

Communication On Progress

UN Global Compact Report 2018 - 20 19



بنك القاهرة
Banque du Caire



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About Banque du Caire

Today Banque du Caire is considered one of the oldest and largest banks in Egypt with circa EGP 179bn of assets and a market share of 4%, serving more than 3 million clients.

An extensive and well diversified local network of 228 Branches and offices covering 27 governorates, giving Banque du Caire a geographical advantage over other banks operating in Egypt.

Banque du Caire is a significant contributor in growing the national economy through its role in financing the full spectrum of projects, from MicroFinance initiatives to mega infrastructure development projects.

In January 2018, Mr. Tarek Fayed was appointed as Chairman and CEO of Banque du Caire, alongside a new Board of Directors comprised of top notch senior

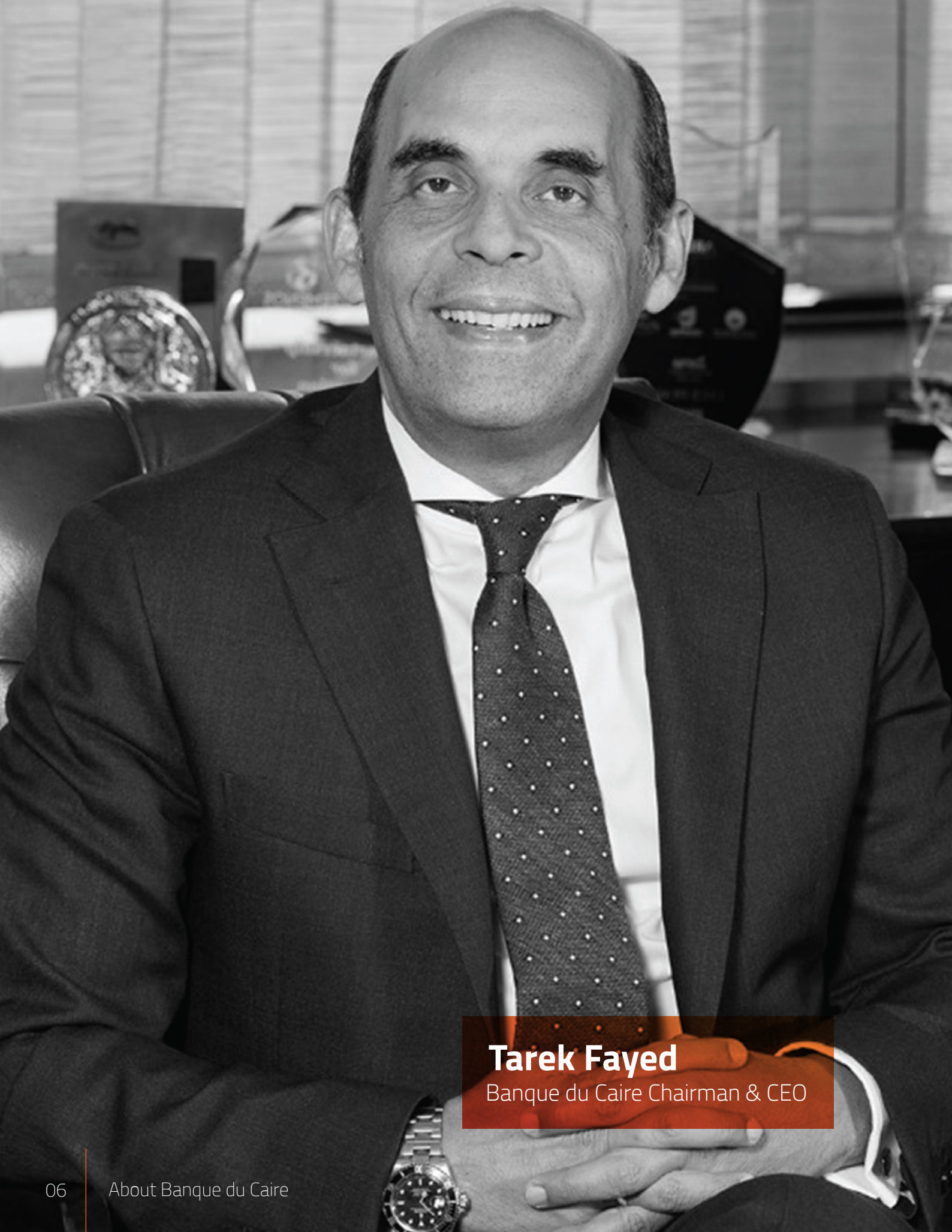
executives with a breadth of experience from both the financial and non-financial sector. A new strategy was adopted and accordingly has been rolled out to redefine Banque du Caire as a market leader providing world class banking service at the global best practice standard.

