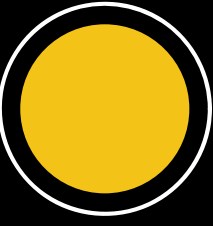




**COMPANY**

**PROFILE**



**K-TWO**

**INTERNATIONAL  
CONTRACTING &  
HOSPITALITY**



# Agenda

## Overview



K-TWO INTERNATIONAL CONTRACTING & HOSPITALITY

- ABOUT OUR COMPANY : INTRODUCTION
- MESSAGE FROM THE CEO
- K-TWO : OUR TEAM
- HEIRARCHY STRUCTURE
- OUR VISION AND MISSION
- CODE OF ETHICS
- CORPORATE VALUES
- CODE OF CONDUCT
- COMPANY CULTURE
- BENEFITS AND PERKS
- POLICIES AND PROCEDURES
- TRAINING AND DEVELOPMENT
- WORKSPACE AND FACILITIES
- OUR CLIENTS
- OUR SERVICE AND OPERATIONS
- GOVERNMENT LICENSE AND REGISTRATION
- QUALITY ASSURANCE AND QUALITY CONTROL PLAN
- HSE PLAN AND STRATEGY







# About Our Company

## INTRODUCTION

K-Two International Contracting & Hospitality  
Specialized in Fit Out qualified and experienced staff. We provide design-build services, delivering a complete solution to your construction needs. Throughout every step of the way, our team of design and construction professionals will guide you through the processes, keeping you updated on every milestone achieved.

K-Two International Contracting & Hospitality team is a vastly experienced group of professionals, with a collective skill-set including cost management, project management, contracting, design/engineering and facilities management.



K-TWO INTERNATIONAL CONTRACTING & HOSPITALITY



## MESSAGE FROM THE CEO

# He11o!



K -Two International Contracting & Hospitality is a premier company with our focus on meeting the needs of our many growing client base, We strive to deliver beyond our client's expectations, Our Operation team has many years hands-on Industry experience and will expertly match our operatives to customers' specific requirements.

Our Company's culture is driven by client-oriented, goal-directed behaviour and service, which will be reflected through our on-site staff as they go about undertaking their responsibilities. K-Two puts health and safety first. We provide personnel who are hardworking, competent, respectful, honest, friendly, and optimistic people, who are chosen for their integrity, skills and experience, and who are driven to extend our reputation to our customers.



**MR. TIMOTHY CASE**

Chief Executive Officer



# K-TWO: OUR TEAM



**TIMOTHY CASE**  
CHIEF EXECUTIVE OFFICER



**KRIS MYLEN SARTE**  
OWNER /  
CHIEF OPERATIONS OFFICER

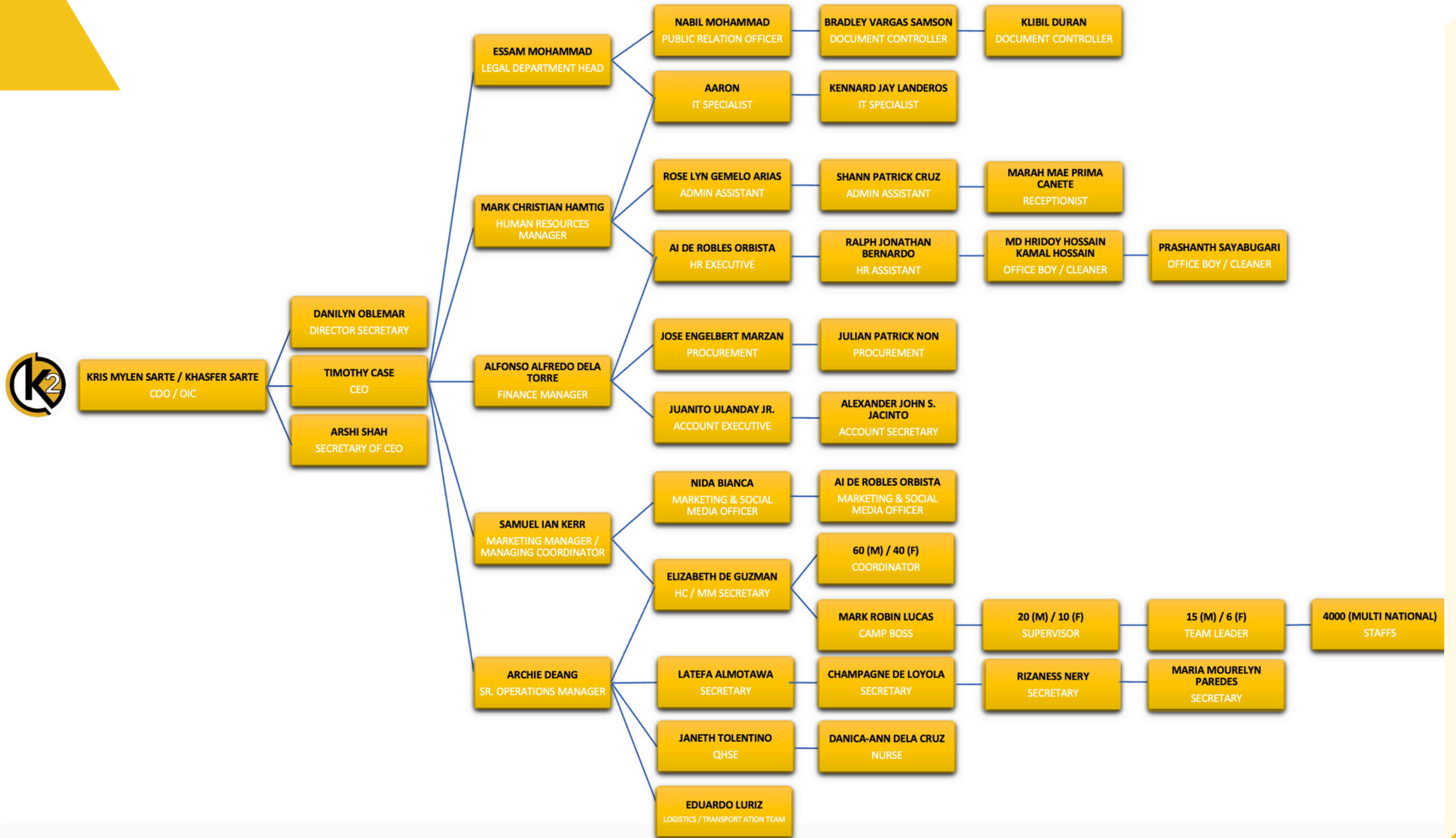


**SAMUEL IAN KERR**  
MARKETING MANAGER /  
MANAGING COORDINATOR





# HIERARCHY STRUCTURE





# Our Vision and Mission



## Our Vision

K-Two International Contracting & Hospitality aims to be a respectable contracting and hospitality company by delivering excellence and beyond our clients' expectations.



## Our Mission

K-Two International Contracting & Hospitality intends to help talented individuals to have a decent job that will benefit their families, To provide quality, safe working environment with competitive and reasonable price, with accuracy and timely delivery to reach our client expectations and requirements.



# COMPANY CODE OF ETHICS



## WHAT IS CODE OF ETHICS?

A code of ethics is a set of guiding principles that helps a company and its employees maintain a high standard of ethical behavior and integrity.

- **INTEGRITY**  
Maintain honesty and clear communication in the workplace.
- **TEAMWORK**  
Work together to get the job done.
- **OBJECTIVITY**  
Don't make career decisions based on whom you like best.
- **CONFIDENTIALITY**  
Maintain clients' confidence at all times.
- **GROWTH**  
Always pursue professional growth.



