and motivating the employees through internal promotion aligns with the company's needs whenever qualified employees deserve that promotion.
- Ensuring that every manager personally knows all the employees below him (at least two degrees) to empower them to express their opinions freely.
- Discussing and studying any proposals made to improve procedures and enhance skills by external consultants rather than criticize and resist them.
- Contributing to creating and maintaining a safe and healthy work environment.
- Providing rewards, benefits, and allowances programs based on transparent and fair policies aimed at attracting, rewarding distinguished employees.



Quality of Vehicle Service Provided and Vehicles Safety

Our customers trust the United International Transport Company due to the high-quality services they receive. We are working on improving our services to maintain our customers' confidence. The vehicles' safety and service quality depend on all company employees to avoid any risks that might threaten our commitment towards our customers.



Remember

- Never settle on the quality or safety of the vehicles.
- Report to your manager if a customer informed you of any quality or safety concerns.

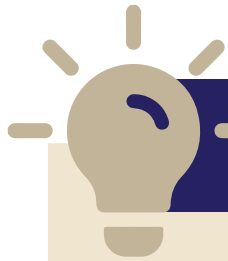


Confidential Information

At the United International Transportation Company, we consider trading non-public or «inside» information as illegal, and this is because it exposes you to accountability and legal prosecution. Therefore, all employees must protect and maintain the confidentiality of information they know about customers, co-workers, suppliers, stakeholders, and the financial and commercial affairs of the company, except for the data that is permitted for disclosure or obliged by law. «Confidential information» includes all non-public information that may be useful to competitors or harm the company or its customers when exposed. In addition, all the company employees are prohibited from disclosing any sensitive information that may weaken the company's position, excluding information required by authorities. Examples of inside info that must be kept confidential and not shared:

- Non-public information about sale results, profits, or losses.
- Performance expectations or financial results.
- Any changes in the executive management team.

«The United International Transportation Company has appointed its spokesmen. Therefore, if you are not authorized to make any public statements on behalf of the company, you are not entitled to do so to ensure delivering accurate and reliable information.»



Remember

- Refer all financial information requests to the investor relations department.
- Refer all media inquiries, general or public information requests to the Corporate Affairs department.
- Refer all legal informational requests and government inquiries to the legal affairs department.

When using social media, be sure to do the following:

- Clearly state that any opinions you express about our company are your personal opinions and do not represent the company's views.
- Not to disclose any confidential information about our company, customers, partners, or suppliers.
- Not to publish any confidential work-related data



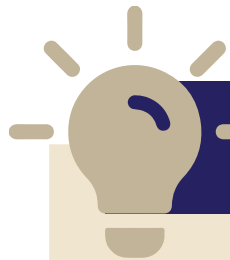
Gifts Acceptance Policy

✗ All employees are prohibited from accepting, giving, or offering any valuable gifts from the third parties dealing with the company. Whether this gift is a financial one, any service, or it entails a personal benefit that may lead to the employee's waiver or affect his decisions, which may harm the company's interests. In addition, the employee must not offer, give, or accept any gift from a supplier, seller, undertaker, or customer unless it has no value, and the refusal to accept the gift would harm the company's interest.

✓ It is permitted to accept formal and ordinary invitations, such as lunch and dinner, occasions or regular work celebrations, and all similar events provided that they are reasonable. However, these events should be held during the meetings period or work occasion, especially if their purpose is to conduct business-related discussions or meetings or to enhance the company's commercial relations with some other authorities.

The present or hospitality given/obtained should be:

- Symbolic in value.
- Not repeated.
- Serve a reasonable business objective.
- Legally permitted.
- Does not have a negative effect on the company.



Remember

- Do your best to conduct proper demeanors.
- Reject any offer that was attempted to affect your decision, even if it is within the company's value limits that may be acceptable.
- Notify your line manager, HR, Legal, or compliance department of any suspicious situation that threatens our policies and laws.



Corruption and Bribery

The crime of bribery occurs when any person offers, solicits, gives, receives, or accepts anything of value in exchange for a transaction from a company, governmental entity, or official. It also happens when the company obtains an unfair advantage over its competitors through secrets and corrupt dealings with potential customers. Since bribery is an illegal act, any person involved in the company who receives bribes, extorts, illegal payments, or attempts to engage in any such activity will be subjected to severe disciplinary action, including termination of their services. In addition, the company reserves the right to refer such matters to public authorities for possible prosecution and deal with it as a criminal offense.