This transformation is being actualized by setting up specialized departments and experienced teams as well as restructuring existing ones to work efficiently with clients. This includes and is not limited to Corporate Banking, Global Transaction Banking, Structured Finance, Treasury, Securities Services, SMEs & Wealth Management.

These business units are supported by dedicated service teams to ensure the quality of services provided to clients is effective and fully covers clients needs.

Quick Highlights





Tarek Fayed

Banque du Caire Chairman & CEO

Letter From The Chairman

With a decades-long history in the Egyptian banking industry, Banque du Caire has consistently been at the forefront of change, I have the pleasure to present the third Communication on Progress (PoC) report. It covers the key measurements taken to adhering to the ten principles of the United Nations Global Compact across its four main principles; Human Rights, Labor, Environment and Anti-Corruption. To maintain our significance in the market as Egypt's most respected banks for almost 70 years; operating towards an enlightened vision and strategy that support the national economy and the community, we have developed a talent for reinvention, specifically in the field of sustainable development. Through which, we were able to implement our on-going strategy and embarked on a holistic transformation focused on restructuring our internal operations and enhancing our use of technology. The effectiveness of our strategy has been yielding results, with strong numbers achieved across all our business lines. Additionally, succeeded in contributing to the evolvement of financing developing endeavors that contribute to the country's sustainable growth.

In-line with our national projecting role to not only support but also contribute to the Egyptian economy, Banque du Caire implements its strategy to act in compliance with the latest and most professional standards of the banking industry, both locally and internationally. The mentioned role realms our structure to support the ambitious economic reform program adopted by the Egyptian State to achieve the 2030 sustainable development agenda. Thus, we believe that the finest way to achieve the United Nations' Sustainable Development Goals of 2030 is to link all sustainable initiatives to our business models, while addressing social paradigms. In parallel, the main purposes of implementing this strategy is to provide the best and most convenient financial services not only to satisfy the different segments of the bank's clientele, but also to consistently create lasting impact across many pillars. We believe that we are held accountable of our employees,

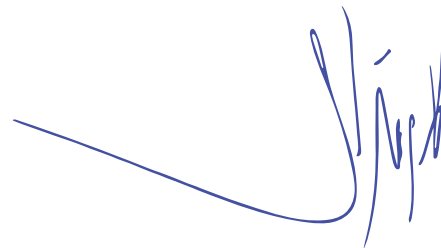
shareholders, community and the ecology, in addition to the interests of the social and environmental consequences of business activities. By integrating sustainable initiatives into our core business processes and align it with stakeholders, Banque du Caire achieves the ultimate goal of creating both corporate and social value. In 2019, our main pillars were fixated on healthcare, decent life and infrastructure, environment and education, financial literacy, youth employment, women empowerment, all under the social and economic impact to ensure sustainable development.

Banque du Caire supports developing projects that improve lives in all of Egypt's governorates through job creations. Maintaining the bank's leading position in financing small and medium enterprises that the country is bidding on to stimulate growth rates by financing training programs, encouraging microfinance development by providing technical, administrative and financial assistance through grants and loans.

Banque du Caire's swift and hassle-free approval process coupled with its comprehensive track record position the bank's microfinance program as the go-to funding provider for micro entrepreneurs all around the country as it works to bolster the government's push for financial inclusion. The implemented strategy of the bank applied the principles of financial inclusion to reach-out to different segments, providing advanced and innovative services to meet societal needs in the most cost-effective manners.

Because the bank's main and most important assets are its employees and are a representation of its success story, we focus on consistently organizing trainings and seminars to update the staff with the most recent local and global certifications to meet the highest international standards and ensure an adequate working environment that further supports the bank's governance and achievements.

Conclusively, our alteration strategy has already changed the way Banque du Caire operates for the better and enhanced our ability to integrate and strengthen the ten principles of the United Nations Global Compact in the areas of human rights, labor, environment and anti-corruption. The sustenance and exceptional devotion of every one of our employees has been contributory in implementing the mentioned principles towards sustainability, and I would like to extend my sincere gratitude to the members of our team, executive management, and our esteemed Board of Directors for helping us reach where we are today.



Tarek Fayed

Chairman & CEO of Banque du Caire

BANQUE DU CAIRE
IS FULLY COMMITTED TO DO ITS
DAY-TO-DAY
OPERATIONS
THROUGH VARIOUS POLICIES,
VALUES & STANDARDS

Banque du Caire's commitment to Excellence

A. Health and Safety

- At Banque du Caire, we aim to provide a safe and healthy working environment in both our operations and premises.

B. Labor:

- Banque du Caire maintains fair labor values, including working hours, conditions, wages that comply with the Egyptian Labor law. We condemn the use of forced labor and abusive child labor as defined by the Egyptian Labor law and Rights at Work. We respect our employees' right to freedom of association.