# CORPORATE VALUES

## LEADERSHIP

We believe that leadership is a team effort built upon the mutual respect and fair treatment of employees, customers, and suppliers along with strong community relationships, all developed through honesty and accountability. By demonstrating integrity, humility, and trustworthiness our companies stand apart from our peers and make positive impacts in our communities. Everyone in the organization has the opportunity to lead by example: showing respect in all interactions, taking responsibility for their own actions, inspiring trust through honesty, and contributing to the success of our company.

## PEOPLE

We have a personal and professional commitment to protecting the health and safety of our employees, customers, suppliers, service providers and the people in the communities in which we operate. K-Two believes that one person can make a difference, but that ongoing success requires a diverse team of dedicated people and companies working together to make a significant difference. Both the individual and combined strengths of our Family of Companies make K-Two the industry leader.

## DIVERSITY

We value diversity in our people, products, and services. K-Two is rooted in the unique and diverse cultures within our Family of Companies. This diversity of skills, services, knowledge, and ideas is cultivated to generate new solutions and processing capabilities that enable us to adapt, innovate, and rapidly respond to the evolving and precise needs of our customers. We also continue to focus on what we do well, where we do it best, and maintaining a strong local presence in our markets. We maintain our unique company culture and core values despite external pressures.

## SERVICE

Our aim is to deliver value to our customers by providing the highest service levels possible. We deliver what we promise when we promise it, while always striving to improve and exceed customer expectations. Serving customers the right way is the only way we operate. Our customers, no matter their size, end market, or unique supply requirements, will never receive less than our absolute best effort to deliver excellence on all measures of quality and service. We strive to always be flexible and agile in servicing our customers' needs.





# CORPORATE VALUES

## **INTEGRITY**

We expect our employees to conduct themselves with honesty and integrity in all of their dealings with customers, suppliers, service providers, and the people in the communities in which we operate. Our responsibility and accountability to stockholders requires a diligent commitment to excellence and ethical business practices, ensuring sustainable profitability. Committed to honesty and fair dealings, we set the highest standards for business practices, adhere to applicable regulations, give back to our communities, and ensure a safe and productive workplace for our employees.

## **PARTNERSHIP**

Success is grounded in loyal and trusting partnerships with our customers, suppliers, and communities. Building and maintaining strong relationships is critical to the way we operate and it is our goal to always develop and respect collaborative partnerships. Partnership means being committed to fair and trustworthy relationships with our customers, suppliers, and communities so they may be the best they can be.



# CODE OF CONDUCT

## 1

### WHO MUST COMPLY WITH THIS CODE OF CONDUCT?

Everyone at all levels of K-Two International Contracting & Hospitality and its subsidiaries ("K-Two" or the "Company") has an obligation to know and follow this Code of Conduct (the "Code"), including:

- All members of the K-Two Board of Directors.
- All employees and officers of the K-Two International Contracting & Hospitality.

In addition to governing conduct by employees, this Code governs conduct between employees and customers, competitors, and the numerous business providers (including suppliers, service providers, vendors, contractors, and agents) who assist K-Two every day. Because we want our business providers, customers, and investors to understand how we do business and what they can expect of us, this Code appears on the K-Two website and is available to the public. To reaffirm their commitment to K-Two's corporate values, K-Two requires that all employees sign and acknowledge this Code of Conduct at least once every two years.

If you are a manager or supervisor, you are responsible for leading by example and making sure your employees understand and comply with the Code.



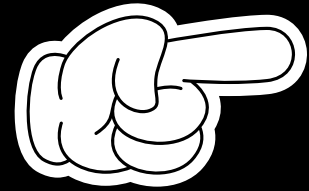


# 2

## CONFLICT OF INTEREST

Employees are expected to remain loyal to K-Two and avoid conflicts of interest. Generally, a conflict of interest occurs when a personal or family interest interferes with our ability to perform our jobs effectively and objectively.

Any situation that might put us in such a position or create the appearance of bias should be avoided.



### YOUR RESPONSIBILITIES

All conflicts of interest, including potential conflicts of interest, must be disclosed to your manager and the Corporate Legal Group at [admin@ktwointernational.com](mailto:admin@ktwointernational.com). You must comply with this Code as well as any local conflict of interest policies that apply to your role, which may be more restrictive than this corporate policy.

Any outside employment, business ventures, or financial activities cannot interfere with the performance of your duties to K-Two.

In avoiding conflicts of interest, you must comply with the following principles:

- Do not hold a financial interest in or accept employment from an entity doing business with K-Two if it would or could conflict with the performance of your duties at K-Two.
- Do not take any business related action for your personal benefit.
- Do not use K-Two equipment and resources for personal use.
- Protect Company assets as if they were your own.
- Do not take for yourself any opportunities that are discovered or advanced through the use of your position with K-Two or any of K-Two's property or information.





- No family member should report directly to another family member.
- Do not facilitate a conflict with one of our suppliers, service providers, customers, or any government official, for example, by making a payment to an individual when you know the funds should go to his or her employer.

## **DISCLOSING AND ADDRESSING POTENTIAL CONFLICTS OF INTEREST**

K-Two requires that you disclose, in writing, any personal, business, or other relationship that might constitute a conflict of interest or could potentially create a conflict of interest. Our policy is one of disclosure and review of potential conflicts and prohibition of actual conflicts of interest. In some cases, disclosure may be all that is required. In other cases, however, the facts may require additional action(s) to correct or avoid a conflict of interest. Some matters may require periodic monitoring by local management to ensure transactions remain at arm's length. In all cases, however, you **MUST** disclose all actual and potential conflicts of interest. Below we have listed certain activities and interests that present conflicts of interest or potential conflicts of interest that would have to be disclosed. This list is not exhaustive, and you must also disclose any other personal interests that may give rise to a conflict of interest. Because it is impossible to describe every possible conflict of interest, K-Two relies on your good judgment to seek advice when appropriate and to adhere to high ethical standards in the conduct of your professional and personal affairs.





## FINANCIAL CONFLICTS OF INTEREST

- Having a financial or management interest (as an employee, officer, or director) in any customer, supplier, service provider, competitor, or any enterprise that you know or reasonably believe has or may have a business relationship with K-Two. A financial interest need not be disclosed if it involves less than 1% of the stock of a publicly held company, unless it constitutes a significant portion of your net worth.
- Engaging in business with, or as a customer, service provider, or supplier of, K-Two, other than in the ordinary course, as an employee or a public consumer.
- Competing with K-Two.
- Maintaining concurrent employment with K-Two and with any other organization.

EXAMPLE	DISCLOSURE REQUIRED?
I...	All of these situations would require disclosure. A personal business, part-time job, or director position for another company may interfere with an employee's duties to K-Two.
...have (or am starting) my own business	We need to conduct a conflict of interest review to be sure your business, part-time job, or directorship position does not involve a competitor, supplier, service provider, or customer or otherwise create issues of concern. If there are no issues, or if any concerns can be effectively addressed, this would likely be approved.
...want to take a part-time job	
...have been asked to serve as a director on the board of another company	





## PERSONAL RELATIONSHIPS WITH PARTIES IN COMPANY-RELATED TRANSACTIONS

- **FAMILY MEMBERS:** Members of your immediate family (your spouse, domestic partner, minor children) or, to your knowledge, your adult children, parents, or siblings are employed by K-Two, a customer, supplier, service provider, or competitor of K-Two. If you disclose this type of conflict of interest, you should also report any later change in the reported relationship that puts you in a greater position to influence or be influenced by your relative's employment.
- Arranging or facilitating any business transaction between any of your relatives and K-Two or between any of your relatives and any customer, supplier, service provider, or competitor of K-Two.

