



LIKHA Trading LLC.

CODE OF CONDUCT

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01

INTRODUCTION

Likha Trading LLC is committed to promoting ethical trade practices throughout its supply chain. Our Code of Conduct for Ethical Trade Initiative outlines our expectations for suppliers and partners, including standards for labour rights, health and safety, environmental responsibility, and business ethics.

By adhering to this Code of Conduct, we strive to create a fair and responsible supply chain that supports sustainable economic growth and a great working environment and culture which encourages the team to grow. We believe that responsible business practices are essential for long-term success, and we are committed towards working with our suppliers and partners to achieve these standards.

Purpose

The purpose of this Code of Conduct is to ensure that all employees, contractors, and other stakeholders of Likha Trading LLC conduct themselves in a professional, ethical, and legal manner.

Scope

This Code of Conduct applies to all employees, contractors, and other stakeholders of Likha Trading LLC, including those working in our offices, facilities, and on projects.

Expected Behaviors

- Adhere to all laws, regulations, and ethical standards.
- Foster a culture of respect, honesty, and fairness.
- Protect the confidentiality and privacy of sensitive information.
- Provide quality and safe services to our customers.
- Conduct business in an environmentally responsible manner.
- Encourage diversity and inclusiveness in the workplace.



Prohibited Behaviors

- Discrimination, harassment, or bullying of any kind.
- Conflict of interest, bribery, or corruption.
- Theft, fraud, or misuse of company resources.
- Use of drugs or alcohol while on the job.
- Deliberate damage to company property or equipment.

Reporting Mechanism

If an employee or contractor witnesses or becomes aware of a violation of this Code of Conduct, they should report it immediately to their supervisor or HR department or email to operations@likhain.co.

Review and Update Process

This Code of Conduct will be reviewed annually by the HR department and updated as necessary to reflect changes in laws, regulations, and company policies.

Adoption and Implementation

Likha Trading LLC is committed to upholding the principles outlined in this Code of Conduct, and all employees and contractors are expected to abide by it. This Code of Conduct will be communicated to all stakeholders and made available on the company's website.

Resources

Likha Trading LLC will provide training and support to help employees and contractors understand and abide by this Code of Conduct.

Commitment

We are committed to conducting our business with integrity and upholding the highest standards of ethics and professionalism. All employees and contractors are expected to play a role in maintaining this culture.

02

ETHICAL BUSINESS CONDUCT

Compliance with Laws and Regulations

Likha Trading LLC conducts all business activities in full compliance with the laws and regulations of the **United Arab Emirates**, including but not limited to **Federal Decree-Law No. 33 of 2021 on the Regulation of Labour Relations**, applicable Cabinet Resolutions, and other relevant local and international laws. Where we operate internationally, we comply with applicable local laws and international trade regulations, while respecting local cultures and customs.

Business Integrity and Fair Dealing

We conduct our business with honesty, transparency, and integrity. All required licenses, permits, and regulatory approvals are obtained and maintained in accordance with UAE law and the laws of countries in which we operate.

Anti-Bribery and Anti-Corruption

In accordance with UAE Penal Code and applicable anti-corruption laws, Likha Trading LLC strictly prohibits bribery, corruption, facilitation payments, extortion, or any improper advantage. No employee or business partner may offer, give, solicit, or accept anything of value to improperly influence a business decision.

Conflict of Interest

Employees must avoid any situation where personal interests conflict, or appear to conflict, with the interests of the company. Any actual or potential conflict must be disclosed promptly to management.

Fair Competition and Responsible Business Relationships

We engage in fair competition and do not abuse any dominant position. Payments to suppliers and subcontractors are made fairly and on time. Supplier selection is conducted transparently based on quality, reliability, legal compliance, financial stability, and social responsibility.

03

LABOUR STANDARDS & HUMAN RIGHTS

Respect for Human Rights

Likha Trading LLC respects internationally recognised human rights principles and conducts business in a manner consistent with the UAE Constitution, UAE labour laws, and applicable international standards.

Freely Chosen Employment

Employment is freely chosen. We strictly prohibit forced labour, bonded labour, involuntary labour, or human trafficking, in line with UAE law and international conventions. Employees are not required to surrender passports, identity documents, or deposits and may leave employment subject to contractual notice requirements under UAE Labour Law.

