



PROFESSIONAL CONDUCT POLICY

Reviewed December 2025

STATEMENT

This policy outlines the ethical principles that govern decisions and behavior at Hindawi. It gives you general outlines of how you should behave or act in specific situations. It will guide you in handling issues that touch upon important health, productivity and company image aspects that we consider to be of great importance.

SCOPE

This Policy applies to all employees, service contract holders and visitors.

RESPONSIBILITY

It is the responsibility of every supervisor and manager working at Hindawi to report violations and address situations related to the present policy with the aid of the Human Resources Department, when needed.

CONDUCTS

Using Personal Cell Phone

Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.

Praying

It is only permitted to pray in the dedicated rooms at the ground floor during the lunch break which goes from 12:00 pm to 01:00 pm.

Smoking

Smoking is only allowed outside our work area, which includes our building, the entrances, and the surrounding sidewalks, during the company official lunch break from 12:00 pm to 01:00 pm.

DISCIPLINARY ACTIONS

Employees who violate the rules expressed above will be subject to disciplinary action up to termination of the employment contract.