EXAMPLE	DISCLOSURE REQUIRED?
I...	These situations require disclosure. If an employee's family member works for a K-Two customer, supplier, service provider or competitor, there is a risk that this relationship may affect the employee's business judgment. The family member's employment must be disclosed so that the facts can be analyzed to determine if a conflict exists.
...have a family member who works for K-Two	
...have a family member who works for a customer, supplier, service provider, or competitor of K-Two	Disclosure of family members who work for K-Two allows the Company to ensure that no conflict of interest, such as directly supervising a family member, exists.
...have a family member who owns real estate leased by K-Two	



## **GIFTS, FEES, OR OTHER PERSONAL BENEFITS**

- Accepting fees, commissions, or any other personal benefit (other than as permitted in the bullets below) from any person or business involved in any business with K-Two.
- Accepting any of the following from a current or would-be customer, supplier, service provider, or competitor of K-Two: excessive entertainment, meals, gifts, discounts, services, transportation, or favors that: (i) obligate you or influence your decision-making in any way, regardless of value; or (ii) might create the appearance of undue influence, unfairness, or impropriety.
- Offering or supplying entertainment, meals, transportation, gifts, or other favors to any person in a business relationship with K-Two, other than what is reasonable and appropriate for the individuals involved and the business at hand.
- Soliciting or accepting money (or cash equivalents such as gift cards) for your personal benefit in any amount from a current or potential customer, supplier, service provider, or competitor of K-Two.
- Accepting an offer to participate, through a special allocation of shares, or otherwise receiving terms or benefits not generally available to the public in an offering of securities of, or underwritten by, any current or prospective customer, supplier, service provider, or competitor of K-Two or a firm that provides or may provide investment banking, financial advisory, underwriting, or other similar services to K-Two or any other entity with which K-Two has a business relationship.

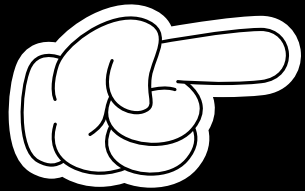




# 3

## **SAFETY**

Safety is one of our core values at K-Two and that includes providing a safe and secure work environment. Maintaining a safe working environment is of the utmost importance and is everyone's responsibility.



### **YOUR RESPONSIBILITIES**

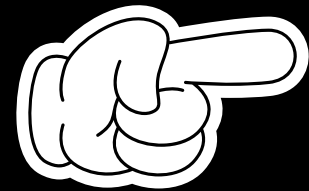
- All employees must familiarize themselves and comply with K-Two's posted safety rules and directives.
- Do not undertake work you are not qualified to perform.
- Observe all safety rules and procedures when operating machinery and equipment.
- Always wear K-Two approved personal protective equipment (PPE) whenever required.
- Immediately report workplace accidents, injuries, illnesses, and unsafe conditions to your supervisor to ensure prompt medical attention (if necessary), help prevent future incidents, and ensure timely regulatory reporting (if required).
- Report all non-work-related injuries and illnesses that may affect the safe performance of your job prior to performing any work.
- Communicate our safety and health requirements to anyone coming onto K-Two property, including visitors, customers, suppliers, service providers, workers, and contractors.



# 4

## ANTI-BRIBERY AND ANTI-CORRUPTION

The legal requirements of every country where K-Two does business prohibit improper payments to government officials. In addition, this Code prohibits K-Two employees and anyone acting on the Company's behalf from offering, giving, accepting, or receiving a bribe to/from anyone. We have built a reputation as a company that operates ethically and honestly, and bribery and corruption have no place in our business. Bribery and corruption can cause irreparable harm to our good name, our business, and the communities where we do business.



### YOUR RESPONSIBILITIES

- K-Two employees may never offer, promise, or give anything of value that could appear to be a payment — something that might encourage or reward someone for a decision to retain or obtain business.
- All K-Two employees required to complete anti-corruption training must become familiar and comply with the Company's Anti-Bribery and Anti Corruption Policy, which provides more detail on the Company's policies regarding anti-bribery and anti-corruption. Any questions regarding such policies should be directed to the Company's Corporate Legal Group at [admin@ktwointernational.com](mailto:admin@ktwointernational.com).

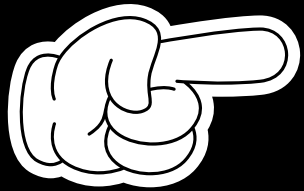




# 5

## **FRAUD, DISHONESTY OR CRIMINAL CONDUCT**

K-Two does not permit fraud, dishonesty, or criminal conduct. We value ethics and integrity and will not tolerate fraud, dishonesty, or criminal conduct.



### **YOUR RESPONSIBILITIES**

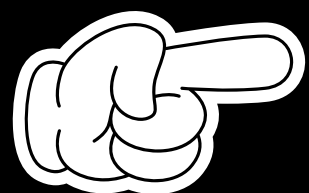
- We place a great deal of trust and confidence in our employees. In return, we expect you do act ethically and honestly in everything you do. Any use of fraudulent or illegal tactics violates that trust and carries potentially severe consequences, including discipline, up to and including termination. K-Two will also cooperate with authorities to prosecute any act of fraud, dishonesty, or criminal conduct.
- K-Two prohibits fraud or dishonesty in connection with Company business, including taking unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice, criminal conduct, or any violent activity on Company premises or while performing work for the Company.
- If any fraud, dishonesty, or criminal conduct is detected or suspected of any employee or anyone doing business with the Company, such activities should be reported to the General Counsel.



# 6

## **SAFEGUARDING CONFIDENTIAL INFORMATION**

Information is one of our most valuable assets. Business records, customer information, financial information, and intellectual property are Company assets that are essential to our operations. This information is not available to the public and includes sensitive business information (customer, supplier, service provider and financial information) which has been entrusted to us. We all are responsible for keeping this information confidential.



### **YOUR RESPONSIBILITIES**

- You may not use any information belonging to K-Two for your own personal gain. Confidential information may only be shared with K-Two employees, officers, and directors who need the information in order to do their job.
- Confidential information must not be shared outside K-Two without a confidentiality agreement approved by the Corporate Legal Group. Confidentiality obligations continue even after you leave K-Two.
- Any unauthorized disclosure of confidential information, whether unintentional or not, must be reported immediately to the Corporate Legal Group at [admin@ktwointernational.com](mailto:admin@ktwointernational.com).
- This policy and the other provisions of this Code are not intended to prevent or dissuade employees from engaging in communications or activities protected by state or federal law, such as discussing wages, benefits, or other terms and conditions of employment. This policy also does not prevent employees from disclosing confidential information when required by law or legal process.

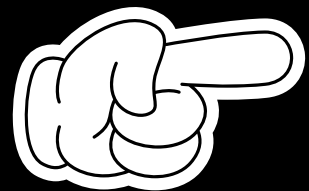




# 7

## SECURITIES TRANSACTIONS

In the course of performing your job duties, you may occasionally obtain material information about K-Two that has not yet been made available to the public. When you are aware of material non-public information, it is a violation of United States federal securities laws to purchase or sell K-Two securities (including stock). This activity is called insider trading, and it is both illegal and against Company policy. The penalties for insider trading violations can include criminal fines and/or a jail term of up to 20 years for each violation. In addition, penalties can require repayment of unlawful profits and include a penalty of up to three times the ill-gotten profits. These penalties are in addition to the Company's disciplinary actions, which can include termination of employment.



