

# Ethical Charter of the employees of Partova Engineering Production Company

With the help of God Almighty, we, the employees of Partova Company, in order to protect the national interests, by providing a dynamic, healthy, vibrant environment and customer satisfaction, we agree to be diligent in implementing the principles of the company's ethical charter as follows:

## Ethical policy towards customers and consumers

- Genuine respect and preservation of the human dignity of the employer, in any situation is the headline of our moral ideology.
- Transparent, timely, accurate and complete information and providing effective advice and training, our response to the right to information of respected employers.
- Speed, accuracy, ease and quality in providing services and delivery of goods, is a prominent feature of Partova.
- Privacy and customer secrets and confidentiality is our professional policy.
- Criticism is the right of the employer. Accountability, liquidity and compensation for the performance of the organization is our motto.
- Adherence to obligations, especially in price, execution and timely and flawless delivery of materials and services, is our organizational characteristic.
- We respect the views of employers and emphasize their right to choose by providing a variety of services and by being flexible and welcoming their needs and tastes.
- Providing pre-sales to after-sales services, along with adhering to quality standards, is more than a professional duty, we also consider it a moral obligation.
- Partova's motto is to face honestly, fairly, frankly and to avoid any deception.

## Ethical policy towards human resources

- Good behavior and maintaining the genuine respect and human dignity of colleagues, in any working situation, is the governing principle of all behaviors and regulations. We manage the business environment in such a way that the feeling of value is a constant gift of the organization to colleagues.
- Adherence to distributive and procedural justice and procedure in all professional matters and avoidance of any discrimination in the face of all human resources are considered to be the pleasure of the Lord of the worlds and as a divine duty in decisions, regulations, giving opportunities We emphasize the observance of justice in professional systems and systems.
- Finding information about anything related to the material and intellectual rights of employees is the right of human resources, and transparent, timely, accurate and complete information is the ethical duty of the company.
- Human resources, their interests and secrets are a divine trust with the company. Writing the privacy of colleagues and systematic protection of their privacy is our organizational characteristic.
- Observing the balance between responsibilities, powers and facilities is one of the most obvious examples of fairness in the profession.
- Honest and explicit confrontation with employees and responding to them, paying attention and paying attention to employees' views, we consider necessary for the permanence and stability of Partova Company.
- Enjoying fair and proportionate rights in the labor market is the right of employees and we are committed to ensuring the livelihood of employees in order to improve it at all levels.
- Appreciating the good cooperation of employees, informing and giving the opportunity to change behavior to colleagues who are short in their professional activities and behavior, are the two ethical foundations of a comprehensive system of reward and punishment.
- Correcting and facilitating the relationship of human resources with managers and promoting the pattern of communication behavior based on authority and intimacy is our task.

## Ethical policy towards competitors (ethical competition policy)

- We adhere to win-win interaction with competitors based on the protection of employers' rights and avoid any harm to competitors in all professional activities such as business negotiations, advertising and..
  - Respect for the dignity of competitors' human resources and maintaining it, and avoiding absenteeism and slander against competitors, is our ethical policy.
  - Striving to develop a culture of healthy competition and make the business environment competitive and to avoid any competitive activity is our professional and ethical commitment. Striving for a reference position in the industry, as long as it is based on professional competence, fosters a competitive environment.
- Adherence to transparency, legality, and avoidance of any dual relationship with competitors' human resources is the basis of our professional interaction with competitors.
- Protecting the privacy of competitors, avoiding access to their confidential information and protecting their secrets within the framework of the law, is our characteristic.
  - We respond to unethical behavior with ethical commitment and interact in a synergistic manner to create capacity, opportunity and threat management to safeguard national interests and employer rights, encourage competitors to adhere to professional ethics and assist them in promoting our moral health is.
  - Legitimacy and adherence to mutual obligations and honest, clear and transparent confrontation with competitors is our organizational characteristic.

