

1. **Social responsibility or human rights policy:** Does your company have a publicly-available commitment to human rights or to social responsibility? If so please share the link.

Our Corporate Social Responsibility "Policy Statement" (copy attached), specifies the company's principle towards Human Rights. The same is discussed in detail at para 5 of CSR Manual. CSR policy statement within the organization (projects) is displayed at prominent places for its staff.

Concerning publicly-available commitments, the same can be achieved when the corporate policy statements are posted on the company website and the link is forwarded to any requesting party (kindly note that this is the best practice to reflect company commitments to be viewed publically)

2. **Scope of operations:** Please describe the nature and scope of your company's operations in Qatar, including reference to current projects and business partners (herein 'business partners' inclusive of sub-contractors, suppliers, and joint ventures).

QD-SBG Construction WLL, a Subsidiary of QDSBG Group, is a leading civil and building construction company offering diversified general contracting works with design and build services to clients throughout Qatar.

QDSBG Group (QDSBG) was established to bring construction expertise to Qatar both in executing large complex projects and in creating a dependable supply chain of construction materials.

QD-SBG Construction is classified as Grade A contractor in the construction of buildings, roads, water, drainage and general electrical works (1st Grade with Kahramaa).

Our building division focuses on large scale projects in residential, commercial, mixed-use, military, hospitality, sports, educational and healthcare.

QD-SBG Construction is engaged in the construction of public works, like construction of infrastructures including highways, bridges and mass transit systems.

QD-SBG Construction Projects in hand:

- **Dukhan Road East Contract C2011/19 (Khalifa Avenue)** a major road and infrastructure project; its initial scope of work included designing and constructing around 10km of 4 lane highways, including 6 multi-level interchanges and underpass, 10.5 km of 2,400mm diameter micro tunneling works, and 28 no. of access shafts, upgrading of all wet & dry utility services within projects right of ways, all landscaping and irrigation works with high level finishes, installation of Kahramaa 1,600mm strategic water pipeline. Such scope was later on amended and increased where the highway became an avenue with parks on both sides (100m wide ROW), at a much larger scale than the Champs-Elysees; speed on main road was reduced from 100 to 60km/hr.

- **Development of Internal Security Forces camps (2 packages – CPC07a and CPC07b)** – Scope includes constructing 375,000 m2 of total built up area to be built on a 540,000 m2 parcel. It involves the construction of multi 5 floors barracks (25 no.), headquarters, underground carparks, and several structures.

- **CP07-B: Lusail Design and construction of Infrastructure, LRT station, Car Park and Landscape:** scope includes Road works, tunnels, bridges, LRT station, subterranean 5-story car park structure, landscaping and infrastructure utilities.

- **New Doha International Airport (NDIA):** Operation & Maintenance works, 3 separate contracts.

Business Partners Our sister company, Qatari-Diar Construction Products Company Industries WLL (QD-CPC Industries WLL) is a joint venture of five partner companies that have come together to group the following companies:

1. **(PPQ) Premco Precast Qatar**– is a reliable supplier for Hollow core slabs & double tee slabs, Wall frame systems , Beam / Column System, GRC products, External Cladding Panels, Pre-stressed beams & Bridges, Boundary Walls
2. **Premco, Ready-mix Qatar** – is a premium supplier of ready-mix concrete. It produces different types and grades of high quality concrete..
3. **SACODECO Wood & Interior Finishes (Qatar)** – is widely known and trusted for its quality in wooden and interior design works
4. **(UAAC-Qatar) United Arab Aluminum Company – Qatar** is a branch of QD-CPC Industries WLL that manufacturers and fabricates a wide range of both standardized and custom designed aluminum products to suit all building requirements. (Curtain Walls, Cladding Doors & Windows, and Skylight) along with its UPVC works.
5. **(UAGC-Qatar) United Arab Glass Company-Qatar**–specializes in the production of all types of glass (regular or shaped) with glass processing (tempering, laminating, doubling, bullet-proofing etc.)
6. **NAF National Asphalt Factory – Qatar** – supplying hot mix asphalt services.

3. **Sub-contracting:** How many workers do you hire directly and how many are hired by sub-contractors?

We hire directly around No. 9,000 workers, and the total number hired by the Sub-contractors for the current projects are around 4,800. Total number of employees exceed 15,000.