C. Community:

- Banque du Caire supports a vast array of stakeholders and aims to create value and maximize its impact in terms of not only business success but also participating in the enhancement of the local communities and Country.

D. Customers:

- Banque du Caire implements standards of conduct and respect for human rights for our employees, suppliers, contractors and partners.

E. Business partners:

- Banque du Caire does not discriminate in any opportunity based on race, color, gender, gender identity, gender expression, genetic information, age, religion, ethnicity, sexual orientation, marital status or disability when dealing with any of our

F. Environment:

- At Banque du Caire, one of the pillars of the CSR strategy is the environment. We work both internally and externally for an environmentally sustainable and paperless bank. We are fully committed to the most efficient use of natural resources.

G. Privacy and Security:

- Banque du Caire respects individual privacy. We strive to secure any business information we collect, use and disclose.

H. Compliance:

- Banque du Caire observes and strives and implements human rights policies that are consistent with local laws and regulations.

BANQUE DU CAIRE
COMMITMENT TO THE
10 UN
GLOBAL COMPACT
PRINCIPLES

Banque du Caire has been playing a substantial role in serving its people across Egypt in conducting its day-to-day business in accordance with a code of conduct that prioritizes corporate social responsibilities and sustainable development. Part of the new management's five-year long-term strategic mindset is for all departments to be in-line with environmental, social and governance measures.

Such measures are reflected through every individual's support to the UNGC ten principles, while upholding their daily responsibilities to benefit societal needs and contribute towards making communities more and more sustainable. The below provides a well-defined brief of the ways in which Banque du Caire conducts its business by means of the 10 UNGC principles.

Human Rights

Principle 1:

- Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2:

- Make sure that they are not complicit in human rights abuses.



Labour



Principle 3:

- Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4:

- The elimination of all forms of forced and compulsory labour;

Principle 5:

- The effective abolition of child labour; and

Principle 6:

- The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7:

- Businesses should support a precautionary approach to environmental challenges;

Principle 8:

- Undertake initiatives to promote greater environmental responsibility; and

Principle 9:

- Encourage the development and diffusion of environmentally friendly technologies.



Anti-Corruption

Principle 10:

- Businesses should work against corruption in all its forms, including extortion and bribery.



HUMAN RIGHTS

Human Rights

Principle 1:

- Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2:

- Make sure that they are not complicit in human rights abuses.



There is no doubt that Banque du Caire's employees play an integral role in the development of the Bank. The bank takes all the necessary measures to protect employee rights and freedom whilst ensuring employees' safety, health and welfare. The ongoing CSR initiatives extends its support to human rights towards the society through continuous social responsibility initiatives aiming at providing a better life to the people of Egypt.

A. Our Employees

a. Hours, Wages & Leave:

- BdC provides monthly wages for employees with an annual profit share and salary increase as an incentive and appreciation for their hard work throughout the year.
- The bank has developed fringe benefit programs introducing different types of allowances to suit BdC employees' needs, e.g. developed transportation allowances, staff loans and credit cards, in addition to developing competitive compensation and benefits for employees in return for their contribution to the bank.
- Working hours are set as per the Egyptian Labour Law where the workweek is limited to 40 hours and overtime is infrequent and remunerated.
- BdC complies with the Egyptian Labour Law to ensure that all employees are paid holiday leave, sick leave, and maternity leave for females.
- The bank ensures that all employees have an official employment status.

b. Fair Treatment:

- BdC condemns all types of workplace harassment (e.g. physical, verbal, sexual, and psychological). The bank has an HR committee designated for receiving all types of employees' grievances & complaints which investigates each case and takes the necessary actions accordingly as per the bank's regulations.
- BdC respects the privacy of its employees whenever it gathers private information or monitors the workplace.

c. Employees Wellbeing

- Banque du Caire provides healthy working environment for staff wellbeing and productivity; all buildings are daily monitored in terms of suitable temperature and air conditioning, ventilation, electricity & lighting, sanitary facilities, cleanliness with access to clean food and drinking water. All devices and equipment are regularly monitored by maintenance companies to ensure they are safe and working efficiently.
 - Smoking is prohibited inside offices and corridors to provide healthy working environment with certain designated places for smoking; smoke detectors are set up in all offices
- throughout the bank's branches and units. Frequent email circulars regarding the non-smoking regulations have been sent to the staff backed by monitoring measures taking place to ensure the non-smoking regulations are enacted.
- Employees are provided with free & discounted medical services with access to a wide variety of hospitals, clinics and medicines in various medical specialties. The bank continuously works on developing the medical services provided to the staff by updating the medical network on an ongoing basis and working on the simplification of procedures in order to provide the best possible services for BdC employees and their families; expanded the medical network across the whole country.
 - The bank has introduced new Hepatitis C treatment (Qurevo) in addition to the new protocol (Sovaldi - Daklinza) provided to nearly 1000 employees during 2017 & in 2018 it was provided to 282 employees.
 - The bank has partnered with 20 new medical centers providing assistive devices for the employees with disabilities.

d. Employees Safety

Banque du Caire takes all the necessary measures and arrangements to provide a safe environment for its employees, customers and visitors all over its branches and buildings spread nationwide in order to prevent any accidents or emergencies from happening and to be able to respond to them if they occurred.