## Ethical policy towards citizens and national interests

- Observing good neighborliness and respect for the rights of neighbors, such as the right to privacy, maintaining peace of mind, sensitivity to the financial and spiritual interests of neighbors and trust in their property, confidentiality and accountability to them are the basis of our interaction with Neighbors.
- National interests and the well-being of citizens are at the heart of our professional activities when participating in productive employment, product development and service delivery. Observing social justice in providing employment opportunities and creating opportunities for citizens to enjoy goods and services is one of Partova's most important moral values.
- It is our moral duty to take the lead in charitable work and to help the needy, especially in times of crisis, and to participate in promoting the public welfare of society.
- Trust in the people, responding to the criticisms and challenges of the citizens, paying attention to public views and honestly and frankly confronting the mass media is our motto.
- Participation in promoting a culture of vitality, happiness, hope and civic ethics is one of the principles of our social responsibilities.
- Participate in the promotion of industry-related standards and product quality in order to increase the durability of products, save resources and avoid wasting existing resources as our duty to protect national interests.
- We consider the effort in the development of knowledge and technology and the promotion of industry to get rid of any dependence and achieve self-sufficiency as a guarantee of national dignity.
- We recognize the rule of law as respect for the rights of citizens and emphasize the rule of law and regulations in all professional matters, especially in the fulfillment of national rights and demands. We consider honest and effective cooperation with regulatory organizations as participation in the protection of national interests.
- Respect for social norms, values and divine rites is our moral creed.
- Enjoy a beautiful environment as the right of neighbors and citizens.
- We emphasize on supporting university centers and cultural institutions and participation in the cultural development of the country.
- We will never trade with individuals or organizations that work against the interests of humanity under the slogan of halal business.

## Ethical policy towards suppliers and contractors

- Honest, honest, and genuine respect for suppliers is the motto of our ethics.
- Fairness in concluding the contract, adhering to the provisions of the contract and timely payment of claims is our policy with suppliers.
- It is our moral duty to be benevolent, to provide psychological security, to protect the professional status of suppliers, to avoid any harm, to protect the privacy of suppliers, and to keep their information confidential.
- We are trustworthy of what is available to us from the property, human resources and intellectual property of the suppliers.
- Suppliers will always find us liquid. Finding information about their views and criticisms and responding to them is our moral obligation.
- Spiritual support for suppliers, assistance and good cooperation in critical situations and continuation of cooperation based on satisfaction is the organizational character of Partova Company.
- We will assist contractors and suppliers in the development of professional ethics.
- We interact with suppliers based on the precise and clear expression of the expectations and commitments of the parties.
- It is our moral duty to act swiftly in matters relating to the rights of suppliers.
- We emphasize the creation of information opportunities and fair competition conditions.
- Appreciating the good cooperation of suppliers is a moral and God-pleasing value.
- Protecting the legal rights of contractors is our human duty.
- We consider the right of suppliers to have a competent and fair supervisor, and we consider scientific and professional fairness and rules in monitoring, evaluating and judging the activities of contractors.
- We consider the predictability of the organization for suppliers as a guarantee of protecting their rights.

## Ethical policy in environmental protection

- Legitimacy and adherence to environmental standards, the use of environmentally friendly systems and active cooperation with environmental organizations and efforts to improve standards, is our professional and ethical responsibility.
- Educating and promoting the culture of environmental protection in human resources of Partova Company, especially employees and contractors, public encouragement of environmental activities and promoting the culture of not using high voltage electricity in the human environment, is the focus of our efforts.
- Creating green space in the environment of projects and participation in the national development of green space is considered a step in preserving the environment.
- It is our moral duty to provide spiritual, financial and scientific support to nature lovers and environmentalists.
- Institutionalizing environmental concerns in project management, prioritizing prevention over treatment in environmental degradation problems, and continuing efforts to reduce environmental pollution, and investing in the optimal management of oil, oil, chemical, and human wastes are our ethical policy.
- Conservation of resource utilization and development of recycling programs is an important step in preserving the environment.