### YOUR RESPONSIBILITIES

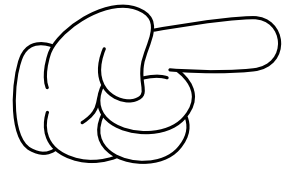
- Until K-Two has made important information about the Company public, employees must keep it confidential and are forbidden from using it for personal gain.
- It is illegal to share material non-public information with anyone to help them gain some advantage, either by buying or selling K-Two securities. This includes sharing or giving “tips” to spouses, brokers, friends, or family members.
- You may not trade in the securities of another company (including K-Two customers, suppliers, service providers, or business partners) if you obtained material non-public information about them in the course of performing your duties at K-Two.
- Never disclose any non-public information without a legitimate business purpose and proper prior authorization.
- Certain employees who regularly have access to non-public information have additional obligations, including not trading during quarterly trading “blackouts” and/or an obligation to clear trades with the Corporate Legal Group. These obligations — and more information about trading in general — are provided in the K-Two Insider Trading and Securities Compliance Policy.



# 8

## TRADE PRACTICES

Antitrust and competition laws protect free enterprise. K-Two is committed to free and fair competition and complying with all applicable antitrust laws.



### YOUR RESPONSIBILITIES

- It is your responsibility to be aware of the anti-trust laws and their implications, including how they apply in the countries in which you do business. While these laws are often complex and difficult to summarize, at a basic level they prohibit agreements between K-Two and our competitors that affect prices, terms or conditions of sale and our competitors that affect prices, terms or conditions of sale or fair competition.
- Use care in your relations with competitors. You might interact with competitors through industry meetings, conferences, and other events. When you do, be careful not to make inappropriate agreements. Never engage in practices such as price fixing, customer or market allocation, or bid rigging.
- Trade association meetings and other industry gatherings can pose certain risks, as they bring together competitors who might discuss matters of mutual concern and potentially cross the line of non-compliance with competition laws. Even joking about inappropriate topics, such as marketing or pricing strategies, could be misinterpreted and misreported. If any kind of anti-competitive discussion arises, you should refuse to discuss the matter and leave the conversation immediately.
- No employee may share any sensitive K-Two business information (prices, costs, margins, research and development efforts, strategic plans, etc.) with any third party, including actual or potential competitors.
- Employees will consult with the General Counsel before making any joint bids with competitors.
- If any inappropriate or illegal competition or antitrust conduct is detected or suspected of any employee or anyone doing business with the Company, such activities should be reported.

*No employee may share any sensitive K-Two business information with any third party, including actual or potential competitors.*

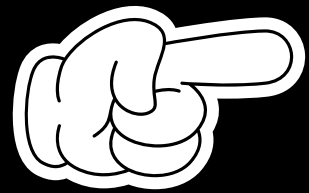




# 9

## INTERNATIONAL TRADE LAWS

We abide by the trade laws of all countries in which we operate, including economic sanctions and import and export laws. Most countries in which K-Two operates impose restrictions on the movement of products across borders.



### YOUR RESPONSIBILITIES

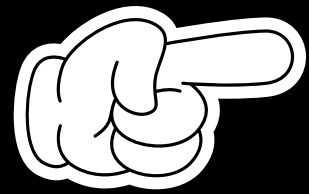
- Trade sanctions, including financial sanctions, are complex. If you are involved in international transactions, such as business dealings with a sanctioned country, entity, or person, you must ensure compliance with applicable trade laws.
- Products intended for import or export, including equipment, software, and technology, must be classified in advance and all required labelling, documentation, licenses and approvals must be completed.
- Any questions about export regulations should be addressed to Company's Corporate Legal Group at [admin@ktwointernational.com](mailto:admin@ktwointernational.com).



# 10

## EMPLOYMENT PRACTICES

At K-Two, our employees are individuals with different abilities, backgrounds, and experiences. We believe that every employee should have the opportunity to fully contribute and the Company forbids employment discrimination or harassment based on race, color, sex (including pregnancy, childbirth, and related medical conditions), national origin, religion, age, disability, genetic information, veteran status, sexual orientation, marital status, or any other characteristic protected by applicable law.



### YOUR RESPONSIBILITIES

- K-Two employees must treat each other with respect and dignity.
- Value the contributions of others as K-Two does, and listen to their viewpoints.
- Maintain fairness in all relationships.
- Never discriminate against anyone — including fellow employees, customers, suppliers, service providers, partners, or any other person.
- All employees who believe that discrimination or harassment has occurred should report the incident, even if they are not the target of such discrimination or harassment.
- K-Two prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation relating to alleged discrimination or harassment pursuant to the applicable procedures.

*K-Two employees must treat each other with respect and dignity.*

# 11

## INTERACTIONS WITH OUTSIDE PEOPLE AND ORGANIZATIONS

- All investor or media inquiries regarding K-Two should be referred to or discussed with the Chief Executive Officer and/or the Chief Financial Officer.
- Only the CEO and CFO are authorized to address the media and our investors.
- Each of the CEO and the CFO may grant certain K-Two employees permission to address the media and/or our investors under certain limited circumstances.



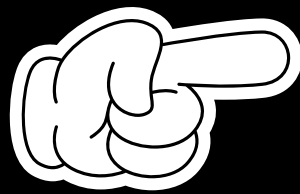


# 12

## DISCLOSURE

K-Two is committed to providing stockholders, governmental agencies, and creditors with timely and accurate information about our results of operations. All public disclosures, including forecasts, press releases, speeches, and other communications, will be honest, accurate, timely representations of the facts. If any reports are not accurate and truthful, our reputation could be damaged and we could face fines and penalties.

## YOUR RESPONSIBILITIES



- Make sure that any business information you report is accurate, complete, and timely. Be certain that any document you prepare or sign is correct, complete and truthful. Providing false or misleading records or altering records is always wrong and can be a serious violation of the law.
- To ensure compliance with all applicable securities laws and regulations, each employee involved in K-Two's disclosure process, including the Chief Executive Officer and the Chief Financial Officer, is required to be familiar with and comply with K-Two's disclosure controls and procedures and internal control over financial reporting.
- Each employee that has direct or supervisory authority regarding securities filings or K-Two's other public communications concerning its general business, results, financial condition, and prospects should consult with other Company officers and employees with the goal of making full, fair, accurate, timely, and understandable disclosure.
- Each employee who is involved in the Company's disclosure process must: (a) familiarize himself or herself with the disclosure requirements applicable to K-Two as well as our business and financial operations; (b) not misrepresent, or cause others to misrepresent, facts about K-Two to others, including to K-Two's independent auditors, governmental regulators, and self-regulatory organizations; and (c) properly review and critically analyze proposed disclosure for accuracy and completeness (or, where appropriate, delegate this task to others).
- Promptly report suspicious transactions or activities and refer questions relating to these topics to the Internal Audit Department or the K-Two Ethics Hotline or Company's Corporate Legal Group at [admin@ktwointernational.com](mailto:admin@ktwointernational.com).

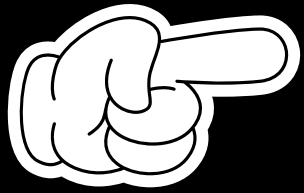


# 13

## PRIVACY

K-Two respects the confidentiality of the personal information of its employees, customers, suppliers, and service providers. Colleagues, customers, suppliers, service providers, and many others entrust K-Two with personal information and it is our responsibility to keep this information confidential.