4. **Health and safety:**

In direct operations and in contracts with business partners:

- a) What is your company's approach to ensuring workers' health & safety in Qatar?

The company strives to achieve zero accident and injury by providing all required HSES standards to the workforce. To ensure the workers' Health & Safety, the Company ensure the followings:

- Leadership & Commitment from the Top Management regarding HSES Management system implementation.
- Internal/External Trainings provided to the Workers
- Site Safety monitoring by qualified HSES Engineers/Officers
- Medical Facilities provided with qualified Doctors and Nurses
- Site welfare Facilities like Rest Shelters, Cold Drinking Water and Toilet Facility
- Workers Accommodation Facility as per the Client requirements is provided.

- b) Have you established occupational health and safety committees, and if so, do these have worker participation?

Yes, QD-SBG Construction established Occupational Health & Safety Committee for the work sites, and ensures workers' representative participation in the meetings.

- c) How many accidents and fatalities have taken place on site in the last two years?

No fatalities have taken place on working site. There was one fatality incident at the Store area outside the project limits. In addition, one Major Accident/Lost Time Injury happened since the last two years. Our ISF CPC07 project exceeded 45 million safe man-hours without any LTI. This is considered a major milestone in the construction industry. ISF CPC07b exceeded 20 million safe-man hours without LTI.

- d) What measures do you have in place to protect workers from high temperatures during the summer months? How do you communicate these measures to the workers?

QD-SBG Construction has approved HSES Procedure for Heat Stress Management. Work timing is based on the Qatar Labor Law for workers exposed to direct sunlight. No outdoor works is carried-out between 11.30 Hours to 15 Hours (during summer time). Cold drinking water is available at all works locations. Welfare facility like rest shelters/ air conditioned buses are provided within 2-3 minutes walking distance for workers to rest on site. Also, adequate intermittent rest is allowed to workers when working in hot weather condition. Site supervisor/ foreman ensure that proper rest is being provided to every worker in between continuous work. A properly designed and applied acclimatization program decreases the risk of heat-related illnesses. Weather monitoring (Temperature & Humidity) & flag system is in place. All outdoor works are suspended once the heat index level is reached to permissible limits (>54) where all workers are shifted to the resting shelters/AC buses. Daily and regular Tool Box Training/Safety Task Analysis and Risk Reduction Talks are being conducted on site to educate workers regarding heat stress management.

5. **Conditions of employment:** Please describe your company's policies and practice on each of the items listed below.

Where applicable, please include information on how you monitor and enforce these policies in direct operations and in contracts with business partners.

- a) Contracts - ensuring they are in a language the worker understands and are not modified upon the worker's arrival in Qatar

The contracts are prepared in English and Arabic. Translation to different languages is provided when requested.

- b) Full and timely payment of wages, including issuing of bank cards for workers

All of our workers have either Bank accounts or Bank Cards and their full salary is transferred to their accounts at the end of each month.

- c) Issuing ID and health cards for workers

All of our workers have Qatar ID and health cards

- d) Ensuring adequate worker accommodation

We have one of the best Labor camps in Qatar which was featured as an exemplary camp in one of the most respectable international news agency.

- e) Passport retention - ensuring workers can store passports in a safe place and have access

Each worker is provided with a separate cupboard with a lock as part of his accommodation. Further, upon their request, we can keep their passports in a fire proof vault.

- f) Allowing workers to transfer employers within the country

Transfer of workers is dealt with on case to case basis.

- g) Issuing of exit permits for workers who wish to leave the country

We issue exit permits to all our workers who wish to leave the country for vacation, medical treatment, or final exit.

6. Recruitment agencies:

- a) What process does your company employ to recruit migrant workers? We do so through agencies or direct hire.
- b) Which recruitment agencies does your company regularly work with to hire workers? Please list names and contact details of the recruitment agencies.
We do work with numerous local and international agencies that assist us in fulfilling our request.
- c) Does your company take steps to ensure that the recruiting agencies it deals with do not charge recruiting or placement fees? If workers have been charged fees, does the company compensate them for this expense on arrival in their position? We do our utmost to make sure that the recruiting agencies are not charging workers any recruiting fee.
- d) Does your company require business partners to comply with the above recruitment procedures? No need to. We do it in-house.

