

Corporate Social Responsibility Policy

In the name of Allah, the Most Gracious, the Most Merciful. The example of those who spend their wealth in the way of Allah is like that of a seed that sprouts seven ears; in every ear there are a hundred grains. And Allah multiplies [His reward] for whom He wills. And Allah is All-Encompassing and Knowing. (Surah Al-Baqarah, Ayah 261)

1) The Concept of Social Responsibility:

The concept of social responsibility is represented in the continuous commitment of the company to act ethically and to contribute to achieving sustainable development for the community in general and for the company's employees in particular. This is achieved by working to improve the living, social, and economic conditions of the workforce and their families, in addition to the community, and contributing to reducing unemployment levels in the community and optimizing the available resources.

2) Definition of Social Responsibility:

Social responsibility is the duty of a company towards society beyond the production of profitable goods and services. It includes establishing a self-regulation mechanism through which the company can monitor and ensure its compliance with laws and ethical standards. This does not necessarily mean only catering to the interests of shareholders and stakeholders, but also contributing to the sustainable development of the community and environment in which the company operates in general. It aims to create an integrated system characterized by justice and law, which leaves a positive impact on society with the goal of creating and supporting sustainable social, economic, and cultural programs that arise from community needs and priorities. This concept is based on investing in human resources, creating job opportunities, and providing a healthy and safe work environment alongside addressing social and environmental issues and promoting sustainable development.

3) Standards of Corporate Social Responsibility:

The success of The Commercial Real Estate Company in fulfilling its social responsibility depends on giving adequate attention to the concerns of the community and the environment, and considering the three pillars of sustainable development: economic growth, social progress, and environmental protection through its adherence to the following standards:

1. **Respect and Responsibility**, meaning the company's respect for the internal environment (employees) and the external environment (members of the community).
2. **Environmental Protection** by proactively providing services that benefit the environment and improve environmental conditions in the community, and addressing various environmental issues such as health and education, in alignment with the projects and activities undertaken by the company.
3. **Supporting and assisting the community** and improving the living, social, and economic conditions of the workforce and the community, along with the optimal use of resources.

4) Principles of Corporate Social Responsibility:

The company is committed to a social responsibility policy that is guided by the following principles:

1. **Shared responsibility**: All company employees, not just management, participate in social responsibility.
2. **Transparency and accountability**: We regularly explain our policies related to social responsibility, their objectives, and performance to our employees.
3. **Continuous improvement**: In line with the company's approach to develop indicators linking its performance to its achievements in social responsibility at the level of stakeholders and other community categories, we are committed to

measuring the social responsibility of peer companies and improving our performance through continuous monitoring of existing projects, using the results of this comparison to develop and enhance social responsibility programs and the action plan set by the company, as well as to propose and implement new initiatives.

4. **Commitment:** We are committed to all relevant legislation, and since there are no specific regulations regarding this matter, we aim to establish and implement the company's standards based on best practices.
5. **Environment:** We aim to develop our business environment in a sustainable manner and take care of the environment in all our activities.
6. **Employees:** Highly qualified and enthusiastic employees are essential to achieving the company's aspirations. The company strives to provide an inspiring work environment that enables them to grow and advance in their careers. In addition to promoting and maintaining equality, we continuously care for the interests of our employees, including the planning and structuring of training and career development. At all levels, the company encourages and promotes teamwork, skills and knowledge sharing, and recognizes outstanding individual contributions, working to improve the quality of living conditions for employees and their families.
7. **Security and Safety:** The real estate company provides the highest standards of security and safety by implementing the laws and procedures related to this matter, in addition to insurance that covers these aspects to ensure a healthy and safe environment for the company and all its employees and clients.

5) Objectives:

- 1- Our sponsorship of charitable activities primarily aims to support the values promoted by the company and its commitment to the community. The company strives to support humanitarian and charitable causes through our participation in nonprofit projects aimed at community development and achieving justice and equality.
- 2- Priority should be given to activities related to the following:
 - Comprehensive community growth with special attention to developing the most vulnerable parts of the community.
 - Environmental development.

