



Date	Approval (name, title)	Edit (name, role)	The essence of the change	Version
14/01/2023	Dudi Kaufman – CEO	Anat Halimi – HR Manager Ran Avidov – QA/QC Manager	Major additions and changes to 3.13, 3.14	3.0
09/07/2023	Eran Haimovich – CEO	Anat Halimi – HR Manager Ran Avidov – QA/QC Manager	Minor additions and changes to 3.7, 3.9, 3,12	4.0

Code of Ethics for Dor Employees

1. General

1.1 Employee Responsibility

Company employees are entrusted with diverse and important responsibilities. Their status, authority, and the nature of their work require a high level of ethical conduct, both in their relationships with each other and in their interactions with external parties they come into contact with.

1.2 Ethical Principles

Ethical principles are an important step in establishing norms of behavior and the integrity of employees, and determining their general conduct across various domains.

1.3 Legal Scope

These rules and procedures do not supersede any laws, court rulings, or specific ethical guidelines that pertain to a particular profession or codes of conduct that may be established in the future by the relevant bodies.

2. Goal

To establish appropriate ethical behavior guidelines for the company's employees in their interactions with each other and external parties.

3. Ethical Guidelines for Company Employees

3.1 Organizational Concept

3.1.1 The organization's purpose is industrial production that provides products and services to our customers, enabling long-term profitable operations.



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3.1.2 The culture and management style encourage activity, initiatives, excellence, continuous improvement, personal identification, and motivation in the workplace.

3.2 Employees and the Company

3.2.1 The company's purpose is the production of industrial chemical products and services for our customers.

3.2.1 The company's management believes in the centrality of employees and their safety, fair conditions, openness, attentiveness, and personal and professional advancement, as well as rewarding their individual achievements.

The company's employees will act with dedication, loyalty and professionalism while identifying with the company's goals and needs.

3.2.2 Employees are expected to fulfill their roles based on professional standards and relevant considerations.

3.2.3 Employees must maintain appropriate conduct and performance while fulfilling their roles according to accepted norms and circumstances.

3.2.4 Company employees are prohibited from engaging in any activities unrelated to their work and responsibilities during working hours.

3.2.5 In carrying out their work, employees should collaborate with their colleagues to promote the company's goals. They should treat others with respect, courtesy, and fairness.

3.3 Safety

3.3.1 The company places the highest value on protecting the health of its employees by investing in numerous resources and ensuring compliance with safety regulations.

3.3.2 Employees are obligated to adhere to all safety regulations and precautions and to comply with all related instructions.



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3.4 Company Customers

3.4.1 The company strives for excellence in providing service to its customers, while recognizing their importance to the organization.

3.4.2 Employees interacting directly or indirectly with company customers should consider themselves as customer representatives and assist to the best of their ability.

3.4.3 Company employees should carry out their duties with dedication, efficiency, reliability, avoiding delays and burdens on those they interact with for work-related matters.

3.4.4 Company employees should conduct themselves professionally and without favoritism in all matters related to their responsibilities.

3.4.5 Employees responsible for customer interactions should: Ensure easy and accessible service reception in terms of time and location. Create comfortable conditions for providing service to customers. Assist customers by providing information about their rights and methods of enforcement.

3.4.6 Company employees should avoid personal relationships and contacts that may harm the company's reputation and good name.

3.5 Internal Supplier/Customer Relationships

3.4.1 Internal service between company employees is an important means to promote the organization's goals.

The company aspires to a social system based on good human relationships, integrity, fairness, high moral standards, mutual respect, and teamwork.



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3.6 Quality

The company works diligently to achieve comprehensive quality, innovation, continuous improvement in all areas of its activities and work methods, with an emphasis on cleanliness and aesthetic appearance.

3.7 Company Procedures

3.7.1 The company considers the existence of proper management procedures as important and necessary for achieving order and effective management.

3.7.2 Employees of the company will faithfully fulfill the duties assigned to them by authorized personnel, in accordance with the law, regulations, the terms of their contract, administrative instructions, and departmental procedures in which they are employed.

3.8 Company Suppliers

The company recognizes suppliers as a crucial component in achieving its goals and maintains positive and consistent business communication with them over time.

3.9 Exceeding Authority

3.9.1 In general, every employee in the company should act within the authority granted to them according to the law, regulations, administrative instructions, and company procedures.

3.9.2 Employees of the company shall not be bound by any obligation, whether written or oral unless required by law.

3.10 Safeguarding Company Assets

3.10.1 An employee of the company must safeguard all types of assets entrusted to them for use, handling, or supervision, and must handle them in accordance with principles of conservation and efficiency.

3.10.2 An employee of the company shall not use company assets for any purpose other than the designated plan and purpose established by the company.



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3.11 Employees and Supervisors

3.11.1 Employees of the company who delegate authority to another employee do not exempt themselves from the responsibility to monitor and oversee the use of the delegated authority.

3.11.2 The manager/supervisor shall supervise and monitor the work of subordinates.

3.11.3 The manager/supervisor shall encourage initiative, provide guidance, and make suggestions for improvements to enhance the knowledge, skills, and efficiency of employees under their supervision.

3.11.4 The manager/supervisor shall ensure that employees under their supervision are updated on matters required for their work and fundamental subjects related to their unit's activities.

3.11.5 Supervisors shall not require subordinates to perform activities unrelated to their official duties in the company that may be detrimental to them.

3.11.6 A supervisor shall not provide instructions to a subordinate that contradict any legal requirement or company policy.

3.12 The Employee and Information

3.12.1 Employees of the company must maintain confidentiality and take all necessary measures to preserve the secrecy of any information received during their employment. They shall not disclose any information unless authorized by law.

3.12.2 Employees of the company shall not directly or indirectly use any information received during their employment or related to it for the purpose of promoting their own interests or the interests of any other person, except as authorized by law, and in accordance with the provisions of this policy and the employee's employment contract.

3.13 Integrity and Conflicts of Interest

3.13.1 All employees of the company shall always act in the best interest of the company without interference from personal interests or relationships.



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3.13.2 Employees of the company shall not accept personal gifts, whether from another employee in the company or from a person in the public domain.

3.13.3 Employees of the company shall not receive any personal interest or benefit resulting from the fulfillment of their duties, and they shall not be in a situation of conflicting interests between fulfilling their duties and their personal interests.

3.13.4 Employees in the company shall not take on any other position, even without compensation, in addition to their duties in the company if it involves a conflict of interests with their duties in the company.

3.13.5 Employees of the company shall not exploit their position or role in the company to promote their own or another person's personal interest that is unrelated to their duties.

3.13.6 If a real or potential conflict of interests arises, employees shall immediately cease the activity and disclose the conflict to their supervisor.

3.13.7 For additional information regarding fraud and corruption, please refer to the "Fraud and Corruption" policy.

3.14 Fair Competition

3.14.1 Dor Chemicals Ltd. appreciates an environment of fair and competitive practices. Therefore, it supports all efforts to promote and protect competition, and complies with the laws and regulations governing business restrictions or competition in the countries in which it operates.

3.14.2 Employees are prohibited from engaging in any activities aimed at preventing, limiting, or disrupting competition by other businesses, whether directly or indirectly.

3.14.3 The company fully cooperates with any investigation and encourages employees to seek legal advice in case of doubt.

4. Responsibility



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The team of employees, managers, and company leadership are committed to implementing the established principles while aligning with the company's goals, taking personal responsibility, providing mutual support, and creating a pleasant working environment.

5. Applicability and validity

This policy is valid from the date of issue.