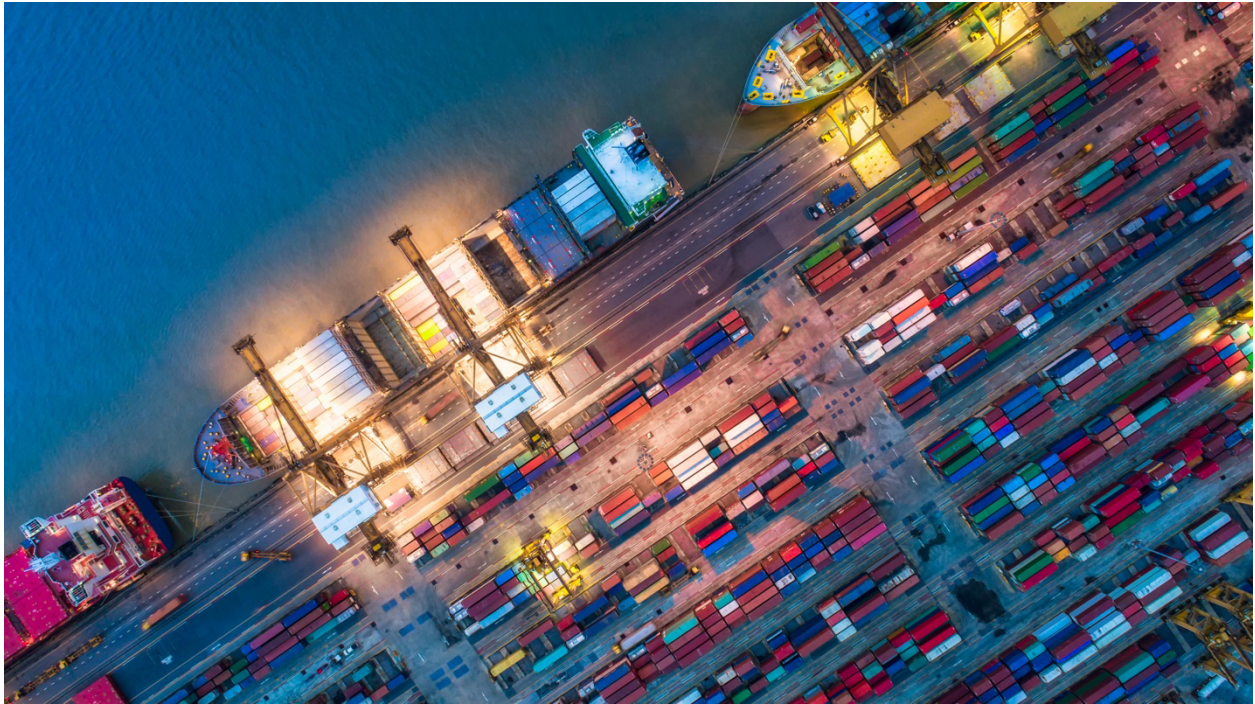




TANTIVY LOGISTICS L.L.C

CODE OF CONDUCT



Tantivy Logistics LLC Code of Conduct (Version 2025)

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1. Introduction

Tantivy Logistics LLC is committed to conducting its operations with integrity, transparency, and respect for people and the environment. This Code of Conduct outlines the standards of behavior expected of all employees, management, contractors, agents, and suppliers. It reflects the principles of the SMETA 4-Pillar Framework, encompassing Labour Standards, Health & Safety, Environmental Management, and Business Ethics.

This Code applies to all locations and operations of Tantivy Logistics LLC, including suppliers and service providers. All parties must comply with applicable local laws and international standards such as the International Labour Organization (ILO) Conventions, Universal Declaration of Human Rights, and relevant environmental and anti-corruption laws.

2. Purpose

The purpose of this Code of Conduct is to ensure responsible business practices across all aspects of Tantivy Logistics LLC's operations. It defines expectations for ethical conduct, fair treatment of employees, safe working conditions, environmental protection, and transparent business dealings.





3. Labour Standards

3.1 Freely Chosen Employment

- Tantivy Logistics LLC prohibits the use of forced, bonded, or involuntary prison labour.
- Workers shall not be required to surrender identity documents, deposits, or financial guarantees as a condition of employment.
- Employees are free to leave employment after reasonable notice as required by national law.
- No recruitment or placement fees will be charged to workers. If any such fees are identified, Tantivy will reimburse the employee in full.
- The company and its recruitment partners will maintain written agreements ensuring ethical recruitment practices.

3.2 Child and Young Worker Protection

- No person under the age of 15, or under the legal minimum age of employment (whichever is higher), will be employed.
- Age verification procedures are mandatory prior to employment.
- Young workers (ages 15–18) shall not be exposed to hazardous work, night shifts, or overtime.
- In the event child labour is discovered, Tantivy will implement a remediation plan ensuring the child's welfare and education continuity.

3.3 Working Hours and Rest Periods

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- Regular working hours will not exceed 48 hours per week, and total hours including overtime will not exceed 60 hours.
- Overtime is voluntary, paid at a premium rate of at least 125%, and must not exceed legal limits.
- Workers shall receive at least one day off in every seven-day period.
- Rest breaks and meal periods will be provided in accordance with law and collective agreements.

3.4 Wages and Benefits

- Wages shall meet or exceed the legal minimum or industry benchmark, whichever is higher.
- All employees will receive written, understandable payslips itemizing hours worked, overtime rates, deductions, and bonuses.
- Deductions from wages must be lawful and transparent.
- Payment will be made at least monthly and directly to the employee's bank account where possible.
- Tantivy will work progressively toward providing a living wage.

3.5 Freedom of Association and Collective Bargaining

- Employees are free to join or form trade unions and to bargain collectively.





