



# 360 Agency Middle East FZ LLC

## Compliance Policy

Version 1.0 | Date: 28 March 2024

### 1. Introduction

This Compliance Policy sets forth the standards and procedures that 360 Agency Middle East FZ LLC ("Company") adheres to in order to ensure compliance with all relevant laws, regulations, and internal policies. Compliance with these standards is mandatory for all employees, contractors, and representatives of the Company.

### 2. Scope

This policy applies to all aspects of the Company's operations, including but not limited to:

- Business activities
- Financial transactions
- Employment practices
- Health and safety procedures
- Environmental responsibilities

### 3. Compliance Responsibilities

**Management:** Management is responsible for fostering a culture of compliance within the organization, providing leadership, resources, and support to ensure effective compliance efforts.

**Employees:** All employees are responsible for understanding and adhering to relevant laws, regulations, and internal policies applicable to their roles. They must comply with these requirements in all aspects of their work and promptly report any compliance concerns to the appropriate authority.



#### **4. Legal and Regulatory Compliance**

**Awareness:** The Company shall regularly monitor and stay informed of changes in relevant laws and regulations that affect its operations.

**Training:** Employees shall receive training on applicable laws, regulations, and internal policies relevant to their roles. Training programs shall be periodically reviewed and updated as necessary.

**Documentation:** The Company shall maintain accurate records and documentation to demonstrate compliance with applicable laws, regulations, and internal policies.

#### **5. Reporting and Investigation**

**Reporting:** Employees are encouraged to report any suspected violations of laws, regulations, or internal policies to the designated compliance officer or through established reporting channels.

**Investigation:** All reports of potential violations shall be promptly and thoroughly investigated. Investigations shall be conducted impartially, and confidentiality shall be maintained to the extent possible.

#### **6. Non-Retaliation**

The Company strictly prohibits retaliation against any individual who reports a compliance concern in good faith. Any acts of retaliation will be subject to disciplinary action, up to and including termination of employment.

#### **7. Consequences of Non-Compliance**

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract termination. Serious violations may also result in legal action and financial penalties for the Company.

#### **8. Policy Review and Updates**

This Compliance Policy shall be reviewed periodically to ensure its effectiveness and relevance. Updates may be made as necessary to reflect changes in laws, regulations, or internal policies.



## **9. Acknowledgment**

All employees, contractors, and representatives of the Company are required to acknowledge receipt and understanding of this Compliance Policy. Acknowledgment forms shall be maintained on file.

This Compliance Policy underscores the Company's commitment to operating ethically, responsibly, and in compliance with all applicable legal and regulatory requirements. Compliance is fundamental to maintaining the Company's integrity, reputation, and success.

### **360 Agency Middle East FZ LLC**

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