- Protective Equipment are readily available in all the bank's 228 branches and units spread nationwide; fire alarm systems, first aid kits, fire extinguishers and hoses, anti-theft and security systems, cameras, etc. Protective Equipment are readily available in all the bank's 228 branches and units; fire alarm systems, first aid kits, fire extinguishers and hoses, anti-theft and security systems, cameras, etc. in 2019, all branches have been totally revamped.
- Technological developments of the protective equipment have been implemented in the bank's branches in Cairo, Alexandria, Marsa Matrouh and Siwa whereby the protective equipment have been replaced with new advanced ones with the latest technologies. This has been conducted as per a current time plan that targets updating all BdC branches with new advanced protective equipment.
- Regular monitoring by the Security team is held throughout all the bank's branches to ensure the security equipment are made available and working efficiently while fixing any problems that are detected. In addition, monitoring

rooms are working 24/7 to detect any security related incidents and act immediately.

- Regular security training, sessions and workshops are provided to the security personnel and guards;

In 2019, technical and practical security training courses have been provided to security personnel from all the bank's branches in Cairo and governorates. As for 2019, 593 security personnel have been trained.

- The training involved assessments to measure what people learned, monitor the best performers, and conduct open discussions with the security management regarding the security personnel complaints or & problems they face and fix them.
- Trial Evacuation Awareness campaign has been conducted targeting all staff members including the security team regarding their roles and instructions to be considered to safely evacuate the bank's buildings on emergency. The trial fire evacuation is undertaken on an annual basis at the bank's head office building, in addition to a bi-annual trial fire evacuation

that is held in all branches. The evacuation process and results are monitored by the concerned departments evaluating any concerns that arouse during the fire drill and finding solutions to prevent them from happening in future.

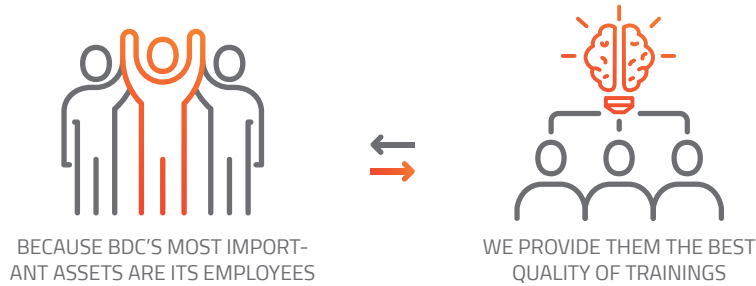
- Security Awareness campaigns were delivered to the bank's staff and customers on a regular basis providing security instructions and tips via training, email circulars, flyers, ATM and branch screens.
- The bank deals with professional security agencies where the security personnel of the agency are regularly monitored by the bank's security department to ensure they are working effectively & efficiently without any violations related to human rights acts. If any problems occur from the agency personnel, immediate actions are taken (e.g. terminating the contract, paying penalties, or exclusion of the personnel in charge).
- BDC Health and Safety Committee includes members from the bank's management and staff to improve health and safety measures in the workplace. The committee meets on a monthly-basis and works and works closely with

the bank's concerned departments to:

- Regularly monitors the workplace to ensure health and safety arrangements are made available in line with the international standards.
- Reports accidents, health and safety problems that occur, investigates and provides solutions, take actions to prevent any recurrences, and follows up on the execution of the plans.
- Takes part in preparing the security training material provided for the staff members.
- BDC has promotion and reward programs based on performance.

e. Employees' Performance & Motivation:

Banque du Caire takes all the necessary measures and arrangements to provide a safe environment for its employees, customers and visitors all over its branches and buildings spread nationwide in order to prevent any accidents or emergencies from happening and to be able to respond.



- Banque du Caire's Core Values aims to guide all staff members through a positive and successful conduct internally and externally guided by the bank's vision, culture and values.
- BdC provides best in class training programs to enhance employees' skills and performance and meet the bank's strategic objectives; specialized technical training as well as interpersonal skills training courses are provided to help employees develop their personal experiences and improve their work productivity.

Almost 68% of the employees had training during 2019. The training hours were 180,000 versus 150,357 in 2018, with a

total increase of 20%. 28 of the overseas training sessions have been offered such as the Harvard Program during 2019.

In 2019, Banque du Caire managed to provide 24000 training opportunities including overseas training.

