



# **Code of Conduct**

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# — INTRODUCTION

**Welcome** to the Code of Conduct for Evolution, a company dedicated to fostering a culture of innovation, leadership, and integrity. This document serves as a guide to the standards and principles that define our workplace environment and business practices. Our commitment to these values is unwavering, and we expect every member of our team to uphold them in their daily activities.

**At Evolution,** we believe in the power of ideas and the importance of each individual's contribution. Our Code of Conduct is not just a set of rules but a reflection of the values that drive our success: Noesis, Innovation, Leadership, Objectivity, Versatility, Efficiency, Originality, Transparency, and Ubiquity. By adhering to this code, we maintain a work environment that respects individual differences, fosters collaboration, and promotes ethical business practices.

# — CONTENTS

# OUR VALUES

## in Action

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# OUR VALUES IN ACTION

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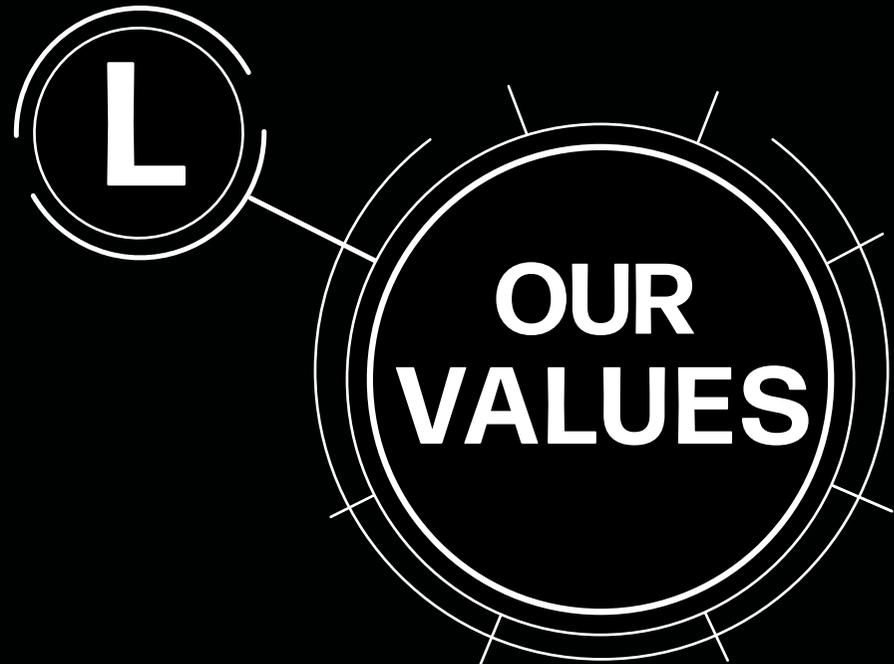
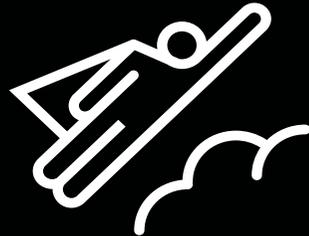
# OUR VALUES IN ACTION

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# L

## Leadership

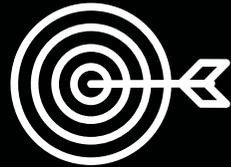
We lead by example, inspiring others through our actions and decisions. Leadership at Evolution means guiding with integrity and vision.



