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|---|--|------------------------|----------------|------------|
|  | <b>SAG ALSAHRA Trading &amp; Contracting Co. LLC</b> |                        |                |            |
|   | Document Name:                                       | Impartiality Statement |                |            |
|   | Document Number:                                     | IQMS-Annexure-4        | Revision:      | 0          |
|   | Date of Issue:                                       | 10-07-2020             | Revision Date: | 10-07-2020 |

SAG ALSAHRA (SAG) has responsibility for ensuring that our inspections and related outputs meet the requirements of the Regulatory and Customer needs.

Inspection and certification of are important parts of the process of compliance. By law, we must not apply impartiality influence on what the law calls “third party conformity assessment bodies” which are the inspection bodies we use to conduct the inspection, to produce favorable inspection results for us.

The law does not provide a definition of “impartiality.” It is our company’s policy that any action or statement that undermines the credibility and validity of the inspection process used for the certification is impartial. If you have any doubt, report it.

All reported incidents of possible impartiality breach will be promptly and fully investigated.

SAG does not allow commercial, financial or other pressures to compromise impartiality. (A relationship that threatens the impartiality of the SAG can be based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding), and payment of a sales commission or other inducement for the referral of new customers, etc).

## TRAINING

It is our organization’s Impartiality policy that we will train all employees who interact with inspection customer site to make certain no one engages in actions or makes statements that will be considered impartially. If we change our Impartiality policy, we are committed to retraining all employees regarding those changes.


In accordance with the requirements imposed upon us by the test methods all employees who are trained will be required to sign a statement attesting to their training attendance.

## PROCEDURE

If you witness or are aware of what you believe is an incident of impartiality, it is your responsibility to report it.

Every effort will be made to keep a report confidential, but remember, all of us have the responsibility to report impartiality, even though it may be difficult or uncomfortable to do so. Further, be assured, we will not tolerate any retaliation against you for reporting any incident or participating or cooperating with any investigation of an impartiality.

You should report it to your immediate supervisor. If you are uncomfortable with reporting it to your supervisor for whatever reason (for example, that supervisor is involved in the incident of possible impartiality), (Mr Hamdan al Gahaffi MD 92226985) is the designated individual in our company for investigating any impartial act. You may also report an incident to any officer of the company if you feel that is the best course of action.

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Any individual or interested party can immediately inform ((Mr Hamdan al Gahaffi MD 92226985) , for investigating any impartial act, who will conduct the investigation, or instruct any officer of the company who is not involved in the accused partial activity by an individual or department.

#### WHEN UNDUE INFLUENCE HAS BEEN FOUND TO HAVE OCCURRED

If necessary, employees who have been determined to have engaged in impartiality will be disciplined in accordance with our policies for employee disciplinary actions. As appropriate under the circumstances, the discipline may range from a written or verbal warning up to and including termination of employment.

We will take all appropriate actions to correct the situation including re-inspection of the products and retraining of employees.

If a risk to impartiality is identified, SAG will ensure that those risks are eliminated or minimizes such risk through proper risk assessment.

We will promptly report all Impartiality incidents to the Accreditation body.



Hamdan Al Gahaffi



Chairman

Date: 10-07-2020