The main objectives are as follows:

1. To contribute to providing the necessary and appropriate training for university students and assisting them in entering the practical life.
2. To work on supporting and encouraging national employment, and enhancing its efficiency and competitiveness.
3. To provide numerous material and in-kind assistance to charities and organizations that contribute to establishing social values, environmental protection, or sustainable development.
4. Programs and campaigns to raise awareness among employees and the community.
5. To provide a suitable work environment by identifying factors that affect the health and safety of the company's employees, taking appropriate preventive measures, and achieving justice, equality, and equal opportunities.
6. To implement a social responsibility system that combats child labor and exploitation while ensuring their right to education, as well as fighting forced and discriminatory labor in all its forms.
7. To continuously work to ensure that the company and its subsidiaries are environmentally friendly companies.
8. To contribute to supporting and improving health and educational services in the community.
9. To work on nurturing and supporting researchers and research aimed at the development and evolution of society.

10. The company must, when allocating a portion of the profits realized to direct them towards social services and projects, have that portion approved by the general assembly. The size of the deductions allocated for social responsibility should be proportionate to the nature and size of the company's activities and the profits realized.

6) **Pillars of an Effective Framework for Social Responsibility:**

A- Responsibilities towards the community:

The company is keen on positively contributing to the community in which it operates. Examples of such contributions include but are not limited to:

- 1- Assisting in providing new job opportunities to accommodate the national workforce in the community, creating suitable conditions for them, and enhancing their capabilities.
- 2- Supporting respect for different cultures and values and fostering a non-discriminatory work environment within the company.
- 3- Contributing to community service in an ethical and legal manner, reducing the harms of negative phenomena prevalent in society, engaging in voluntary charitable initiatives, promoting positive ethical behaviors, and respecting the laws.
- 4- Providing a work environment that meets recognized safety and occupational health standards and promoting positive ethical behaviors.
- 5- Designing company activities in line with the economic conditions and cultural situation of the community.
- 6- Not engaging in any form of corruption, including extortion and bribery.

B- Environmental Responsibilities:

The company recognizes that the environment is a fundamental element regarding its commitments to social responsibility. For example, contributions related to the environment can be made through:

- 1- Giving importance to protecting the environment from pollution and other environmental damage by supporting modern technologies that can achieve long-term environmental benefits, preserving the environment, and promoting and enhancing environmental awareness campaigns directed at employees and the public.
- 2- Ensuring that resources are not wasted, in addition to reusing or recycling materials and goods as much as practically possible, while responsibly disposing of any remaining waste.

C- Responsibilities towards different segments of society:

The company is committed to different segments of society through:

- 1- Respecting the cultural and social differences of various segments in society.
- 2- Respecting individuals with diverse backgrounds, values, traditions, and cultures.
- 3- Providing training programs to develop the capabilities of targeted segments of society.
- 4- Supporting small projects and opening new horizons that serve community segments.
- 5- Working to improve the quality of living conditions for the workforce, their families, the local community, and society.

D- Responsibilities towards employees:

The development of employees, achieving a healthy work environment, and ensuring mutual communication between the company and its employees have a significant impact on enhancing the company's role in relation to social responsibility. Examples of this include the following:

- 1- Training, knowledge transfer, and providing opportunities for employees to participate by creating a work environment that encourages and enhances these contributions.
- 2- Improving the living and social conditions of the company's employees and their families.
- 3- Improving the internal work environment of the company.

- 4- Encouraging social activities for the company's employees.
- 5- Promoting programs that ensure gender equality within the company.
- 6- Encouraging and fairly and justly rewarding employee contributions.
- 7- Creating a safe and healthy work environment for its employees, which can be achieved through the following:
 - Continuously monitoring health and safety risks and taking necessary actions to mitigate or address these risks.
 - Holding awareness and training programs to increase the level of awareness among all employees in the field of health and safety.
 - Ensuring there is a necessary working mechanism for crisis and emergency management; and
 - Ensuring that routine checks on health and safety measures are conducted periodically.
- 8- Hold regular official and unofficial meetings between employees and management to address any concerns, inquiries, and issues raised by employees.

E- Stakeholder Engagement:

The company has multiple stakeholders such as customers, suppliers, employees, shareholders, and others. The company must ensure continuous engagement and communication with stakeholders to ensure a complete understanding and contribution to social responsibility. This can be achieved through the following:

- 1- Identifying the interests and needs of stakeholders.
- 2- Addressing the legal demands of stakeholders.
- 3- Dealing transparently with stakeholders regarding the company's various activities and keeping them informed about the progress of social responsibility activities.
- 4- Ensuring that mechanisms are in place to receive and promptly address the interests, inquiries, ideas, and initiatives of stakeholders.
- 5- Regularly interacting with stakeholders to maintain long-term relationships that contribute to the company's goals.

