



بيت الاستثمار  
Investment House

# تقرير الاستدامة

# Sustainability Report

## 2022

First Edition – Version (A) 2022





# 1

## Principles



1. Stakeholder Engagement
2. Sustainability Context
3. Materiality
4. Completeness
5. Accuracy
6. Balance
7. Clarity
8. Comparability
9. Reliability
10. Timeliness

## Chairman and Managing Director Message



**Mr. Mohammed Ahmed Al-Suwaidi**  
Chairman and Managing Director

I am pleased to present Investment House's inaugural Sustainability Report for the year 2022. As an institutional entity, Investment House acknowledges its role in creating financial value for shareholders while working towards a positive impact on society and the environment. This is achieved by integrating best practices of environmental, social governance across all its investment activities and operations.

This report intricately outlines Investment House's environmental impact, its responsible social practices, governance policies, and procedures. During 2022, the company conducted a comprehensive performance analysis to precisely evaluate and establish foundational lines for environmental, social governance performance. This analysis aided us in charting a clear roadmap to align environmental, social governance initiatives with those of regional investment industry leaders.

Throughout the upcoming year, the company aims to make significant progress in its journey towards a more sustainable future by prioritizing environmental, social governance aspects across all its current activities.

We recognize that our leadership in the latest developments in environmental, social governance will make our company operations more flexible and sustainable, supporting our financial and investment performance in the long run. This is coupled with ensuring a positive impact and social benefits for the surrounding community.

Sustainability entails a broad-reaching meaning encompassing elements such as the economy, environment, society, and governance. It is integral to high-level standards ensuring safety, economic growth, and the welfare of local communities. Through it, we define our directed approach to serve and involve stakeholders in various sustainability matters.



## Chief Executive Officer Message



**Mr. Jihed Mehdoui**  
Chief Executive Officer

Dear Esteemed Shareholders,

I am pleased to present to you the Sustainability Report for the year 2022, adhering to the international standards and indicators of Environmental, Social, and Governance (ESG) disclosure, specifically for Investment House. This report provides us with the opportunity to showcase our sustainability journey and affirm our ongoing commitment to environmental, economic, and social development in Qatar.

This report sheds light on our operational performance within the framework of our commitment to environmental, social, and governance issues. Investment House places significant emphasis on social and environmental impacts, both within and beyond the company, when engaging in any business activities, complying with the company's internal policies and regulations.

The executive management at Investment House consistently seeks the best investment opportunities to maximize shareholder returns while contributing to the economic and social development of Qatar. This is achieved while adhering to the highest standards of environmental, social, and governance sustainability. We firmly believe in the necessity of operating within the framework of laws and government regulations, including Commercial Companies Law No. (11) of 2015 issued by the Ministry of Commerce and Industry, and the Corporate Governance Framework issued by Qatar Central Bank, in accordance with Circular No. (68) of 2015 and Circular No. (25) of 2022, following the international standards for governance disclosure.

In 2022, the company's management renewed its internal regulations and regulatory policy guide, all executed with the highest ethical standards. These were centered on compliance with codes of conduct, human development, human rights, empowerment of women, and creating a healthy and safe environment for employees. The company regularly educates its employees on the importance of self-development, encouraging outstanding performance, highlighting personal skills, and providing training opportunities.

## 2

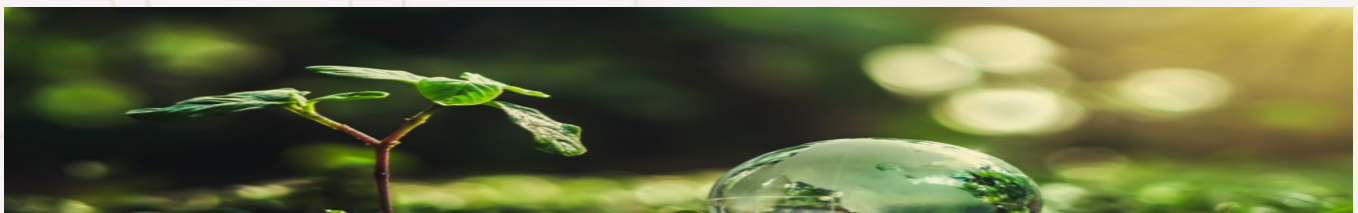
### Vision and Mission:

Investment House aims to deploy its capital across various investment opportunities available in Qatar and beyond. Operating on a sound commercial footing, our primary function is to maximize shareholder returns while contributing to economic, commercial, social, and environmental development.