- A performance management system has been developed applying the latest global standards in employee performance measurement; a balanced scorecard system has been developed aligning individual goals, teamwork, and the objectives of the department / branch of each employee in order to end up achieving BdC's strategic objectives.

▪ Regular training sessions were provided to managers in order to efficiently apply a balanced scorecard system that has been developed with latest global standards in employee performance management.

- BdC organized recognition event dedicated to the retired employees from the overall bank's departments and branches in all governorates in order to honor them for their valued contribution to the bank throughout their work years.

B. Our community

For the past decades, Banque du Caire has been effectively adopting a wide range of prominent Corporate Social Responsibility initiatives and contributions outside of core banking realm providing a dedicated approach and significant impacts towards sustainable community development in various fields such as: social development, health care, education, poverty, heritage and culture, vocational training and projects, supporting economy, infrastructure, youth, women and special needs. These initiatives support the Bank's fundamental role towards the development of the Egyptian society and economy.

a. Developing Underprivileged Villages:

Banque du Caire adopted full-fledged sustainable development to one of the poorest villages in Upper Egypt, Al Qora'an village in Sohag. The Bank managed to do infrastructure and housing renovations, education, health care & microfinance projects for the village residents in order to help provide them with adequate & sustainable living conditions. The project has been implemented in partnership with Khair Wa Baraka Foundation.

1. Infrastructure:

- Banque du Caire provided the poorest 89 houses in the village with renovation, roofing, electricity, lighting, and bathrooms.
- A major pipe that is 2.6 Km long has been installed for the supply of clean drinking water reaching the areas that lack access to clean water to serve more than 200 homes.

2. Education:

The Bank supported the renovation and development of "Al Qoraan" primary school in the village which is under bad condition with poor infrastructure and unqualified teachers. The project aims at promoting a better learning environment, renovating the school infrastructure and resources and providing technical and professional training programs to the teachers and students. Renovation included:

- Infrastructure: renovating the school's building, classrooms, laboratories and playground (wall painting, electricity & lighting, plumbing systems, bathrooms, windows, doors, furnishing, etc).
- Equipment and tools: providing the school's classrooms, library and laboratories with the necessary learning tools, devices and equipment.
- Students & Teachers training: providing training courses for the students to boost their Arabic language skills, in addition to providing professional training courses for 73 teachers in 7 primary schools, with regular visits to follow up, provide technical support and measure the outcomes.

3. Healthcare:

The Bank provided support to the health units of the village to serve all the village's residents through;

- Medical equipment and tools: providing 2 health units with the necessary medical equipment and devices used for treating the diseases widely spread in the village.
 - Veterinary Convoy: providing free medical treatment for 650 animals in the village which are considered a major source of income, food and fiber for their owners.
 - Technical support: providing regular technical support visits for 1 year for the unit's doctor.
 - Medical Convoys: providing bi-annual medical convoys providing support for 1825 beneficiaries with free medical examination, medicines, along with operations and surgeries provided for the cases in need.
- The project is planned to continue on an annual-basis and expand targeting sustainable development of the poorest areas in Egypt.
- Providing vocational training for 140 beneficiaries in the village (males and females including the women who are the breadwinners of their families) with the aim to help them utilize such training experience to start their own projects and to generate income for themselves and their families.

4. Vocational Training:

The Bank provided support to the health units of the village to serve all the village's residents through;

- A vocational training has been delivered for 140 beneficiaries in the village (males and females, especially the women who are the breadwinners of their families) in addition to providing them with the necessary tools and equipment needed to independently utilize in their personal projects in order to generate income for themselves and their families. The project is planned to continue on an annual-basis with a main target of broadening sustainable development of the poorest areas in Egypt.
- Towards the end of 2019, in collaboration with other banks along with a reputable NGO, BDC built high-schools in underprivileged areas across Egypt. To ensure sustainability in those newly-built premises, BDC assigned bank representatives to closely monitor students' abilities through the quality of education they receive. Additionally, we provide trainings for the school

b. Charitable Convoys "Qawafel EL Khair":

For the 6th consecutive year, Banque du Caire's "Qawafel El Khair" was successfully organized during the holy month of Ramadan and the cold winter season aiming at eradicating extreme hunger and poverty across the different Egyptian Governorates.

It is worth mentioning that both bank's employees and the Top management are annually contributing and taking part in the campaign's visits to the underprivileged villages.

In 2018, the Banque du Caire's "Qawafel El Khair" extended its

financial support to more than 2000 families. The Bank distributed 2000 Ramadan packs and supported 100 eye surgeries. This is in addition to providing a proper roofing for 50 houses and providing "water connections" to 60 houses.

c. Charitable Fund "Al Asmarat Fund"

Banque du Caire has participated in funding Al Asmarat national housing project which aims at rehousing of the slums dwellers residents to better and safer neighborhoods.

d. Healthcare Initiatives

Leveraging on Banque du Caire's continuous focus on supporting the underprivileged people, the Bank was able to initiate several health care activities to support different hospitals across the Egyptian Governorates.