7) Increasing awareness of social responsibility:

- 1- The company must ensure that its employees are aware of and understand the importance of social responsibility programs. It should also ensure, through awareness programs and other communication methods, that new employees have a comprehensive understanding of the social responsibility goals that the company implements on a continuous basis, contributing to the enhancement of the company's performance level.
- 2- The company must ensure that its social responsibility programs include organizing awareness programs for various members of the community to introduce the company's social responsibility, highlighting the issues that the company contributes to socially in terms of development or improvement, thus ensuring a contribution to improving living, social, and economic conditions.

8) Disclosure:

- 1- The company continuously discloses to its employees the goals of social responsibility and the social responsibility action plans provided by the company in accordance with the periodic reports on the company's activities, contributing to the improvement of the company's performance level.
- 2- The company must ensure that all information related to social responsibility programs and initiatives is presented to the CEO, who will then announce it accurately and timely through the periodic reports on the company's activities on the company's website.

- 3- The application of the approved social responsibility programs in the annual plan should be reviewed periodically, and an annual performance report should be submitted to the board of directors in this regard. The social responsibility performance report is included in the company's annual report, serving as a guide to the company's commitment to social responsibility and its pledge of complete and absolute transparency.

9) Responsibility:

- 1- The Board of Directors shall develop a plan/policy to integrate sustainability factors into the company's overall strategy, key action plans, and risk measurement and management processes if necessary. The Board shall also oversee social responsibility programs and ensure their implementation across all departments and sections of the company in line with the company's overall strategy.
- 2- A specific budget shall be approved by the Board of Directors for implementing the social responsibility plan in accordance with the company's strategy.
- 3- The Board of Directors shall delegate to an appropriate member of the executive management the responsibility for monitoring the application and implementation of social responsibility policies and plans.
- 4- Management should continuously seek to identify the most efficient and effective ways to improve and make a positive contribution to the community in which the company operates, which should be reflected through the social responsibility programs adopted and implemented by the company.

10) Criteria for implementing the corporate social responsibility policy in Al-Tijaria:

1. Respect and responsibility, meaning the company's respect for the internal environment (employees) and the external environment (community members).
2. Supporting and assisting the community.
3. Protecting the environment by proactively providing what serves the environment and improving environmental conditions in the community while addressing various environmental issues such as health and education, in line with the projects and activities undertaken by the company.
4. The programs and mechanisms used that help highlight the company's efforts in the field of social work.
 - A- The company creates a set of programs and mechanisms that ensure the continuous implementation of social responsibility policies in a consistent and organized manner.
 - B- The company develops an annual plan approved by the Board of Directors detailing all contributions, events, and activities.
 - C- An annual budget is allocated for executing the social responsibility plan.
 - D- Continuous oversight by the Governance Committee on the implementation of the social responsibility plan.
 - E- Periodic reports are submitted on the executed activities, in addition to a regular news bulletin that outlines the events carried out by the company and the nature of its contributions.

11) Procedures for the Annual Social Responsibility Plan:

- 1- The company plans activities and events to meet its social responsibility commitments in alignment with the company's overall strategy.
- 2- The annual plan includes the areas of contribution, the timeline, and the necessary resources for implementing the required contributions.

- 3- The company develops an annual social responsibility plan that includes specific milestones for each social responsibility program, and the Marketing and Communications Department is responsible for proposing the annual social responsibility plans and recommending suitable programs for the company.
- 4- The CEO reviews the social responsibility programs and presents them to the Chairman of the Board for feedback and proposed amendments.
- 5- The plan is submitted to the Governance and Sustainability Committee for preliminary approval and then finalized by the Board of Directors.
- 6- The Marketing and Communications Department is committed to implementing all the items in the approved plan according to the designated timeline.

12) Reports:

- 1- A periodic report is submitted about the participation and contributions that were executed during the mentioned period to the concerned CEO, including any deviations from the established plan and the reasons for the deviation.
- 2- An annual report is submitted to the governance committee regarding the operations and contributions during the period and any deviations from the plan or budget and their reasons.
- 3- The governance committee submits an annual report to the Board of Directors on the company's achievements in the field of social responsibility.
- 4- The Board of Directors submits an annual report to the company's general assembly regarding the company's achievements in the field of social responsibility.