

## COPYRIGHT COMPLIANCE POLICY

RA fully supports international copyright law and requires all of our employees to fulfil our moral and legal obligations with respect to our use of the copyright protected materials of the company and others. To that end, and in fulfilment of our commitment to protect the principles of copyright in general, employees of RA should seek permission to use copyrighted works whenever appropriate and, when unsure whether permission is required, seek advice from the Legal Department as Copyright Officer.

RA acknowledges that copyright infringement is a violation of the law and may impose civil and/or criminal liability on the individual infringer, as well as on the infringer's employer. Therefore, every employee working for RA whether on a permanent, temporary or on contract basis, whether as consultant, contractor, agent or trainee is required to comply with copyright law and adhere to this copyright policy. Failure to do so may result in disciplinary action.

The aim of this policy is to provide practical advice as to the use of others' copyright-protected materials, including published materials, and to provide procedures for obtaining copyright permission that should be used consistently throughout RA.

Proper legal advice should be obtained whenever necessary. Questions regarding this policy and other topics such as fair use should be directed to the Legal Department in Dubai acting as Copyright Officer who can also assist you in obtaining advice from a lawyer if needed.

### 1. Copyright

The purpose of copyright law is to provide authors and other creators (and those who obtain rights through such persons) with an incentive to create and share creative works by granting them exclusive rights to control how their works may be used. Among the exclusive rights granted to those authors are the rights to reproduce, distribute, publicly perform and publicly display a work. These rights provide copyright holders control over the use of their creations, and an ability to benefit, monetarily and otherwise, from the exploitation of their works.

The right to include a piece in a collective work or submission, such as project documentation, business development documentation or HR principles is protected. If you are not the copyright holder, you must ordinarily obtain permission prior to re-using or reproducing someone else's copyrighted work. Acknowledging the source of a work, for instance, is not a substitute for obtaining permission.

### 2. RA Employee's Obligations under Copyright Law

No employee of RA may reproduce any copyrighted work in print, video or digital form in violation of the law. Works are considered protected even if they are not registered with any Copyright Office and employees of RA must assume that most materials used are copyrighted until proven otherwise.

If an employee wants to use material that is not covered by copyright, he or she should confirm that the material is not protected by any other area of law, such as trademark or trade secret law. If it has been created by an employee of the company, they can use the material freely. If there is any doubt whether a work is covered by copyright it is best to be cautious and to follow the procedures established for the use of copyrighted works.

When a work is copyrighted, you must seek out and receive through a license or the express written permission of the copyright holder, the right to reuse the copyrighted work in order to avoid an infringement of copyright, unless it is determined in consultation with the Copyright Officer and, if appropriate, legal counsel, that the use would constitute a fair use.

Any employee who violates RA copyright policy may be subject to disciplinary action up to and including termination.

### 3. RA's Rights With Regard to Computer Systems and Software

RA reserves the right to monitor employee computer systems (including desktop, lap top and handheld devices) and any content stored on an employee's computer system that has been issued for business use by the company.

RA also reserves the right to remove, delete, modify or otherwise disable access to any materials found to be infringing of copyright.

Any shareware or software to be used on RA's computers should be licensed by RA if they are to be used by an employee, consultant or contractor. For the security and safety of our systems they should also be installed with the permission and assistance of our Information Technology staff. Employees are reminded that all computers, equipment and software supplied by RA are subject to periodic audit.

If an employee is issued a password to access information licensed by RA the employee is expected to take all reasonable measures to protect the security of the password and not to share the password with anyone.

### 4. Use of Company-Created Materials

Whenever an employee of RA creates written or other creative material (such as a project or contract documents), that material is presumptively protected by copyright. Works created within the scope of or related to your job are automatically owned by the company as "works made for hire" under Copyright Law and under your employment contract with RA. When works are to be created by contractors or consultants to RA, the contract specifies that all works created under that contract are deemed to be "works for hire" and that if such works do not become the property of RA as a matter of law, the contractor or consultant thereby assigns all of his/her/its rights in such works to RA.

### 5. Summary

RA expects its employees to be responsible consumers of copyright-protected materials. We also encourage employees to educate their peers on copyright compliance. If any employee witnesses a potential copyright infringement, please bring the matter to the attention of the individual as well as to the HR Manager in Dubai.

A blue ink signature of Soraya Narfeldt, written in a cursive style, positioned above a horizontal line.

Soraya Narfeldt

CEO

Policy Implementation/ Review Date	Next Policy Review Date
January-2026	January-2027

