

LETTER OF UNDERTAKING - CODE OF BUSINESS CONDUCT FOR VENDORS OF GALFAR

We at M/s. _____ (Company Name),
P.O.Box: _____, PC: _____, _____ (Business
Address), understand and agree to abide by the
following Code of Business Conduct applicable to Vendors ^[2] of GALFAR.

- Business transactions with GALFAR shall be conducted with the highest standards of honesty and integrity.
- Business shall be in compliance with statutory and regulatory requirements of the Sultanate of Oman and the laws of the country in which the goods or services are delivered.
- Confidentiality of information supplied by GALFAR shall be protected at all times.
- Employees of GALFAR shall not be contacted with tangible or intangible benefits which may directly or indirectly influence a business decision including the award of Contract^[3] to our company.
- We understand the Code of conduct of GALFAR ^[1] and our business with GALFAR and its employees shall comply with the Code of conduct.
- We shall abide by the timelines stipulated by GALFAR in their Request for Proposal, Request for Quotation and Contract ^[3].
- We shall not fraudulently influence, coerce, manipulate, mislead or misrepresent any information to any employee of GALFAR which may lead to misjudgment in the award of a Contract^[3].
- Shall inform GALFAR immediately in case of bankruptcy or insolvency proceedings instituted against our company or in case of a take-over, merger proposals or any major change in stake holder position.
- Protect GALFAR's assets at all times from any misuse, waste or careless conduct resulting in loss to GALFAR.
- Shall report in writing to the Vice President (SCM) of any relationship or conflict of interest with any staff of Supply Chain Management Unit that would affect our judgment or ability to act in the best interest of GALFAR.
- Any attempt of fraud, misconduct or violation of the above, in the course of business with GALFAR and its employees shall be reported according to the Whistle blowing policy of GALFAR ^[1].
- We shall also abide by the Code of Conduct or similar policies enforced by the Client(s) of GALFAR.

We understand that any violation to this Policy can have severe consequences and where warranted to the extent of blacklisting our Company from any future dealings with GALFAR with regards to the supply of goods and / or services.

(Signature*) _____ (to be signed by company authorized signatory only)

Name: _____ Title / Designation: _____

Company stamp indicating CR No.:

Date:

Note [1]: Galfar Code of Conduct and Whistle Blowing Policy is available for the Public reference at <http://galfar.com/code-of-conduct-wb-policy>

Notes [2]: Vendor means Supplier or Subcontractor or Consultancy provider.

Notes [3]: Contract can be Purchase Order (PO) or Subcontract Work Order or Service Order.