# OUR VALUES IN ACTION

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O



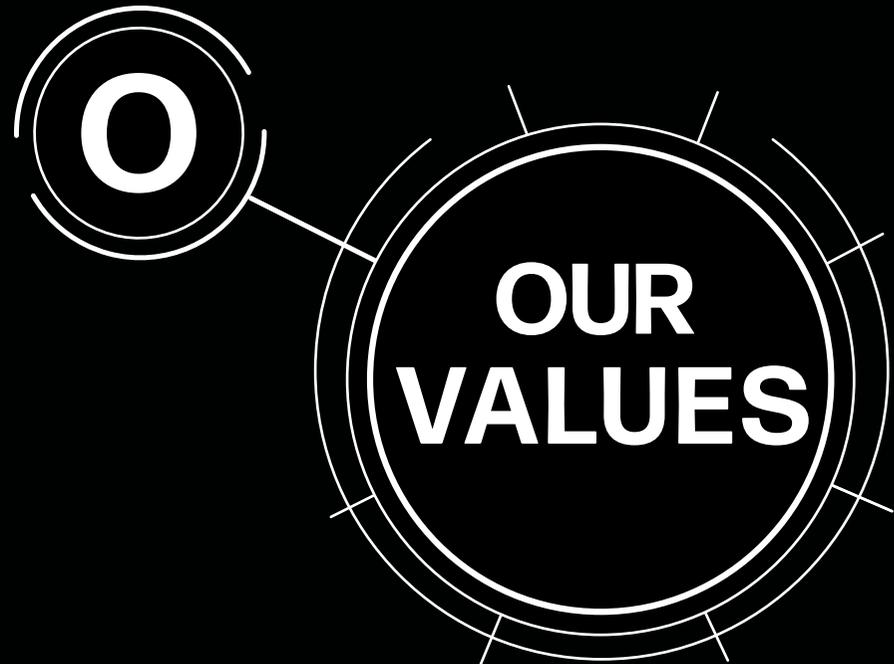
## Objectivity

Fairness and impartiality guide our decisions. We approach challenges with an open mind, valuing facts over opinions.

## Originality



Our unique perspectives fuel innovation. We encourage original ideas and value the diverse thoughts of our team members.



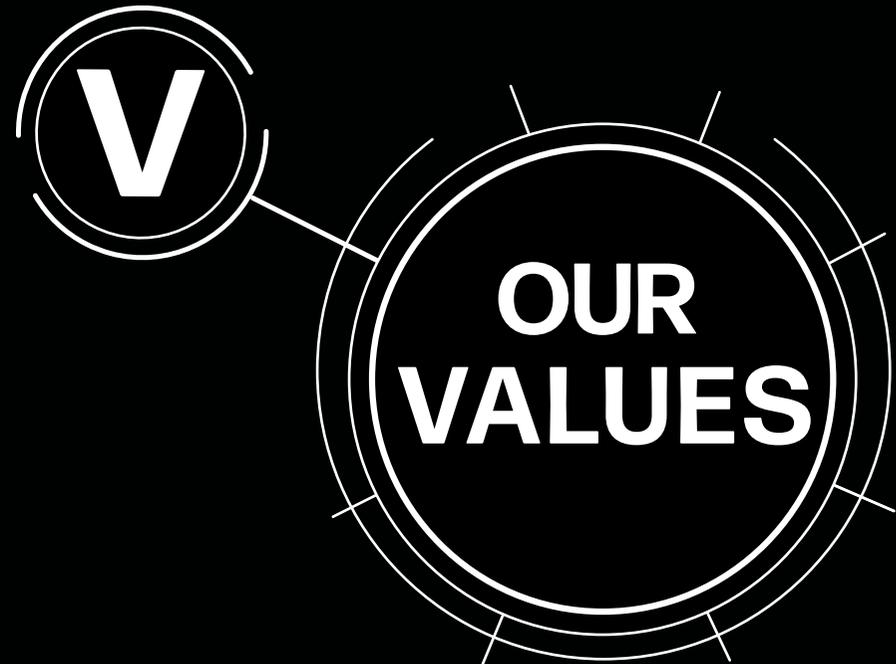
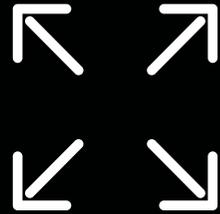
# OUR VALUES IN ACTION

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# V

## Versatility

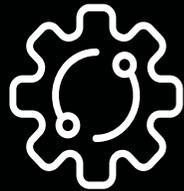
Adaptability is key in our fast-paced industry. We are agile and flexible, ready to meet the evolving needs of our clients and the market.