## YOUR RESPONSIBILITIES



- Do not provide confidential or proprietary information to third parties, including business partners and vendors, without appropriate authorization and a valid confidentiality agreement. If in doubt, check with your manager or the Corporate Legal Group.
- Be careful when using electronic means of storing and sending information.
- Do not discuss confidential information in places where you might be overheard.
- Secure all confidential information when working in an open environment.
- Properly dispose of confidential or proprietary information.
- Beware of informal telephone or email requests from outsiders seeking personal or confidential information (commonly known as “phishing”).
- All computers, electronic equipment, electronic data and records, Company issued phones, physical files, lockers, desks, and other furniture are the property of the Company. Employees are not entitled to, and should have no expectation of, any right of privacy as to any materials, communications, information, or files maintained, transmitted, or stored using the Company’s property and systems regardless of the nature of any such communication, material, information, or file.

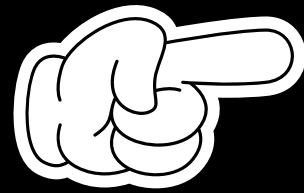




# 14

## INTELLECTUAL PROPERTY

Intellectual property that is designed, created, developed, or modified while performing work-related duties is Company property.



## YOUR RESPONSIBILITIES

- Employees may not copy software provided to K-Two by vendors unless the Company is licensed to make copies and the employee has received written permission from the Corporate Legal Group, or K-Two corporate senior management.

# 15

## ENVIRONMENTAL RESPONSIBILITY

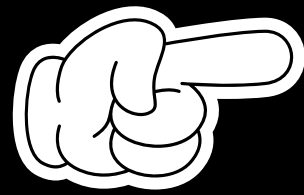
Employees should conduct K-Two business in compliance with all applicable environmental laws and regulations. If you believe that an environmental hazard exists, that there has been a release of any hazardous substance, or that environmental guidelines are not being followed, you must immediately report the situation to your manager.



# 16

## REPORTING AND ACCOUNTABILITY

Making proper decisions can be difficult in our complex business environment. You may occasionally need to seek advice or assistance in order to resolve an issue. You are encouraged to seek information or guidance about our ethics and compliance standards. K-TWO is a non-retaliatory environment, making it safe for employees to raise ethics and compliance concerns in good faith. Our non-retaliation policy is actively supported by our board of directors and senior management.



### YOUR RESPONSIBILITIES

- Seek help if you are ever unsure on a course of action.
- NO ONE, even senior officers, has the authority to tell you to do something illegal or unethical.
- Raise concerns about any violations of our Code that you see or suspect.
- Never retaliate against anyone who makes a good faith report of suspected misconduct.
- Cooperate fully and honestly in any internal investigation of alleged misconduct.

### ETHICS AND COMPLIANCE HOTLINE

To promote ethical behavior and a culture of compliance, K-TWO offers Compliance Hotline phone and e-mail to address their concerns. These tools provide all K-TWO employees a way to report concerns or get information or advice (where available and permitted by law).

K-Two International Telephone Hotline:	(+974) 4409 9872
K-Two International E-mail Address:	<a href="mailto:admin@ktwointernational.com">admin@ktwointernational.com</a>





# 17

## **WAIVERS**

All employees, officers and directors are required to follow this Code. Waivers of this Code for employees and officers of the K-TWO family of companies must be approved by the General Counsel. Waivers of this Code for board members or executive officers must be approved by the Board or a Committee of the Board and promptly disclosed to K-Two stock-holders, if required.



# Company Culture

## Collaboration and Inclusivity

We believe that diverse perspectives foster innovation, and every voice is valued. Expect a workplace where your ideas are not only heard but actively encouraged.

## Continuous Learning and Growth

We embrace a culture of continuous learning. Your professional growth is a priority, and we provide resources, mentorship, and opportunities for skill development.

## Open Communication and Transparency

Communication is at the heart of our culture. We believe in transparency and open dialogue at all levels.





Enjoy different programs: team-building activities, and social events. Your journey with us is not just about work, it's about thriving both personally and professionally. Welcome to a workplace that cares about you.

# Benefits and Perks



K-TWO INTERNATIONAL CONTRACTING & HOSPITALITY



# Policies and Procedures



01

## Code of Conduct

Upholding respect, integrity, and professionalism is at the core of our Code of Conduct, ensuring a safe and inclusive workplace.

02

## Work-Life Balance

We prioritize a healthy work-life balance, offering flexible work hours to optimize productivity and personal well-being.

03

## Communication Guidelines

Open and collaborative communication is encouraged through regular team updates, meetings, and accessible management.

04

## Professional Growth

We invest in your professional development, providing opportunities for training, skill-building, and advancement within the company.

# Training and Development

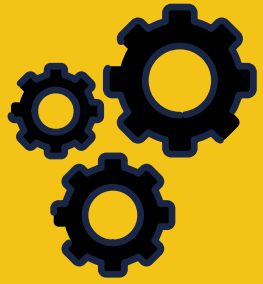


Our training program equips you with the skills and knowledge to thrive in your role and contribute meaningfully. From comprehensive onboarding to ongoing professional development opportunities, we provide the tools for success. Workshops, mentorship, and access to external resources ensure you stay ahead in your career. Welcome to a culture of continuous learning and innovation.





# Workspace and Facilities



## Ergonomic Workstations

Our workspaces are designed with your well-being in mind, featuring ergonomic furniture to support comfort and productivity.



## Flexible Break Spaces

Enjoy break areas designed for relaxation and socialization. Flexible spaces cater to various needs, whether you prefer a quiet corner or a collaborative setting.



## Collaborative Meeting Spaces

Foster creativity and teamwork in our collaborative meeting spaces equipped with modern technology, making communication and collaboration seamless.





