



Neda General Trading Importer of  
Petroleum Products Ltd.  
**Corporate Social Responsibility Policy**



## 1. What is CSR?

CSR is a sustainability framework employed by organizations that integrates social and environmental concerns into their strategy, to positively impact society.

## 2. Purpose

- 2.1 The purpose of this policy is to provide information and guidance to our shareholders, employees and other stakeholders on what we mean by corporate social responsibility and how we propose to work towards achieving it.
- 2.2 To drive measurable change in the communities where the company operates by pursuing CSR programmes and ensure maximum development impact.
- 2.3 At NGT, the core of our culture revolves around upholding the highest values, and we extend these practices to our staff, our consumers, and our industry contemporaries.
- 2.4 All employees and affiliates representing NGT are encouraged to uphold the social and environmental value set forth in this policy document.

### Terms used in this policy:

- a) "we", "our" and "us" refer to NGT
- b) "third party" includes but is not limited to: any individual or organization we come into contact with during the course of our work; actual and potential customers, suppliers, distributors, business contacts, agents, advisers, government and public bodies, including their advisors, representatives and officials, politicians and political parties.

**It is imperative that all our employees read, understand and act in accordance with this policy, in conjunction with the relevant Employee Handbook or local employee policies.**

### 3. CSR Guiding Principles

- 3.1 Operate as a socially conscious company, delivering maximum value to its stakeholders, with which they shall be proud to be associated.
- 3.2 Behave ethically and enhance the standard of living for our stakeholders and the local communities.
- 3.3 Develop strong environment consciousness in its operations and conform all business processes to be in line with local environmental regulations.
- 3.4 Adopt open and transparent practices that are grounded in ethical values and respect for local communities and environment.
- 3.5 Align the corporate strategy and goals with development of local communities and environments.

### 4. Building Communities – Growing Together



- 4.1 Building communities start from within, thus at NGT we foster an environment where employees feel safe and heard.
  - a) Employees are encouraged to undertake training and development programmes, to keep to date with health and safety protocols.
  - b) To develop a strong safety culture where employees can go to work and safely return home to their families, extensive safety trainings are arranged.
- 4.2 We aim to support the growth of our local communities, as we realise how vital it is for the places in which we operate to also prosper.
- 4.3 Develop programs that help bridge the development gap between rural and urban communities in regions that NGT has operations.
- 4.4 Generate employment opportunities for local communities wherein NGT operations are based, and in turn positively impact the economic development of the local communities.
  - a) The presence of the Company in different regions also supports economic development via emergence of business activities around its locations, such as around its fuel and other storage facilities.
- 4.5 Support local charities that have more direct access and impact on the stakeholders of the local communities.
  - a) NGT encourages its employees to participate in fundraising activities which not only helps develop their personal skills but also brings them closer to the communities their raised funds help.
- 4.6 At NGT, we encourage active engagement and dialogue with stakeholders of communities in which we operate so that we can collaborate collectively on social initiatives that would positively empower communities and society at large.

## 5. Environmental Sustainability

- 5.1 Perpetual review of our business processes to assess for further potential sustainability improvements.
- 5.2 Communicate our environmental policy clearly to all staff & provide the necessary training for our staff to adopt the sustainable practices.
- 5.3 Wherever possible, exercise the approach that leads to minimal pollution.
- 5.4 Wherever possible, recyclable & eco-friendly materials must be used for the provision of all our services. NGT employees have access to recycling facilities, and/or have access to recycling schemes.
- 5.5 Encourage our stakeholders to adopt environmentally friendly practices.



## 6. Implementation Strategy

- 6.1 NGT will undertake necessary due diligence for any CSR activity. The CSR Committee has to ensure that any proposed activity is aligned with our strategic CSR Objectives.
- 6.2 We will also review project or activity proposal and monitor the implementation of the projects/activities on regular basis and establish an evaluation framework for supported causes.
- 6.3 The Company should ensure that prior approval is in place for each proposal/activity and spending with clear identification of the process.

## 7. Policy Review

**This policy will be reviewed on an annual basis, with the next review date in January 2025.**