# OUR VALUES IN ACTION

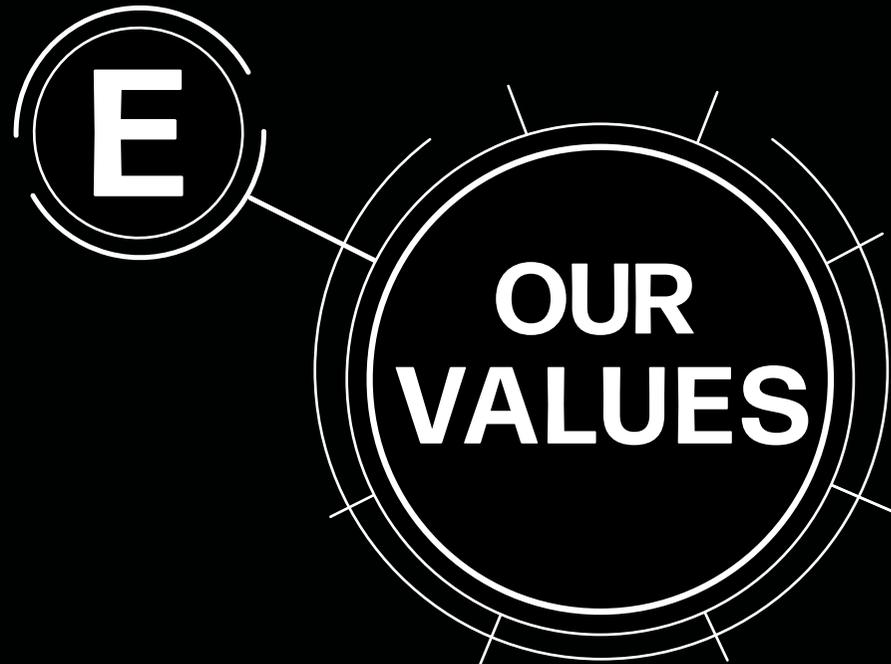
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# E



## Efficiency

We strive for operational excellence, optimizing processes to deliver quality results in a timely manner.



# OUR VALUES IN ACTION

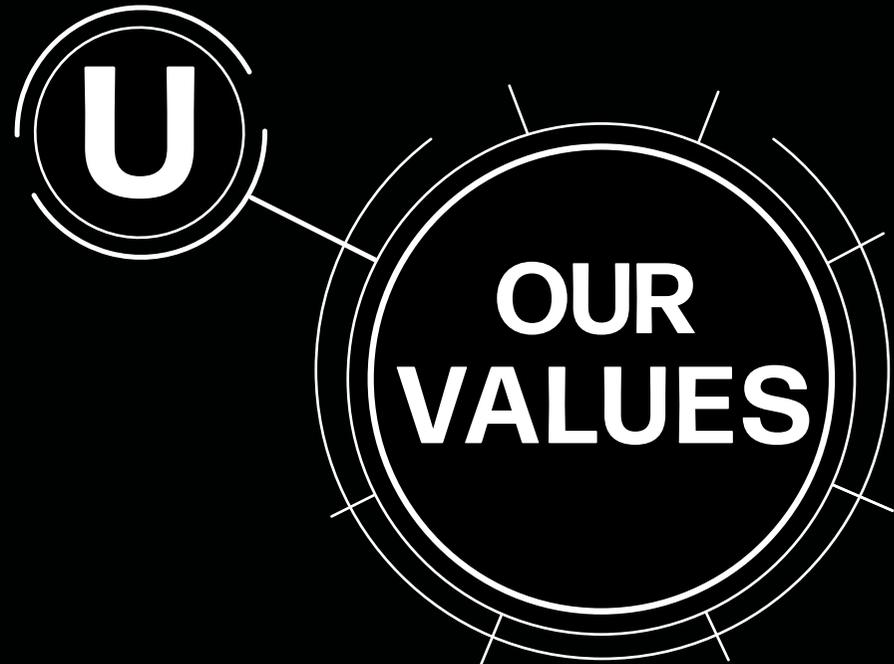
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# U



## Ubiquity

Our influence extends beyond our immediate environment. We aim to make a positive impact on the wider community and industry.