# OUR CLIENTS



K-TWO INTERNATIONAL CONTRACTING & HOSPITALITY



# OUR SERVICES & OPERATIONS



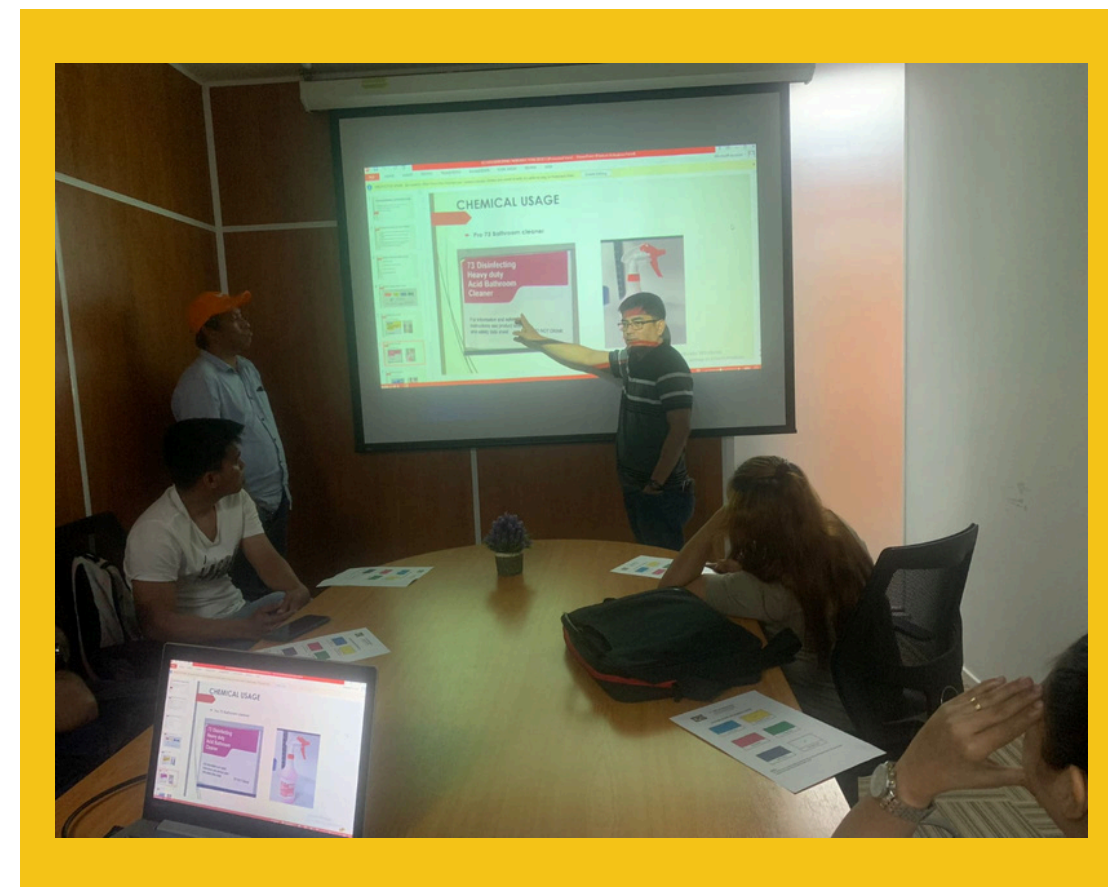
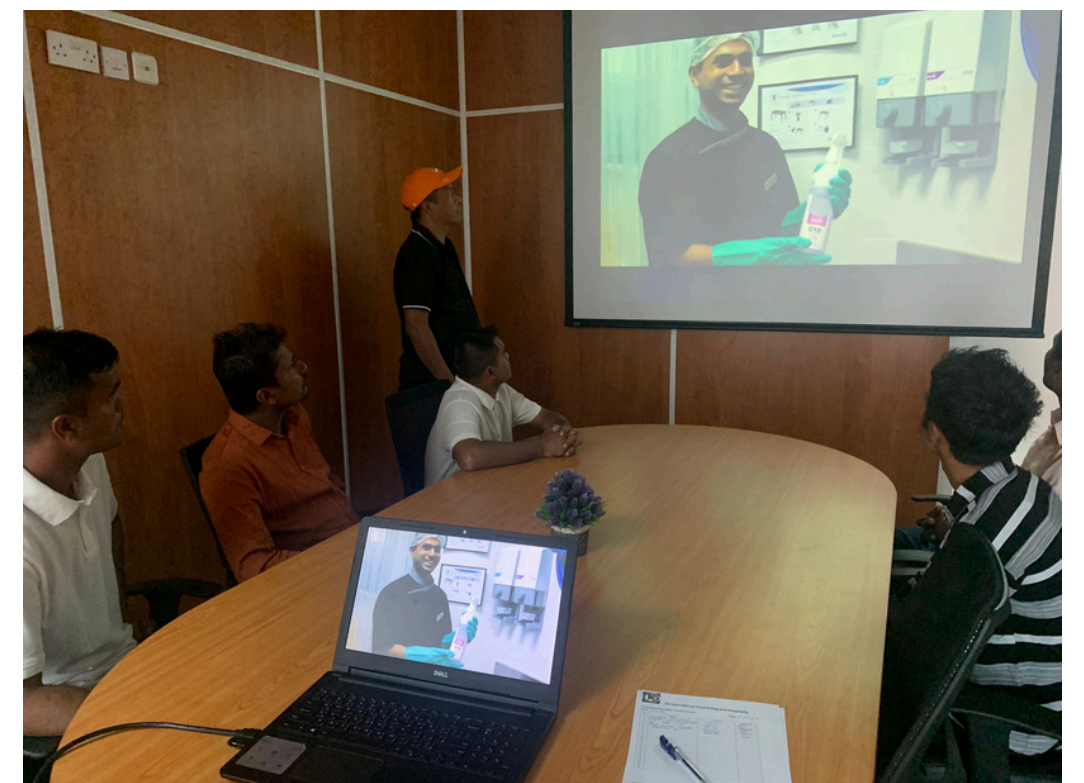




