



# High Tech

High Technology Contracting Est  
مؤسسة التكنولوجيا العالية للمقاولات

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## People Development & Workplace Respect Policy

### Empowering Talent. Building a Culture of Respect.

At Hightech Contracting Company, our people are the foundation of our performance. We are committed to developing skilled, competent professionals while fostering a workplace culture built on respect, integrity, and accountability.

We believe that sustainable success is achieved when individuals are empowered to grow, contribute, and perform in an environment that values professionalism and mutual respect.

### Staff Training & Professional Development

#### We are committed to:

- Providing structured onboarding and role-specific training for all employees.
- Delivering continuous technical and operational training aligned with industry standards.
- Supporting professional certifications and competency development relevant to job responsibilities.
- Ensuring safety training, first aid awareness, and regular toolbox talks across all operational levels.
- Identifying skill gaps through performance evaluations and addressing them through targeted development plans.
- Encouraging leadership development and succession planning to strengthen long-term organizational capability.

Training at Hightech is not occasional, it is systematic, planned, and aligned with our strategic objectives.

### Workplace Respect & Professional Conduct

We maintain a work environment that promotes:

- Mutual respect among employees, management, subcontractors, and clients.
- Equal opportunity and fair treatment in all employment practices.
- Zero tolerance for discrimination, harassment, intimidation, or misconduct.
- Open communication and constructive feedback across all levels of the organization.
- Accountability, teamwork, and ethical behavior in every interaction.

Every employee is expected to uphold the company's values, demonstrate professionalism, and contribute positively to our culture.

### Our Commitment

Management is responsible for leading by example, ensuring fair practices, and creating an environment where employees feel valued, supported, and motivated.

At Hightech Contracting Company, we do not only build projects, we build people, capabilities, and a culture rooted in respect and continuous growth.

**Charbel Mouawad**  
Managing Director