Safety Measures

The United International Transportation Company is committed to providing a safe workplace for all employees. In addition, some laws and regulations impose on the company, i.e., the responsibility to protect employees against safety and health risks. For these reasons, employees in the company's facilities are required to follow all the company safety instructions and procedures. In addition, If any employee has questions, inquiries, or observations about potential health and safety risks in any of the Company's facilities, they should be directed immediately to the Email address

HSE@budgetsaudi.com

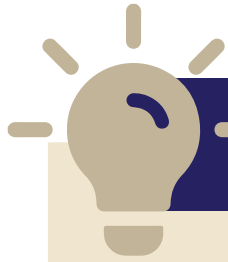
Accurate Record-keeping and Reporting

All concerned persons should accurately reflect the transactions of the United International Transportation Company in its books, records, accounts, and reports. In addition, they should also adopt an internal control system that is clear and specific disciplines for the disclosure process to enhance the company's adequacy with the applicable laws and regulations. For this purpose, all employees must work their best and exert maximum effort to ensure the accuracy of the company's records and documents, including financial reports. It is also prohibited to falsify any company record. All reports, documents, or communications authorized are required to be disclosed to the public must be clear, not misleading, fair, accurate, understandable, and must be according to the law.



Protection and Proper Use of Company Assets

- The company's assets include everything the company owns or uses for work. Every employee is responsible for taking care of these assets. So, be vigilant and protect them from any loss, damage, theft, wastage, or misuse.
- Physical and digital belongings encompass all vehicles, equipment, tools, spare parts, and computer systems for work purposes. As for information, it's far taken into consideration a vital asset. Confidential information and intellectual property constitute one of the company's most valued investment output and the results of years of hard work and diligence. The information includes company secrets, patents, copyrights, trademarks, commercial enterprise plans, databases, and patron lists. When you guard those belongings, you also are supporting to hold our competitive edge.
- Be aware that everything you write, send, upload, or store on our systems is the company's property. We may monitor your activities, so you should not expect privacy.



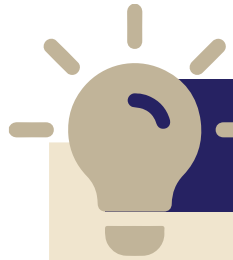
Remember

Protect all property

- Monitor all vehicles and be careful not to skip any security and anti-theft measures.
- Report any property or equipment that is damaged, unsafe, or needs repair.
- Do not lend or sell any company's property unless you are authorized to do so.

Protect systems

- Ensure the safety of the devices and equipment in your custody.
- Protect your passwords.
- Do not download any unauthorized applications or storage devices to your computer, and do not access our network through unauthorized applications or devices.
- Do not use unlicensed software, and do not copy any software to use it at home or make it available to someone else.
- Stay alert to any attempts to obtain sensitive information, whether it is personal or company-owned information.
- Do not open any suspicious links in your email, even if you know their source.



Remember

Protect company's information

- Do not share confidential company information unless there is a legal or legitimate document calling for it. In addition, you must obtain a prior non-disclosure agreement if you share any confidential information with any entity or person outside the company.

Protect others' information

- You are responsible for protecting the confidential information of our company and the companies we work with.



The Influences on The Internal and External Audit

Employees must not take any action that would affect, deceive, manipulate, or mislead the internal or external auditor who is auditing or reviewing the company's financial statements. The types of behavior that may constitute an unacceptable effect include:

- Offering or paying bribes or other financial incentives includes providing job opportunities or future contracts for services other than audit work.
- Providing auditors with inaccurate or misleading information or advice.
- Attempting to bar the auditor from doing audit work due to his disagreement with the company's accounting and audit work management.