# K-TWO INTERNATIONAL CONTRACTING & HOSPITALITY

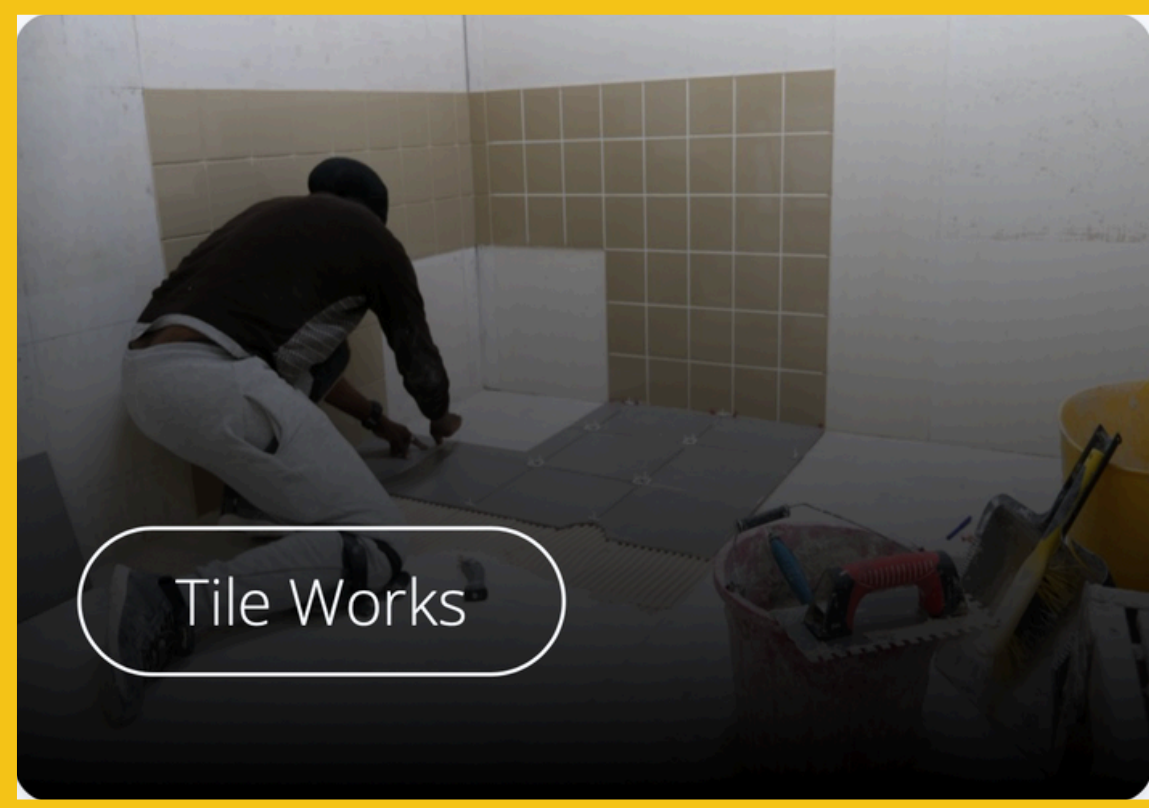




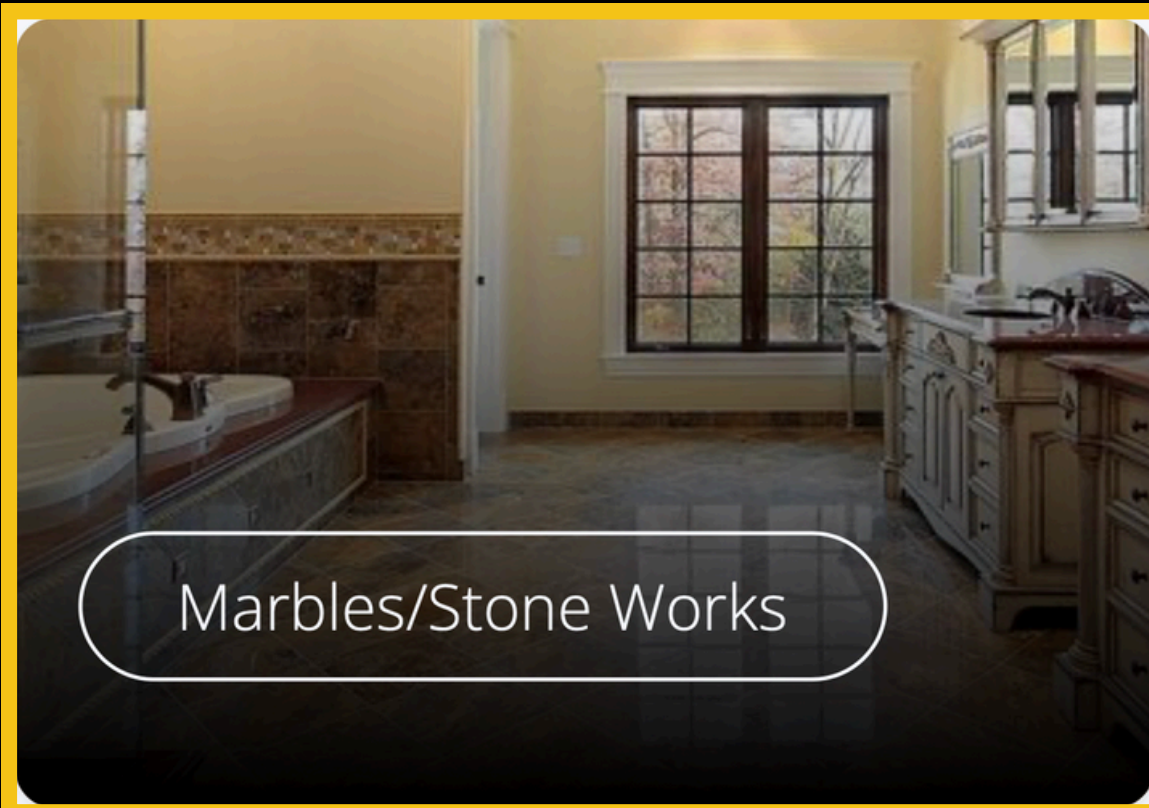




# FIT OUT WORKS



Tile Works



Marbles/Stone Works

Installation of Marbles/Stone Works, Tile Works, Glass Works, Gypsum Installation, Steel Works, Painting Works, Waterproofing, Finishing Carpentry, Masonry & Wood Works, Interior Decorative Finishing, and Other related Works.



HVAC Works



Mechanical Works & Equipment Installation







Boom Truck



Motor Grader



Dump Truck



Mobile Cranes





# QUALITY ASSURANCE & QUALITY CONTROL PLAN

## Section 1 - Introduction

K Two International Contracting and Hospitality have entered into contract to carry out for Supply, Installation & Commissioning of MEP Works & Full Fit-outs Works. This document has been formulated to facilitate the implementation of our Quality Systems to the benefit of the installation.

## Section 2 - Statement of Policy

K Two International Contracting and Hospitality's policy is to achieve and maintain, throughout the company, a system of operating procedures that will reflect to new and potential customers, and existing clients, the competence of the company to provide contracting services of assured quality.

The achievement of this policy involves all employees who are individually responsible for the quality of their work, and to each of whom this policy has been issued and explained.

To achieve and maintain the required level of assurance, the Project Manager retains the responsibility for the Quality Assurance System, with administration by the Project Engineer and Construction Manager.





**The objectives of the Quality Assurance System are:**

- To maintain an effective Quality Assurance System.
- To achieve and maintain a level of quality which enhances the company's reputation with Clients.
- To ensure compliance with relative statutory and safety requirements.
- To endeavor, at all times, to maximize customer satisfaction with the services provided by K-Two International Contracting and Hospitality.

**Section3 - Insurance Details**

K-Two International Contracting and Hospitality Insurance Details will be advised to the client.

**Section4 - Quality Procedures**

The project team will familiarize themselves with the specification and contract details. A technical review of the works executed will then take place and any queries/additional information that is required to enable the procurement of plant/material will be requested through the Request for Information (R.F.I.) system. The plant/material will be placed on order and procurement schedules will follow.





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**Procure and Manufacturing Control**

Materials, equipment and services will only be procured from specified suppliers and sub-contractors, unless otherwise agreed with the client. The Project Engineer is responsible for the completion of project indents, including the associated technical specification, contract conditions and quality requirements. Suppliers' inspections will be carried out if required.





## **Section 7 - Quality System Review/Corrective Action**

### **Purpose**

The purpose of this procedure is to ensure that the Quality Plan remains effective and in accordance with the requirements of the client.

### **Responsibilities**

It shall be the responsibility of the site foremen to ensure the requirements of the Quality Plan are implemented. However, the Project Engineer shall carry out site audits to ensure procedures are being adhered to.





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## **Procedure**

The Project Engineer and the Project Management Team shall periodically review the contents of the Quality Plan to ensure it remains effective. When it is apparent that the Quality Plan needs to be updated, the Project Engineer shall carry out any amendments and distribute all revisions to those on the distribution list. The Project Engineers shall carry out periodic audits to ensure all aspects of procedures are being adhered to. If any non-conformances are found in respect of procedures, the Project Engineers or Site Foremen shall raise an Inspection Report. The Inspection Report shall note the non-conformance and the date by which it must be rectified. The Project Engineers shall then make arrangements to follow up and close out the corrective action.

## **Preceding Works**

If for any reason we are unable to proceed in areas made available to us, the Project Engineer shall raise a delay report and issue to the Client. The Delay Report shall detail all preceding works that are incomplete, installed incorrectly or missing. It shall also state the date by which the works need to be rectified to avoid delay to the program of works.

## **Site Delays**

Should progress on the site be delayed for any reason beyond the control of K2 International Contracting and Hospitality, the person in charge of the site installation advises the Project Engineer at the earliest opportunity and records the details in the Site Diary. The Project Engineer will endeavor to rectify the delay, or modify the program to accommodate the delay if required, and issue a Delay Report.