The core function of the company is to create investment opportunities for clients while carving a distinctive position in the market to leverage attractive investment prospects, both domestically and internationally, through collaborations with partners.

Expectations are that Investment House will provide exceptional investment opportunities to investors and strategic partners. The qualified management will facilitate the creation of such opportunities, tapping into their expertise to produce these prospects. To accomplish its goals, the company will undertake the following:

- ❖ Utilize the board's expertise in developing and formulating investment opportunities while leveraging their market experience and knowledge. Collaborate with strategic partners to enhance the company's capabilities, taking the initiative to develop, operate, and improve various investment projects and programs. Consequently, the company will generate a diverse and integrated investment portfolio for investors.
- ❖ Establish a well-qualified system alongside a competent administrative team to provide top-notch service in consultancy and investment.
- ❖ Implement appropriate strategies for strategic disengagement before entering any project. This plan encompasses various methods of entry and engagement in projects concerning stocks or assets.
- ❖ The Environmental, Social, and Corporate Governance (ESG) sustainability criteria, which serve as the cornerstone in allowing investors to measure the sustainability and societal impact of investments, will form the central focus for the company's operations.



Qatar National Vision 2030, with its four pillars, represents a comprehensive strategy to achieve sustainable development that aims to transform Qatar by 2030 into an advanced country capable of achieving sustainable development while preserving the environment and continuing to secure a decent living for its people, one generation after another

## Overview

Investment House Company (Q.S.C.) is a private joint-stock company and one of the leading investment firms in the State of Qatar. It was established in 2001.

Since its inception, the company has transitioned from feasibility studies to development, production, and operation stages. These studies laid the foundation for the company's prominent position within Qatar's investment sector. Today, Investment House prides itself on its capability to attract diverse clientele, offering sophisticated financial and investment services by presenting key investment opportunities. The company's financial and investment activities are outlined by its Articles of Association, which include:

- ❖ Opening investment accounts and managing investment portfolios, establishing and managing investment funds, and receiving external funds for these purposes.
- ❖ Engaging in financial brokerage activities such as buying, selling, transferring ownership, and registering in local and global financial markets on the basis of agency and brokerage.
- ❖ Arranging public subscriptions, marketing, and undertaking the issuance of legitimate shares, bonds, and other securities for various companies and projects.
- ❖ Investing in the capital and funds of different institutions and companies by providing credit for investment purposes, financing investment projects, and making fixed contributions to the capital of institutions and companies.
- ❖ Providing custody and security services for various securities for both local and international investors.