This is done through excessive donations to buy medical devices that are extensively needed by the different hospitals. To make sure that these funds are supporting the people, the Bank conducts follow up visits on regular basis and makes sure that the doctors who use the equipment are well trained. .

As part of Banque du Caire's keenness to support the health sector in Egypt, our Bank has supported many medical institutions such as Bahia Foundation for Early Detection and Treatment of Breast Cancer by contributing to the purchase of a Mammogram device. In addition to this , BdC has supported Ahl Masr Foundation to help build a and ICU Unit for children in the new hospital. BdC has supported the Ministry of Health in its initiative to eliminate waiting lists in public hospitals.

On December 28, 2018, under the patronage of President

Abdel Fattah Al Sisi, President of the Arab Republic of Egypt, Banque du Caire has participated as a bronze sponsor of the Zayed Charity Marathon, which was held in the city of Ismailia for the Shefa El Orman free Cancer.

In 2019, we donated to Baheya Foundation supporting Breast Cancer and reached 1,000 beneficiaries.

Additionally, we donated to the Cairo University Kasr El Einy Hospital, also supporting cancer awareness.

e. Education Initiatives

There is no doubt that Banque du Caire endorses the importance of Corporate Social Responsibility as an integral part of its strategy.

The bank's vision is focused on several components such as education. The Bank supported

Nile University, Zewail University as well as Ganoub Al Wadi University and Assuit University. This support covers the tuition fees for students who can not pay the university fees. The Bank also provided a scholarship opportunity to 5 students in the Nile University

covering their full tuition fees till graduation.

In 2018, Banque du Caire has supported a class of 30 students for one year in some community schools in Fayoum in partnership with Kolena maa Baad (We are all together) NGO.

f. Community Support Initiatives

To ensure sustainability of all its projects, Banque du Caire acts as a stakeholder or a business partner. The current CSR strategy is shaped accordingly to the country's aim to ensure effective community development in underprivileged areas in Egypt. Each year, the Bank supports different entities and projects that support the community and encourages its development.

Provided access to clean drinking water to 282 homes of the poor.

In 2019, the Bank give support to El Walaa and El Wafaa NGO which hosts special needs

children as part of its annual commitment towards the NGO, as well as Fatayat Masr for female orphans.

As part of its CSR activities, Banque du Caire has partnered with Misr Al Khair Foundation and the Egyptian Clothing Bank to provide safe housing and accommodation for underprivileged families in Upper Egypt to protect them from the cold in winter. The initiatives aim to provide roofing as well as decent clotting for these families.

As part of its partnership with Misr Al Kheir, our bank supports

the Sakan and Dafa (House and Warm) initiative to roof 150 houses in Aswan Governorate in addition to providing support to 1000 families in Aswan (father, mother and two children) and providing them with 600 Winter necessities.

In 2019, we launched our internal volunteering program for the bank employees - providing volunteering opportunities.

h. BDC Employee Services Committee:

We continue to promote employees' social activities and offers various benefits to meet the purpose of providing financial support, activities and motivation to the bank's staff, their families and the pensioners:

- Pilgrimage and Umrah
- Summer Vacation Trips and Short and Long
- Club Memberships.
- Transportation Facilities.
- Grants for employees, support in crises and emergency medical cases.
- The bank publishes obituaries in AlAhram newspaper for the bank's employees and their first-degree family members who passed away.

i. Economic Support Activities:

Due to its leading role in Microfinance and its CSR strategy, Banque du Caire has partnered with Misr El Kheir NGO to train and provide work opportunities to 210 youth in Sohag Governorate to reduce unemployment. This new initiative aims to train and raise

capacity of the youth as well as providing them with the tools needed to start their own career.

Also , the Bank was able to partner with Al Hassan Foundation to support Income Generating projects for the

differently abled people. The project was able to support 8 of the handicapped in Upper Egypt

In 2019, we provided support 50 athletic people with disabilities, encouraging them to pursue their passions.

LABOUR



Principle 3:

- Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4:

- The elimination of all forms of forced and compulsory labour;

Principle 5:

- The effective abolition of child labour; and

Principle 6:

- The elimination of discrimination in respect of employment and occupation.



Banque du Caire is governed by rules and regulations that are in line with the Egyptian labor laws.

A. Freedom of association: Banque du Caire recognizes the rights of its staff to freedom of association and to bargain collectively.

BdC Employees Association: it is comprised of BdC staff members from different job levels representing the interests and needs of employees, discussing them in regular meetings with the top management and

engaging in putting solutions and benefits to be provided for the staff.

