


Form	Issue #: (4)	Rev. #: (0)	Rev. Date:01/09/2022	CSR-PO-01
		Corporate Social Responsibility Policy		INCOM Egypt
Issue		Top Management		Revision
4	01/09/2022	CSR-PO-01		0 01/09/2022

1. POLICY STATEMENT

- 1.1 Corporate Social Responsibility (CSR) is how our company manages business processes to produce an overall positive impact on society.
- 1.2 It covers sustainability, social impact, ethical standards and responsibility toward our environment. We consider CSR in all our business practices and external dealings.

2. RESPONSIBILITY FOR THIS POLICY

- 2.1 **Legality:**
INCOM will respect the law, honor its internal policies and ensure that all its business operations are legitimate.
- 2.2 **Business ethics:**
We will always conduct business with integrity and respect to human rights. We will promote safety and fair dealings, respect towards the consumer, anti-bribery and anti-corruption practices.
- 2.3 **Protecting the environment:**
INCOM recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We will assure conserving energy and using environmentally friendly technologies whenever available
- 2.4 **Protecting people:**
We will ensure that we do not risk the health and safety of our employees and community, avoid harming lives of local and indigenous people and support diversity and inclusion.
- 2.5 **Human rights:**
INCOM is dedicated to protecting human rights and is an equal opportunity employer. We will abide by all fair labor practices ensuring that our activities do not directly or indirectly violate human rights. (e.g. forced labor).
- 2.6 **Donations and aid:**
INCOM may preserve a budget to make monetary donations. These donations will aim to fight poverty, support education and community events and alleviate those in need.

2.7 Volunteering:

INCOM will encourage its employees to volunteer through programs internally or externally and we may sponsor volunteering events from other organizations.

2.8 Supporting the community:

INCOM may initiate and support community investment and educational programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to nonprofit organizations or movements to promote cultural and economic development of global and local communities.

2.9 Learning:

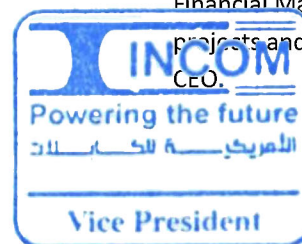
We will readily act to promote our identity as a socially aware and responsible business. Management must communicate this policy on all levels. Managers are also responsible for resolving any CSR issues.

3. Application of CSR Policy:

- 3.1 The CSR Committee will consist of H/R department head, General Manager and Financial Manager.
- 3.2 The CSR Committee will be responsible for: formulating and regularly updating the CSR policy, identifying activities to be undertaken, recommending to the CEO the CSR budget, recommending to the CEO modifications to the CSR policy as and when required, regularly monitoring its implementation.

4. Monitoring and Evaluation:

- 4.1 There shall be clarity about the scope of the program and the need before evaluations are undertaken.
- 4.2 The expected outcomes must be clearly defined for each program as per stated timelines.
- 4.3 The budget of CSR will be closely monitored and funds shall be released against verified utilizations as per the approved work plans.
- 4.4 The CSR Committee will prepare the annual CSR report to be filed by the Financial Manager. This report will ensure the documentation of the CSR projects and programs are within the defined budget and as approved by the



Vice President

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