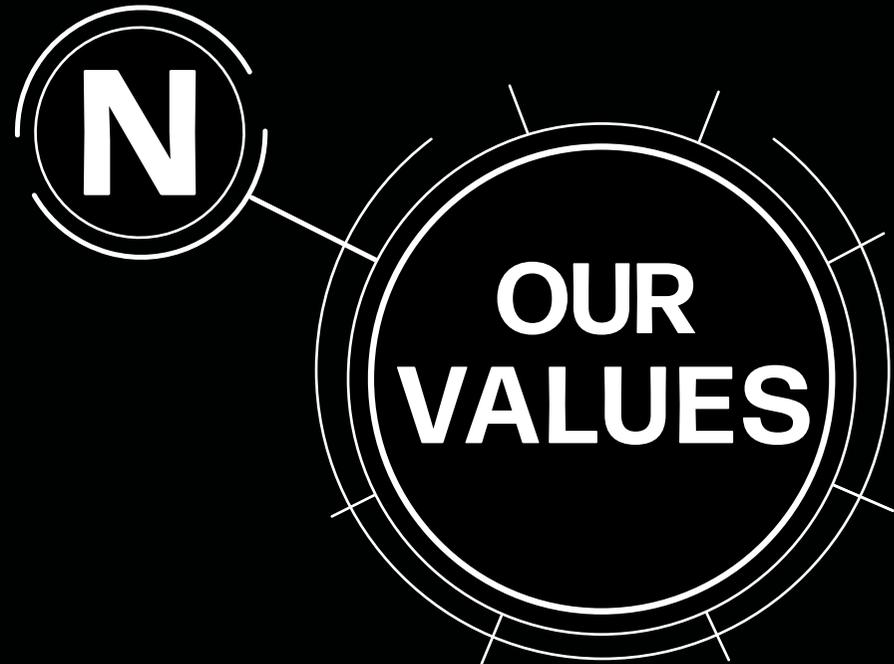
# OUR VALUES IN ACTION

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# N

## Noesis

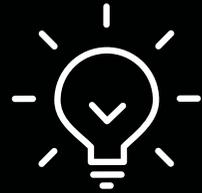
We champion intellectual growth and critical thinking, encouraging our team to pursue knowledge and understanding in all their endeavors.



# OUR VALUES IN ACTION

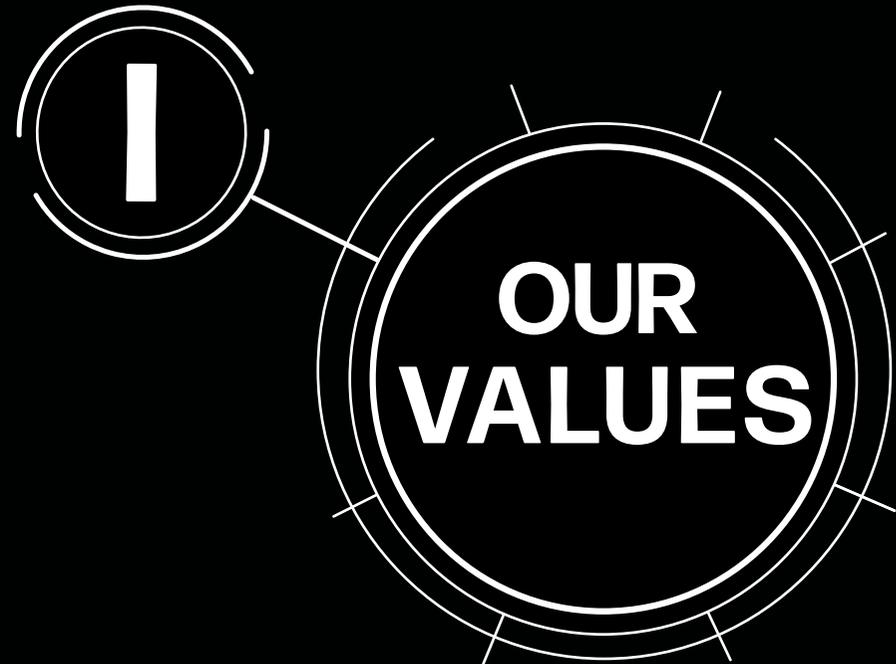
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I



## Innovation

Creativity is at the heart of Evolution. We constantly seek novel solutions and embrace change as an opportunity for improvement.