It aims at continuously offering the best for BdC employees and protecting their rights through taking part in the top

management decisions related to: promotions, appraisals, wages, hiring of employees, contracts, profits, etc. In addition, it participates in organizing social and sports activities for the staff.

B. Complaints, grievances and personnel system:

<p>it is handled through a committee of staff members nominated from different sectors and departments in the</p>	<p>bank and works under the supervision of the HR management. The committee investigates and studies staff</p>	<p>complaints and grievances to reach proper solutions to fix them and overcome any recurrences.</p>
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C. Forced Labour

The bank takes all necessary measures to ensure that it does not participate in any form of forced labour with respect to recruitment, wages, leave, working hours, as it complies with the Egyptian labour law.

D. Child Labour:

<p>BdC complies with minimum age standards; no child labour. - Contractors working on the bank's buildings construction</p>	<p>are prohibited from using child labour. In case a contractor uses child labour within its workers, the bank warns them in an</p>	<p>official letter for the first time, if the contractor does not respond to the bank's warning, the contract is terminated.</p>
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E. Non-Discrimination:

The bank ensures that employment-related decisions are based on relevant and objective criteria. According to the Egyptian Labour Law, employees with disabilities represent 5% of the bank's staff.



ENVIRONMENT

Principle 7:

- Businesses should support a precautionary approach to environmental challenges;

Principle 8:

- Undertake initiatives to promote greater environmental responsibility; and



Banque du Caire recognizes the importance of the surrounding environment and the urgency of keeping it safe. This is done meticulously by using the precautionary approach and the environmentally friendly technologies.

Principle 9:

- Encourage the development and diffusion of environmentally friendly technologies.

A. Devices and Equipment

All devices and equipment are assessed carefully before purchases to ensure that they are economical and using lowest emissions.

In 2019, Banque du Caire continued to implement its dedicated strategy to powering the datacenter with the latest technology machines that reduce energy consumption to align with our “going green” mission. Behind the use of the newest and most efficient

technology is an automated system that archives documents and reduces the print of paper work. Meanwhile, we successfully got rid of the hard disks in an eco-friendly way to protect the environment. The bank remains to do business with specialized suppliers of ink cartridge printers to help recycling the empty cartridges.

Execution and recycling of expired ink cartridges is

effectively conducted through the specialized suppliers according to safety measures and regulations to protect the environment.

While setting up all employees’ computers and laptops, we ensure that power saving mode is activated by automatically turning off the display after 5 minutes, reducing energy consumption.

B. Paper Consumption

Banque du Caire continuously works on applying new technologies to automate the daily work operations archive documents as soft copies, , minimize the tasks redundancy and provide eco-friendly

solutions. The bank works to decrease paper consumption and waste within the daily operations with the aim to reduce the bank’s paper waste and contribute to the environment.

C. BdC Buildings and Branches:

Banque du Caire takes the necessary measures to ensure its branches are designed in line with national and international standards through the below:

■ LED Lighting:

- In 2019, with the rebranding of old branches, we implemented the use of LED lighting along with the renovated floors of the headquarters - replacing traditional fluorescent lighting.

- LED lighting is used in BdC branches to save energy and increase air conditioners' efficiency as it decreases the heat emissions coming from lighting. It is also more durable compared to traditional lighting

and free of harmful substances that negatively affect the environment like e.g. mercury which is used in other fluorescent lighting bulbs.

■ Branches infrastructure

The bank's main building is equipped with double-glassed windows to absorb heat coming from outside the building preventing it from negatively affecting the central air conditioning system inside. In addition, the branches' facades are designed with thermal control to save energy consumed by air conditioners and provide suitable temperature.

- The bank has designed and developed a complete eco-friendly branch in Siwa where all the materials used are environmentally friendly and inline with the international standards.

- Technical studies to use solar energy in the bank's head office building are underway aiming at saving energy consumption and costs.

- Eco-friendly plumbing systems are used in the bank's buildings to save water and energy, provide clean water and decrease chemical effects.

■ Air conditioning

BdC ensures all new air conditioners in the bank's buildings and branches are environment friendly as per the features below:

- Energy Star certified; which means they meet the energy efficiency regulations.
- Use eco-friendly refrigerants, the bank prefers R410A Freon, if available, which does not contribute to ozone depletion.
- Air conditioners' sound is lower than 50 decibels in order to provide a healthy working environment that reduces stress and increases employees productivity.
- Use the inverter feature to reduce the energy consumed.
- Equipped with ionizer technology which is effective in removing dust and bacteria from the air in order to provide a healthy workplace.

■ Gold Certificate LEED



Our looking-forward plan to build the bank's new premises to be under the internationally recognized green building certification system, that focuses on specific performances (acoustic performance, building life cycle assessment, fundamental and enhanced commissioning, construction and demolition waste management planning, donation towards natural protectorate and renewable energy).