Freedom of Association and Worker Representation

In accordance with UAE law, the company promotes open communication and constructive dialogue between employees and management. Employees may raise concerns freely without fear of retaliation, and the company maintains an open-door policy to address workplace issues.

Wages and Benefits

Wages and benefits meet or exceed UAE legal requirements and are paid in accordance with the Wage Protection System (WPS), where applicable. Employees receive clear written information regarding wages, benefits, and payment cycles. Unauthorized wage deductions are strictly prohibited.

Working Hours

Working hours comply with UAE Labour Law. Overtime is voluntary, limited, and compensated in accordance with legal requirements. Employees are entitled to rest days, annual leave, and public holidays as provided by UAE law.

Non-Discrimination and Equal Opportunity

We provide equal employment opportunities and prohibit discrimination based on race, nationality, religion, gender, age, disability, marital status, or any other status protected under UAE law. Employment decisions are based on merit, qualifications, and business needs.

Dignity at Work

Harassment, intimidation, abuse, or inhumane treatment—including physical, verbal, psychological, or sexual harassment—is strictly prohibited and subject to disciplinary action.

04

HEALTH, SAFETY & ENVIRONMENT

Safe and Healthy Workplace

We provide a safe and hygienic working environment in compliance with UAE occupational health and safety regulations. Reasonable measures are taken to prevent workplace accidents, injuries, and occupational health risks.

Health and Safety Management

Employees receive appropriate health and safety training, including induction training. A designated senior management representative is responsible for health and safety oversight.

Facilities and Accommodation

Clean sanitation facilities, potable drinking water, and safe rest areas are provided. Where accommodation is provided, it meets applicable health, safety, and dignity standards under UAE law.

Environmental Responsibility

Likha Trading LLC complies with UAE environmental laws and regulations and strives to minimise the environmental impact of its operations through responsible practices and continuous improvement.

05

CHILD LABOUR & YOUNG WORKERS

Prohibition of Child Labour

In strict compliance with UAE law, Likha Trading LLC does not employ child labour. No individual below the legal minimum working age shall be employed.

Protection of Young Workers

Workers under the age of 18 are not employed in hazardous work, night work, or any role that could jeopardise their health, safety, or development, in accordance with UAE regulations.

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MANAGEMENT SYSTEMS & COMPLIANCE

Policy Implementation and Monitoring

The company maintains policies, procedures, and internal controls to ensure compliance with this Code, UAE laws, and SMETA standards.

Reporting and Non-Retaliation

Employees are encouraged to report concerns or violations of this Code. Reports will be handled confidentially, and retaliation against individuals raising concerns in good faith is strictly prohibited.

Supplier and Business Partner Standards

Suppliers, contractors, and business partners are expected to comply with standards consistent with this Code, UAE law, and SMETA principles. Compliance may be assessed through audits or reviews.

COMMITMENT

Likha Trading LLC is committed to ethical conduct, compliance with UAE laws, respect for human rights, fair labour practices, workplace safety, and environmental responsibility in line with SMETA / Sedex requirements.



Approved by: Management – Likha Trading LLC.

Applicability: All employees, contractors, suppliers, and business partners.



CODE OF CONDUCT ACKNOWLEDGEMENT

I hereby acknowledge that I have read, understood, and agree to comply with the Likha Trading LLC Code of Conduct.

I understand that this Code applies to me in my capacity as an employee / contractor / supplier / business partner of Likha Trading LLC, and that adherence to its principles is a condition of our working or business relationship.

I acknowledge that compliance with applicable UAE laws, including labour, commercial, and anti-corruption laws, as well as the standards set out in this Code, is mandatory.

I further understand that any violation of this Code may result in corrective or disciplinary action, including termination of employment or business relationship, in accordance with applicable laws and contractual terms.

I confirm that I have been given the opportunity to seek clarification regarding this Code and that I commit to conducting myself in a manner consistent with its requirements.

Name: _____

Organization / Company Name: _____

Relationship with Likha Trading LLC:

☐ Employee ☐ Contractor ☐ Supplier ☐ Business Partner

Designation / Title: _____

Signature: _____