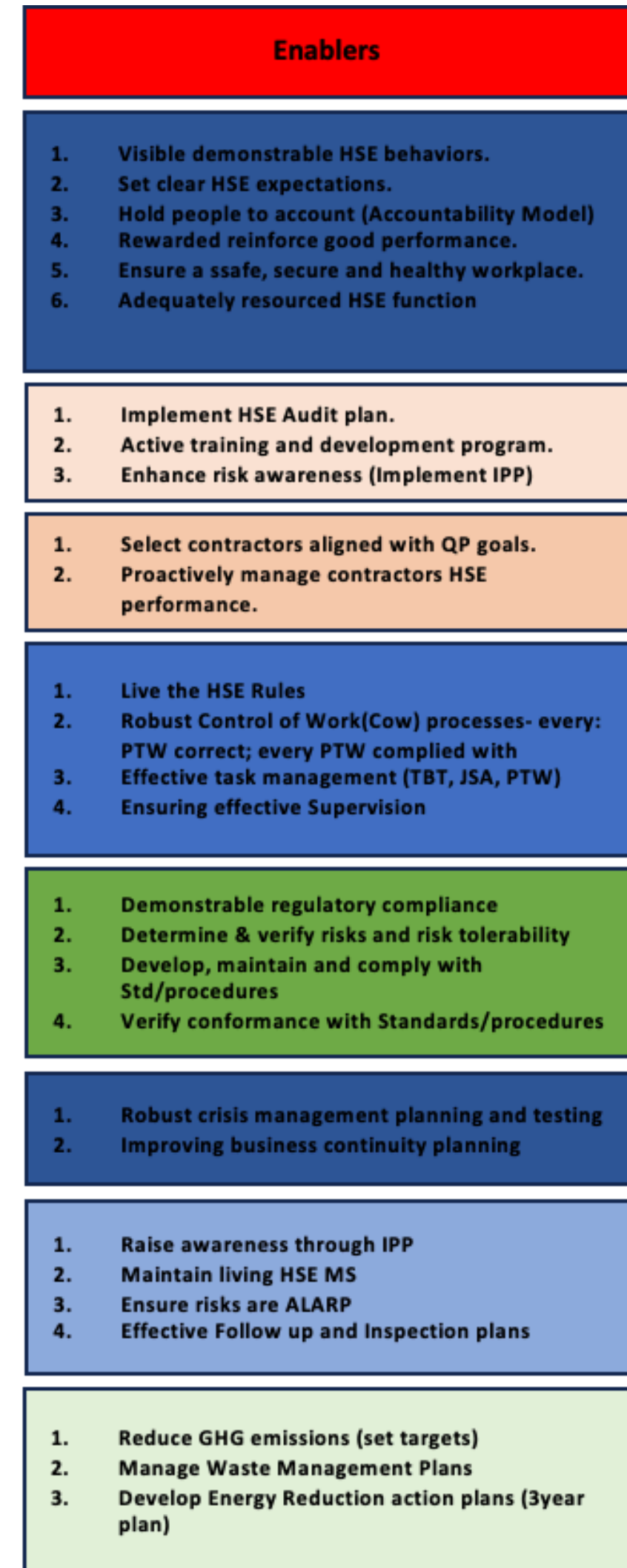
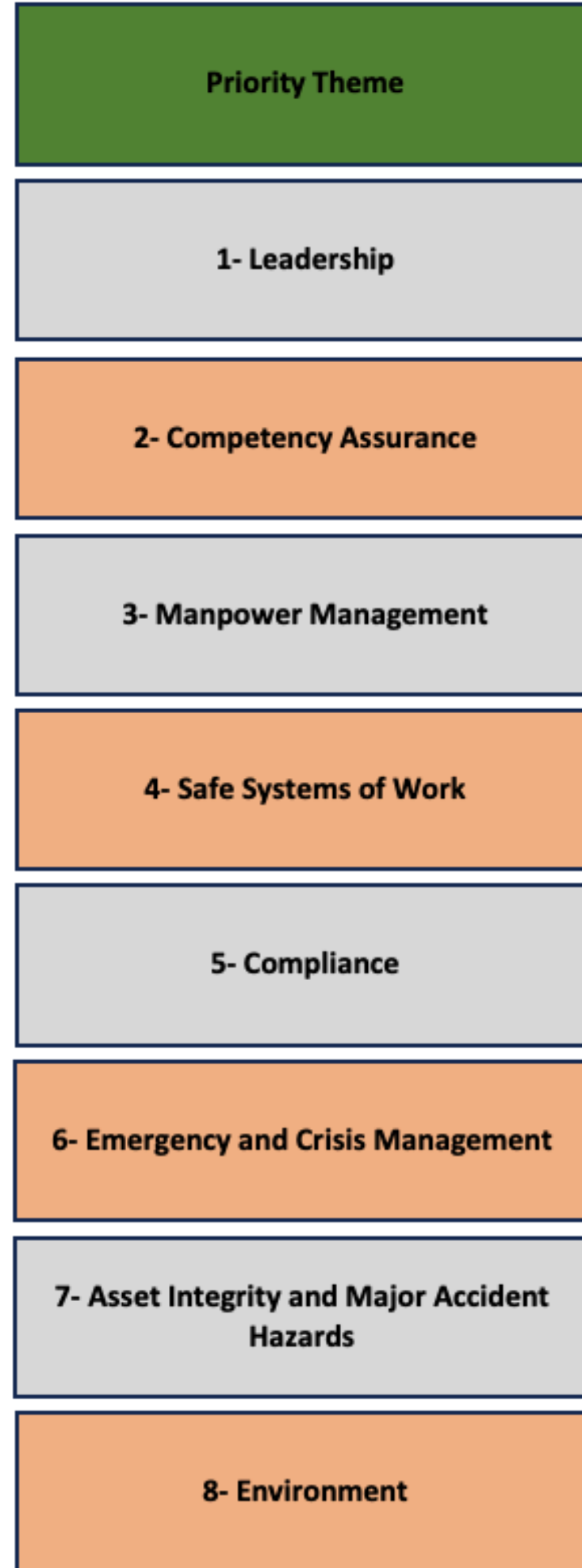


# HSE EXECUTION STRATEGY

**Human Approach** Build a culture of HSE leadership

**Organizational Approach** Accurate standards and procedures fully complied with

**Technical Approach** Build, maintain and operate a sustainable facility



**SAFE AND SUSTAINABLE DELIVERY OF THE BUSINESS PLAN**





# We Provide Trusted Services For You

1. **Reliability:** Clients can trust that the services provided will be consistent and delivered as promised. This includes showing up on time, meeting deadlines, and being responsive to client needs.
2. **Quality:** The services offered are of top-notch quality, ensuring that clients receive value for their investment. Quality might mean attention to detail, use of best practices, and adherence to industry standards.
3. **Customer Satisfaction:** The ultimate goal is customer satisfaction. This involves not only meeting the client's expectations but exceeding them whenever possible. Happy customers are more likely to return and recommend the services to others.
4. **Transparency:** There's a clear and open line of communication between the service provider and the client. This includes being upfront about pricing, processes, and any potential challenges that might arise.
5. **Professionalism:** The services are delivered with professionalism, which can encompass factors like proper attire, respectful behavior, and clear communication.
6. **Trained and Qualified Staff:** The team providing these services is trained, experienced, and qualified to do the job. Clients can have confidence that they are entrusting their needs to competent professionals.
7. **Diverse Offerings:** Depending on the type of business, offering a range of services means clients can rely on the same trusted provider for various needs.
8. **Safety and Security:** If applicable to the services provided, ensuring safety and security measures are in place.
9. **Ethical Practices:** Operating with integrity and ethical practices is essential. Clients can trust that the services are delivered ethically and in line with industry standards and regulations.
10. **Continuous Improvement:** Finally, a commitment to continuous improvement means that the service provider is always looking for ways to enhance their offerings. This might involve adopting new technologies, refining processes, or seeking client feedback for areas of improvement.



# Any Questions?

As we conclude, we want to address any remaining questions you may have. This is your chance to seek clarification on any aspect of your role, company culture, or about our company. Your questions are valuable, and we're here to ensure you feel confident and well-informed. Let's make sure you're ready for the exciting journey ahead.







K-TWO INTERNATIONAL CONTRACTING & HOSPITALITY

**Thank  
You**