- Where union representation is restricted by law, Tantivy supports alternative means for independent worker representation.
- Worker representatives will meet with management at least once per month to raise concerns and review corrective actions.

3.6 Non-Discrimination, Harassment, and Disciplinary Practices

- Employment decisions are based on qualifications, competence, and performance.
- Discrimination on the grounds of gender, age, nationality, religion, disability, or any other status is strictly prohibited.
- The company maintains a zero-tolerance policy for harassment, bullying, or physical, verbal, or psychological abuse.
- All disciplinary measures must be documented, fair, and free from humiliation or fines.





4. Health and Safety

Tantivy Logistics LLC prioritizes the safety, health, and well-being of its employees, contractors, and visitors.

4.1 Health and Safety Management System

- A documented Health & Safety Management System will be implemented in compliance with national regulations.
- Risk assessments shall be conducted annually for all departments, including warehouses, transport operations, and offices.
- A Health and Safety Committee composed of worker and management representatives shall meet quarterly.

4.2 Emergency Preparedness

- Emergency exits and evacuation routes shall be clearly marked and unobstructed at all times.
- Fire extinguishers, alarms, and emergency lighting will be maintained and inspected monthly.
- Fire drills will be conducted at least twice a year with attendance logs maintained.
- First aid kits will be provided in all operational areas, and trained first-aid responders will be designated.





4.3 Occupational Safety and PPE

- Appropriate Personal Protective Equipment (PPE) will be provided at no cost and replaced as needed.
- PPE issuance and replacement records shall be maintained.
- Only trained and certified personnel are permitted to operate machinery, forklifts, or vehicles.

4.4 Incident Reporting and Investigation

- All incidents, near-misses, and occupational illnesses must be reported immediately.
- Each incident will be investigated using root-cause analysis to prevent recurrence.
- Corrective and preventive actions (CAPAs) will be tracked and reviewed during management meetings.

4.5 Workplace Welfare

- Facilities such as toilets, canteens, and rest areas must be clean and hygienic.
- Potable drinking water shall be available to all employees.
- Where employee accommodation is provided, it must meet minimum standards for space, ventilation, lighting, and sanitation.





5. Environmental Management

Tantivy Logistics LLC recognizes its responsibility to protect the environment and strives to minimize the ecological footprint of its operations.

5.1 Compliance and Legal Requirements

- All environmental laws, permits, and regulations will be strictly followed.
- A register of applicable environmental legislation shall be maintained.

5.2 Environmental Aspects and Impacts

- Key environmental aspects include energy use, fuel consumption, water use, emissions, and waste generation.
- Annual environmental objectives and targets will be established, monitored, and reviewed.

5.3 Waste and Chemical Management

- Waste shall be segregated into recyclable, non-recyclable, and hazardous streams.
- Licensed vendors will handle hazardous waste disposal.
- Chemical containers must be labeled and stored in designated areas with spill kits readily available.
- Spill response drills will be conducted annually.





5.4 Resource Conservation

- Initiatives will be implemented to reduce water, electricity, and fuel usage.
- Eco-driving practices and preventive maintenance programs will be promoted among transport staff.





6. Business Ethics and Integrity

Tantivy Logistics LLC conducts business with honesty, integrity, and fairness in all dealings.

6.1 Anti-Bribery and Anti-Corruption

- Bribery, facilitation payments, or kickbacks of any kind are prohibited.
- Employees must not offer or accept gifts or hospitality that could influence business decisions.
- Gifts exceeding AED 100 require prior written approval from management and must be recorded in the Gifts Register.

6.2 Conflict of Interest

- Employees must avoid activities that create, or appear to create, a conflict between personal interests and company responsibilities.
- Any potential conflicts must be disclosed in writing to the HR or Compliance Department.

6.3 Confidentiality and Data Protection

- Employees must safeguard confidential company information and customer data.
- Unauthorized sharing, copying, or use of company information for personal benefit is prohibited.





6.4 Fair Competition and Anti-Money Laundering

- Tantivy supports open and fair competition in all markets.
- Employees must comply with anti-trust, competition, and anti-money laundering laws.
- Suspicious transactions must be reported to alal@tantivy.co.





7. Grievance and Whistleblowing

- Employees and stakeholders are encouraged to report any concerns, misconduct, or violations of this Code.
- Reports may be made confidentially or anonymously through the company's hotline: +971 528 8613 85 or dedicated email: alal@tantivy.co.
- Tantivy guarantees protection against retaliation for those who report in good faith.
- All reports will be logged, investigated, and resolved within defined timeframes.
- Awareness posters and periodic training on grievance procedures will be maintained at all worksites.





8. Supplier and Contractor Compliance

- Suppliers and contractors must comply with this Code of Conduct and all applicable laws.
- They are expected to cascade these standards to their sub-suppliers.
- Tantivy reserves the right to audit suppliers, review documentation, and require corrective actions when necessary.
- Failure to comply may result in termination of business relationships.





9. Training and Awareness

- All employees shall receive Code of Conduct training during induction and annual refreshers thereafter.
- Department heads are responsible for ensuring attendance and understanding.
- Specialized training (e.g., anti-bribery, H&S, grievance handling) will be provided based on job roles.

10. Continuous Improvement

Tantivy Logistics LLC is committed to ongoing improvement in its ethical, social, and environmental performance. The Code of Conduct will be reviewed annually, incorporating feedback from employees, clients, and audit findings. Updates will be communicated company-wide.





11. Acknowledgment

I, _____, confirm that I have read and understood the Tantivy Logistics LLC Code of Conduct (Version 3) and agree to comply with its requirements.

Acknowledgement Method:

Please confirm your acknowledgement by **replying to this email**.

Company Name: _____

Date: _____

