



FIRST QUALITY CERTIFICATION

Employment Policy

First Quality Certification (FQC) recognizes that employee development and welfare is vital to the success of our company. **First Quality Certification** (FQC) highly regard and considers each one of our employees as part of our family, the **First Quality Certification** (FQC) family.

This declaration is a commitment of **First Quality Certification** (FQC) on the following;

- Instil good corporate values and ethical behaviour within the company;
- Ensure that employees' welfare is taken as a priority where matter of decision concerns their safety and well-being;
- Comply fully with all applicable laws related to employment, including those persons with disabilities;
- Provide equal opportunity in employment for all qualified persons, wherein selection is strictly on merit without consideration for gender, religious beliefs, race, colour, ethnic or national origin, disability, gender orientation, political opinion or similar factors;
- Working hours and other service conditions are designed for better health, environment and social conditions of our employees and are in accordance with the prevailing applicable laws of the country;
- Implement a transparent and equitable remuneration and incentive system;
- Foster a safe and effective working relationship at all levels whilst respecting different cultures and traditions;
- Personnel development through further education (as appropriate), training and coaching is encouraged;
- Employees are recruited within the permissible limit (size of workforce) set by the Ministry;
- In no way and under no circumstances will **First Quality Certification** (FQC) employ any person under legal age or below 18 years of age, nor we employ forced, bonded or child labour.

All employment practices and activities, whether provided or conducted by **First Quality Certification** (FQC) or other entity on its behalf shall be conducted on a non-discriminatory basis and in compliance with the relevant laws.

First Quality Certification (FQC) expects all its managers to be the model of highest standard of behaviour and act with utmost respect, fairness and dignity towards colleagues, suppliers, clients and stakeholders.

This policy is made in conjunction with our Code of Conduct and our Employee Handbook, which contains all the necessary employment rules, policies and practices and primarily developed as practical guide on employees' conditions of work, disciplinary measures and their roles in the company.

Rashid Matar Al Qubaisi
Chief Executive Officer

Doc. Ref. EMP-009	Rev. No. Rev.00	Date 01-Apr-18	Issue No. 01	Page No. Page 1 of 1
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