



INTRODUCTION

QAFAC's business requires us to conduct business with local and foreign entities. We conduct business in compliance with the principles established in our Code of Conduct, our values and applicable laws and regulations applicable. This Policy defines QAFAC's position and minimum compliance requirements with respect to the global prevention of money laundering and terrorism financing.

OUR COMMITMENTS

- We are committed to the highest standards of ethical conduct and in compliance with all applicable domestic and international anti-money laundering and counter-terrorism financing laws and regulations.
- We will only perform financial transactions with verified recipients and financial institutions for legitimate and substantiated expenses, and in accordance with properly executed contractual commitments.

EXPECTATIONS AND APPLICABILITY

We require all employees and all persons doing business with QAFAC's and responsible for, or involved in, the execution of financial transactions to comply with this Policy. We expect that they will not engage or assist in any form of illegal activities or conduct that is inconsistent with the requirements of this Policy. Non-compliance may have serious consequences and may result in criminal and civil proceedings, possible damage claims, significant fines and/or possible imprisonment. QAFAC's reputation may also be damaged through adverse publicity or negative impact to our organizational goodwill.

- Employees and all persons doing business with QAFAC must take care to avoid suspicious transactions involving numerous or unusual counter parties and/or monetary transfers. This includes relationships with customers, suppliers, business partners, financial institutions, agents, intermediaries, consultants and other third parties, especially when unusual or suspicious monetary requests are sought.
- Employees and all persons doing business with QAFAC need to be familiar with and understand the identity of the people and organizations, including its beneficial ownership, with which QAFAC does business.
- We ensure that rigorous due diligence is undertaken, in accordance with relevant QAFAC's procedures.
- Everyone shares a responsibility to bring concerns about the source or use of funds, irregular payments or unusual transactions to the attention of the QAFAC's Legal Department as and when the concerns present themselves.

Where this Policy sets higher standards than those required locally, the higher requirements of this Policy will apply. It is everyone's duty to speak up if they observe or suspect a violation of this Policy. We will only work with those who share our standards of business conduct and values.

Ahmed Abdulqader Al-Ahmed
CEO, Qatar Fuel Additives Company Limited (QAFAC)

QF-PCY-LEG-0003

1st January 2024