



# The MGT Group

## RECEIPT AND ACKNOWLEDGEMENT

All employees must acknowledge the receipt of the company Code of Ethics.

The code of ethics can be downloaded by the employees from the Company website at [www.mgtgroup.com](http://www.mgtgroup.com)

Employees without the website access should contact the local Ethics Officer or Human Resources Officer for instructions on submitting their signed receipt and acknowledgement.

### MGT Employee Instructions

1. Log on to [www.mgtgroup.com](http://www.mgtgroup.com) and navigate to the "About Us" section.
2. At the bottom of the page is the link for the MGT Group Code of Ethics.
3. Click on the link to download your copy of the MGT Group Code of Ethics document.
4. Fill up the Receipt and Acknowledgment form and mail it back to [corporate-ethics@mgtgroup.ae](mailto:corporate-ethics@mgtgroup.ae) or the Ethics officer.

### Receipt and Acknowledgement

I acknowledge that I have received my personal copy of Setting the Standard, The MGT Code of Ethics and Business Conduct (the Code). I have read and will abide by the Code. I understand that each MGT employee, member of the Board of Directors, agent, consultant, or contract worker is responsible for knowing and adhering to the principles and standards of the Code.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Employee Number : \_\_\_\_\_

Company : \_\_\_\_\_

Location : \_\_\_\_\_ Date : \_\_\_\_\_



# The MGT Group

## CONTACT

My Supervisor / Manager is:

Name : \_\_\_\_\_

Phone Number : \_\_\_\_\_

My Ethics Officer is :

Name: Kapila Jeewantha

Phone Number: +971- 4-3386444

E-Mail: srahul@mgtgroup.ae

My Human Resources Business Partner is :

Name : Rahul Sulakhe

Phone Number: +971-55-9478784

E-Mail: [visa@mgtgroup.ae](mailto:visa@mgtgroup.ae)



# The MGT Group

## MGT CODE OF ETHICS POLICY ATTENDEE FORM

ATTENDEE NAME	CATEGORY	SIGANATURE



# The MGT Group

## MGT CODE OF ETHICS POLICY

SUBJECT	CODE OF ETHICS
POLICY NUMBER	04122019.01
EFFECTIVE DATE	December 04, 2019

**Policy Approval:**

<b>Lead Authors</b>	<b>Jeewantha Kapila</b>	<b>Policy Owner</b>	<b>DFAC Project</b>
	(Business Development)		<b>MGT</b>
Signature	-----	Signature	-----
Date of signature		Date of signature	

<b>POLICY REVISION HISTORY</b>			
<b>Version Number</b>	<b>Date of Revision</b>	<b>Revision to Policy Section</b>	<b>Summary of Revision(s)</b>

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