In December 2019, we started with the construction of our

new headquarters building located in the New Capital that will operate on a fully environmentally friendly basis, in all aspects. The core and shell of the new premises will be delivered within 24 months. With the understanding of the used resources and vulnerability to their impact on the environment, this aims to provide validation of improved performances across many environmental aspects such as; energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality.



ANTI-CORRUPTION

Principle 10:

- Businesses should work against corruption in all its forms, including extortion and bribery.



Banque Du Caire is committed to adapting its internal policies and practices with the national and international standards of ethical business practices. The bank has set well-developed anti-corruption principles and policies aiming at reinforcing a

well-developed compliance culture commitment among the staff. The bank ensures its compliance with applicable laws, legislations and regulations including anti-corruption laws while maintaining a "Compliance Culture" among all

staff members. Clear evidence is present in the bank's Code of Ethics, Whistle Blower Policy, Corporate Governance Manual, Anti-Bribery and Corruption Policy and annual reports as well as Anti-Money Laundering Policy.

A. Code of Ethics:

Positive compliance culture is the main goal whereby the employees act responsibly, honestly and with integrity. BdC's code of ethics illustrates values and minimum requirements for ethical business conduct. The Code applies to dealings among

colleagues as well as contacts with clients and competitors.

The Code of Ethics sets out clear how employees and senior managers must behave in order to comply with applicable laws and regulations. It goes without saying that any and every type

of corrupt behavior on the part of the employees is prohibited. They are not permitted to accept, pay or approve any types of bribes.

B. Whistle Blower Policy:

BdC's policies for the prevention of corruption represent one of the bank's key principles. The measures taken to implement such policies encompass reporting misconduct on an employee or superior within the bank. The purpose is to have a direct and

independent channel for staff to report fraud, unethical acts or malpractice, as well as non-compliance with regulations.

- All complaints are handled in strict confidence to protect the whistleblowers'

identities and content of the complaints. There will be no action taken against any employee who, in good faith, reports a concern.

C. Anti-Money Laundering Policy:

It applies to all staff members and sets out procedures for the reporting of suspected money laundering activities with the aim to reduce potential criminal activity. The policy defines procedures that assist compliance with legal obligations.

- AML Policy requires licensees to establish adequate system and procedures for customer

identification, record keeping, compliance monitoring, staff training, internal and external reporting of suspicious or unusual transactions.

- The Central Bank Of Egypt's legislation No.80/2002 and its amendments are designed to prevent money laundering and reflect the Financial Action Task Force

(FATF) 40 recommendations. They form together with the CBE Customer due diligence regulations, the MLCU Regulations and the industry guidance, the cornerstone of Anti-Money Laundering (AML) / Combating Financing Terrorism (CFT) obligations for our bank and outline the offences and penalties for failing to comply.

D. Corporate Governance:

Effective corporate governance in accordance with international standards is a part of Banque du Caire's identity. It is apparently emphasized in the Governance Manual & in the responsible management and

Banque Du Caire ensures its adherence with the CBE supervising requirements and in harmony with the international IS standards that are in agreements with the bank activity. The Bank's Information Security has executed various projects that aim at downsizing security threats and breaches in order to provide a secured

banking service to our customers. The Information security is always providing IS awareness sessions to update employees on the importance as well as the risk associated to the security of BDC's information security policies. control of the bank through sound, clear and transparent relationships between the management, board of directors and shareholders and as well in the obviously-clear authorities and responsibilities of each of them. Governance maintains the stability and sustainability of

the bank which guides the day-to-day activities.

BdC's annual Governance reports emphasize the importance of the bank's sustainability policies and goals and its strong commitment to credibility.

The bank keeps developing training programs provided for the employees in the fields of: Compliance, Anti-money laundering and Corporate Governance.

E. Anti-Bribery and Corruption

As Banque Du Caire is keen to conduct all business with transparency, honesty and integrity and to reduce the risks that may affect the bank, whether it is reputational risk or risk related to possible fines. Therefore, the Anti-Bribery and Corruption Policy has been issued.

Policy aimed to combat bribery and corruption in Banque Du Caire ensuring that all the

banks' employees, its branches, affiliated entities, as well as outsourcing companies are all complying with anti-bribery and anti-corruption laws while carrying out their duties. Policy applies to all the Bank employees including Board members, senior management, managers, officials, employees, consultants, related parties or other consultants, agents or any other person associated

with the Bank or Acting on its behalf.

The policy is considered as part of the Bank's, Corporate Governance Guidelines, and Bank's Code of Ethics. This policy was issued in accordance with the Egyptian laws, Banking regulations and also Egyptian Standards for Combating Bribery ES8245.



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