7. Grievance/remedy:

- a) Does your company have a grievance mechanism that is accessible to workers employed by you or working indirectly for you via business partners, in their own language?
Yes, we have complaints Box in each of our Labour Camp and the Workers can easily access and lodge their complaints.
- b) How do you ensure that workers are aware of its existence?
Awareness sessions are conducted to make sure that the workers are aware upon their joining.
- c) How do you ensure that workers do not face retaliation from supervisors or others for raising grievances?
The workers file their complaints anonymously and their supervisor does not know who filed it.
- d) What processes do you have in place to address and remedy grievances?
We have a dedicated team for this

8. Freedom of association:

- a) Does your company have organizational-level policies and procedures in place on freedom of association for workers?
- b) How does your company implement such policies in a context where local law restricts the ability of migrant workers to form or join trade unions, such as in Qatar?

As per Qatari Labor Law, migrant workers are prohibited from joining trade unions or to form such organizations.

In light of the law, QD-SBG Construction has formed a "Workers Welfare Committee" controlled by the Camp welfare Officer and in which migrant workers are members of the committee and any

administrative, financial, Health & Safety or any other issue related to the workers are discussed, reported and resolved at an appropriate level.

9. Public engagement:

- a) Who in your leadership is responsible for ensuring compliance with policies and procedures related to human rights in Qatar? Headed by our corporate HR department, however, every project has its dedicated team under HR / Admin to ensure the compliance
- b) Who should be contacted if workers or civil society groups have questions or concerns about your company's Qatar operations? Please provide contact information. QD-SBG's construction corporate HR & Admin manager, Mr. Nawaf Dabbous

10. Engagement with Qatari government:

- a) How does the company work with the Qatari government to improve enforcement of the labour law in areas such as passport and fee retention? QD-SBG Construction deals directly with the Labor department to resolve any matter (if any and when it comes up).
- b) Has your company engaged with the Qatari government about elements of the "kafala" sponsorship system that restrict workers' ability to change jobs or leave the country? We work in full compliance with the Qatari government labor law, rules and regulations.

11. Challenges: Please describe any challenges your company is encountering in the areas described above. No response



Corporate Social Responsibility Policy Statement

QD-SBG Construction is committed to being recognized as a leader in the field of Corporate Social Responsibility and recognizes that in doing so, QD-SBG Construction will add significant value for all stakeholders. QD-SBG Construction will ensure that all matters of Corporate Social Responsibility are considered and supported in all operations and administrative matters, and are consistent with our stakeholders' best interests.

Business Ethics & Transparency

QD-SBG Construction maintains the highest standards of integrity and corporate governance practices. The company will promote confidence in its governance systems and maintain transparent operations by complying with international standards such as: ISO 9001:2008.

Health & Safety

QD-SBG Construction protects the health and safety of all individuals affected by its activities, including employees, contractors and the public, and complies with applicable laws and OSHAS 18001: 2007 standard.

Environment & Sustainability

QD-SBG Construction operates an effective Environmental Management System (EMS) as part of an integrated framework for sustainable environmental stewardship incorporating ISO 14001:2004 among other local and international environmental standards.

Stakeholder Relations

QD-SBG Construction is committed to a timely and meaningful dialogue with all stakeholders, including shareholders, clients, employees, indigenous peoples, governments, regulators, and landowners, among others. We endeavor to comply with relevant standards such as: AA1000 Stakeholder.

Employee Relations

QD-SBG Construction ensures that employees are treated fairly and with dignity, and with consideration for their goals and aspirations. QD-SBG Construction applies fair labor practices and embraces diversity in the workplace, while respecting the national and local laws of the countries and communities where the company operates.

Human Rights

QD-SBG Construction recognizes that governments are responsible to promote and protect human rights. QD-SBG Construction will work with governments and concerned agencies to support and respect human rights within our sphere of influence.

Community Involvement and Development

QD-SBG Construction stresses collaborative, consultative, and partnership approaches in our community investment programs. The company will integrate community investment considerations into decision-making and business practices, and endeavor to develop mutually beneficial relationships with local communities.

QD-SBG

C o n s t r u c t i o n

All company employees, as well as sub-contractors, partners or affiliates have responsibilities for policy implementation where applicable. Line management must allocate adequate resources and provide necessary training and support.

This policy will be reviewed on a yearly basis and communicated to all company stakeholders.



Ahmad Dabbous
Chief Executive Officer
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