# OUR VALUES IN ACTION

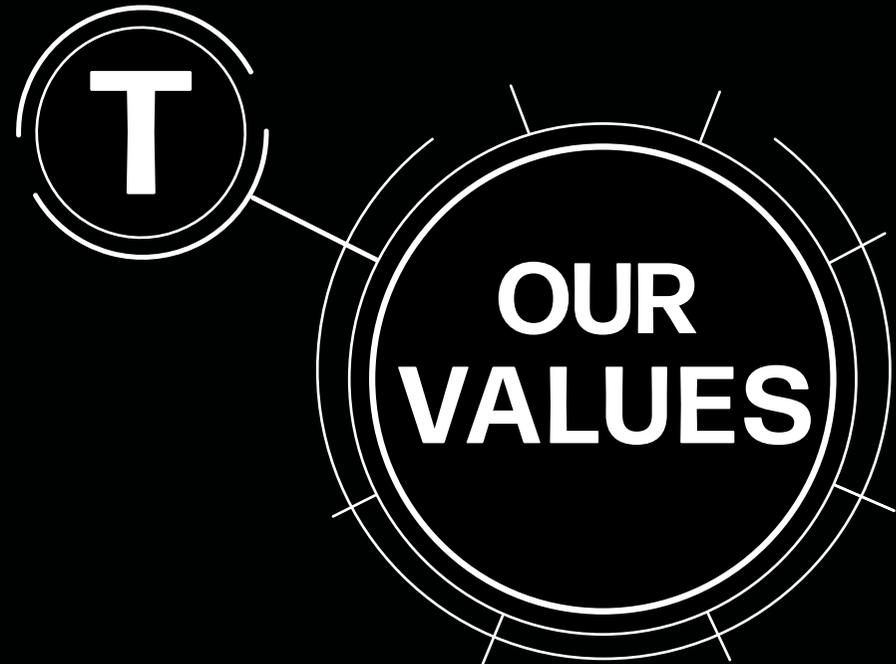
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# T



## Transparency

Honesty and openness are fundamental. We communicate clearly and openly, building trust with our clients and colleagues.



# 2

# COMPLIANCE WITH Egyptian Labor Laws

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**Evolution** is dedicated to full compliance with all applicable Egyptian labor laws. This commitment ensures fair employment practices, the prevention of discrimination, and the maintenance of a safe and healthy work environment. We adhere to the principles of equal opportunity employment, ensuring that all employment decisions are based on merit, qualifications, and abilities.

**Our workplace** policies are designed to comply with local labor laws regarding working hours, wages, and benefits. We also prioritize the health and safety of our employees, implementing standards and practices that exceed the minimum legal requirements. By upholding these standards, we not only comply with the law but also demonstrate our commitment to the well-being and fair treatment of our team members.



# 3

# ETHICAL Standards

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# **ETHICAL STANDARDS**

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**At Evolution** we uphold the highest ethical standards in all our business dealings. Integrity, honesty, and professionalism are the cornerstones of our operations. We expect every team member to conduct themselves in a manner that reflects positively on the company and adheres to the principles of ethical business practices.

**We** draw inspiration from global standards for ethical conduct, ensuring that our actions are not only legally compliant but also socially responsible. This includes maintaining transparency in our operations, avoiding conflicts of interest, and ensuring fair competition. Our commitment to ethical standards is integral to building trust with our clients, partners, and the community.

