



Middle East Fuji LLC

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Mobility • Sustainability • Creativity

MEF Group Policies

Internal and External Communication Policy

Middle East Fuji Group of Companies is committed to maintaining clear, professional, and respectful communication across all departments, Group companies, and with external stakeholders. Effective communication supports our Quality, Environmental, and Occupational Health & Safety Management Systems and protects the Group's reputation. **Respectful communication is mandatory at all times.**

This charter applies to all employees, management, contractors, and authorized representatives, covering verbal, written, electronic, and digital communication within the Group and with external parties. All communication must be respectful, professional, clear, accurate, and timely. Confidential or sensitive information must be handled responsibly, and everyone is accountable for the content and tone of their form of communication.

Internally communication whether electronic or in person should foster teamwork, respect with cultural sensitivity, cooperation, and continuous improvement. Employees are encouraged to report quality issues, environmental concerns, hazards, and incidents without fear of retaliation. Misconduct in accordance with applicable law, will not be tolerated.

External Communication whether electronic or in person employees must communicate professionally and with cultural sensitivity and respect. Only authorized personnel may issue official information or commitments on behalf of the Group. Official communication platforms shall be used responsibly, and confidential information shall not be shared through unauthorized channels. Remote, emergency, and external communications shall be professional, controlled by authorized personnel, properly documented, and retained as per procedures.



The Middle East Fuji Group's top Management promotes, supports, and enforces respectful communication, while all employees are responsible for following this charter.

President

Date

28/01/2026