Sales and Rent

The United International Transportation Company policy requires all employees working in the field of sales and leasing to adhere to the following principles:

- Sale or lease offers should be clear in order that customers can recognize what has been offered and the volume of commitment to it.
- According to the applicable laws and regulations, sale and rent contracts must match the used receipts.
- The description of after-sales services must be accurate and precise.
- Sales representatives must not confuse the customers' minds, abuse their confidence, or take advantage of their lack of experience or knowledge.
- Sales representatives must not imply to customers that they have been specifically chosen to be given an offer or that it has been offered only to them to obtain personal benefits.
- Sales representatives must strictly respect customers' privacy. Call them at a suitable time. In addition, sales calls should not be intrusive, and they should respect the customer's right to end the sales call.
- The sales representative must avoid underestimating other competitors' products or any other company in the market.



Purchases

The United International Transportation Company policy asks all employees working in the Procurement Department to adhere to the following principles:

- To Carry out purchases without prejudice or harm, aiming to get the maximum benefit from the amounts spent.
- To fulfill our obligations to the company and push others to fulfill theirs.
- Procurement requirements must be subject to periodic competitive assessment.
- Treating supplier representatives politely and respectfully. Considering that they are essential sources of information to the company and provide significant assistance in meeting its purchasing needs.
- To Maintain confidentiality about offers, prices, and other private information of the company, suppliers, and competitors' dealings.
- To Reject any form of bribery at work and prevent this from happening. In addition to not giving or accepting any valuable gifts from the company's suppliers or customers. Moreover, it is prohibited to give or accept any gifts from suppliers or customers in government contracts, whether major or sub-contracts. If you must accept a symbolic gift, it should be following the restrictions set by this policy.
- To gain as much knowledge and experience as possible about purchasing methods and purchased materials.
- To commit to integrity, and honesty in the purchase process.



Reporting Unethical or Illegal Behaviour

All company's concerned persons must promote ethical conduct and encourage employees to inform supervisors, managers, or the concerned department when they suspect acts that may deviate from the workflow and threaten or harm the company's interest. Accordingly, the concerned persons must report any illegal or unethical conduct that may come to their knowledge to the Email address

whistleblower@budgetsaudi.com

Speak Without Fear

At the United International Transportation Company, we know that sharing your fears and concerns takes courage. Therefore, the company will not allow any harassment or retaliation against anyone who reports possible misconduct, mismanagement, or any violation of the company policy or kingdom's laws. When reporting any misconduct, be confident that you are doing the right thing. We will take care of your complaint, deal with it immediately, and conduct a detailed investigation of reports of misconduct or mismanagement. In addition, we will not reveal your identity or any of your information unless it is necessary to resolve the problem.



Important Questions

1- What if I suspect that someone is violating the company's code of conduct, but I am not sure? Should I not say anything?

No. If you suspect a breach or violation of the company's general rules, report it immediately, and we will examine and investigate. However, it is better to report in «goodwill» when your doubts and concerns rise than to wait and risk harming your colleagues and the company.

2- What does "goodwill" reporting mean?

Reporting in «goodwill» means that you report what you suspect may cause potential harm to the company and honestly provide information that you believe is correct, even if it turns out you were wrong after examination and investigation.



Corporate Governance and Accountability

The United International Transportation Company is committed to applying the highest standards in corporate governance. Its board of directors is accountable to shareholders and others for the company's activities and performance. It is likewise liable for activating and making use of the policies and controls of corporate governance in the company. In addition, the board should ensure that the company complies with all provisions contained in all related regulations.

Review, Amend and Re-evaluate These Rules

These rules must be reviewed periodically and evaluated to ensure their efficiency. The board of directors is the only one who can adjust, cancel, or waive some or all of these rules and then share any changes if needed.



The Code of Conduct Implementation Mechanisms

The following are the implementation mechanisms that can be used to help ensure familiarity with the code of conduct:

- New and existing employees must be fully aware of these rules.
- Providing an electronic copy of this code on The United International Transportation Company website to be available to all employees and the public.
www.budgetsaudi.com
- Updating these rules to keep up with the latest improvements and adjustments issued by authorities and keep up with the laws regulating the kingdom and/or the board of directors' modifications and directives.
- This code should be clear and concise in both Arabic and English. Moreover, its written language must be easy, so all employees at all levels should understand it.
- Adopting and emphasizing working by this code and conduct with all dealing with the company or having shared interests, such as local or international shareholders, partners, and customers.
- The United International Transportation Company may use more appropriate mechanisms to ensure compliance with this code and conduct.

”

**This code represents
our beliefs and priorities**

“