# 4

# CONFLICT Resolution

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# **CONFLICT RESOLUTION**

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**In a close-knit** team like ours at Evolution, effective conflict resolution is key to maintaining a harmonious work environment. We encourage open communication and mutual respect as the foundation for resolving any disagreements or conflicts. Our approach is to address issues promptly and constructively, ensuring that all parties are heard and their perspectives considered.

**For conflicts** that arise, we advocate for a collaborative problem-solving approach. This involves direct communication between the involved parties, facilitated by a neutral mediator if necessary. Our goal is to reach a resolution that is fair and satisfactory for all involved, preserving the integrity of our team dynamics and fostering a positive workplace culture.



# 5

# DIVERSITY and Inclusion

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# DIVERSITY AND INCLUSION

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**At Evolution** we are committed to creating an inclusive and diverse workplace. We believe that a variety of perspectives and experiences enriches our company culture and drives innovation. Our policy on diversity and inclusion focuses on promoting equality, respect, and opportunities for all, regardless of gender, race, religion, age, or background.

**Female** empowerment is a key aspect of our diversity efforts. We actively support the advancement of women in our industry through equal opportunities in hiring, career development, and leadership roles. By fostering an environment where everyone feels valued and empowered, we build a stronger, more dynamic team.



# 6

# DATA PROTECTION and Privacy

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# DATA PROTECTION AND PRIVACY

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**Evolution** places a high priority on the protection of data and privacy. We are committed to safeguarding the personal and confidential information of our employees, clients, and partners. This commitment extends to all forms of data, whether digital or physical.

**Our data** protection policies are in line with standard practices, ensuring that all sensitive information is handled responsibly and securely. We regularly review and update our data security measures to prevent unauthorized access, disclosure, alteration, or destruction. Employees are trained in data protection best practices and are expected to adhere to these guidelines in their daily work.



# HEALTH and Safety

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# HEALTH AND SAFETY

**At Evolution**, we are committed to providing a safe and comfortable working environment for all our employees. Recognizing the importance of ergonomics, we strive to ensure that our office space is conducive to health and productivity.

**We regularly** assess our workplace to identify and mitigate potential health and safety risks. This includes ergonomic evaluations of workstations, ensuring proper lighting, temperature control, and providing necessary safety equipment. We also encourage employees to voice any concerns regarding workplace safety, and we are committed to addressing these issues promptly and effectively.

# 8

# DISCIPLINARY Actions

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# DISCIPLINARY ACTIONS

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**Evolution** takes any violation of this Code of Conduct seriously. Our approach to disciplinary actions is fair, consistent, and transparent. When a violation occurs, we follow a structured process to address the issue, which may include a formal warning, retraining, suspension, or, in severe cases, termination of employment.

**Our goal** is not only to enforce the Code of Conduct but also to support our employees in understanding and adhering to these standards. We believe in providing guidance and opportunities for improvement, ensuring that all team members are aligned with our values and ethical standards.



# 9

# TRAINING and Development

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# TRAINING AND DEVELOPMENT

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**Evolution** is committed to the continuous learning and development of our employees. We provide an educational budget for each team member, offering reimbursement for relevant courses and training every quarter. This policy supports our employees in enhancing their skills and knowledge, contributing to both their personal growth and the success of our company.

**In addition to** this educational budget, we regularly conduct training sessions on various aspects of our Code of Conduct. These sessions are designed to ensure that all employees are aware of and understand our company policies, ethical standards, and legal obligations. By investing in our employees' development, we foster a culture of continuous improvement and excellence.



10

# Feedback and Amendments

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# **Feedback and Amendments**

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**Evolution** values the input and feedback of our employees regarding our Code of Conduct. We encourage open and honest communication, and we are committed to considering all feedback in the ongoing development of our policies.

**We** have established a process for reviewing and amending the Code of Conduct. This process involves regular assessments to ensure that our policies remain relevant and effective. Amendments may be made in response to changes in legal requirements, industry standards, or the evolving needs of our company and employees. We are dedicated to maintaining a Code of Conduct that reflects our values and supports our commitment to ethical and responsible business practices.

**Delivering Elegance ...**