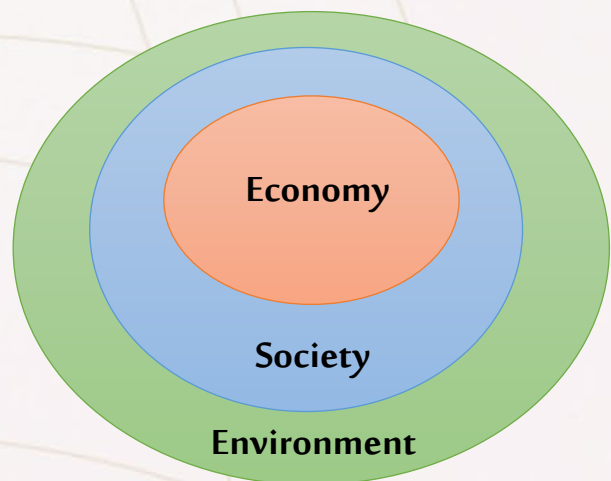


## Report's Introduction and its Purpose

The recent years have witnessed a fundamental shift in how companies are evaluated by their clients, employees, communities, and the markets they operate within. In the past, "shareholder returns" largely dictated companies' strategies and behaviors. However, this has become a thing of the past. Important factors have been added today for assessing companies, such as sustainability and the company's impact on the communities and environments in which they operate. The culture of any company, particularly reflected in its corporate governance, has become a key driver of investor sentiment and market perception towards the company and its operations.

The issuance of Investment House's inaugural sustainability report is not an abrupt or recent endeavor in the realm of sustainability for the company. It is an integral component of its business strategy. What is new is the company's proactive and formal delivery of a specialized sustainability report. This report aims to shed light on our past performance and future objectives as we continue our journey towards becoming a fully sustainable entity from social, environmental, managerial, and governance perspectives.

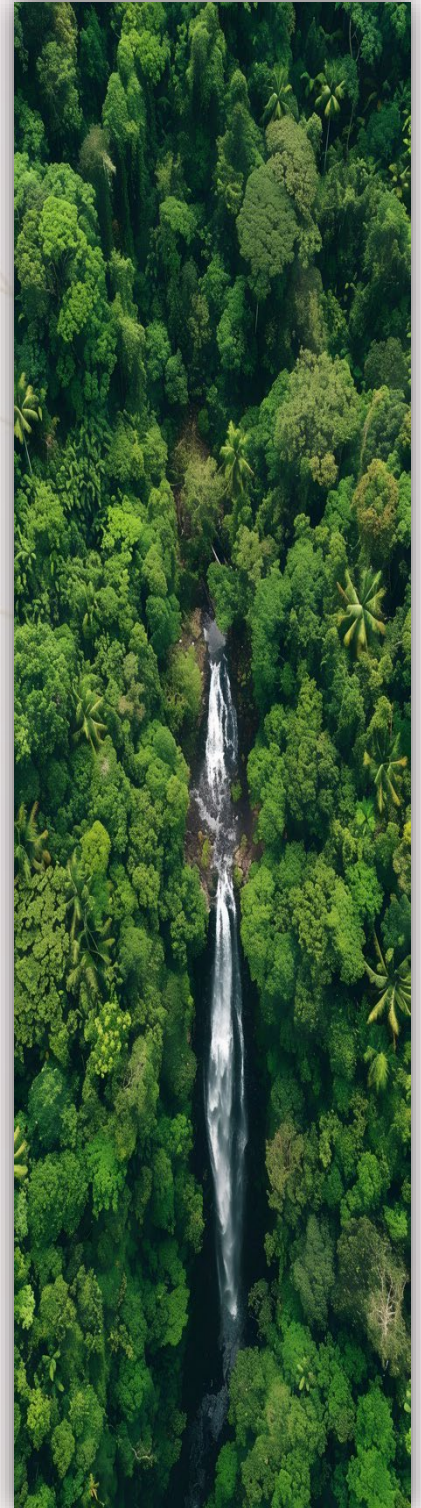
In recent times, there has been an increased investment appeal for companies that meet environmental and social sustainability standards and demonstrate a commitment to reducing adverse impacts on the environment or the communities in which they operate. Analyses indicate that investing in companies that meet sustainability standards yields profitability on par with or even surpassing other assets, particularly during market fluctuations



# 3

## The prominent financial indicators during the year 2022

| Earnings                        | 2022     | 2021     |
|---------------------------------|----------|----------|
| Net Income after tax            | 7,255.0  | 1,397.0  |
| Net Interest income             | -        | -        |
| Fee and commission income       | 29,429.0 | 23,803.0 |
| Operating Expenses              | 18,174.0 | 18,406.0 |
|                                 |          |          |
| Financial position              |          |          |
| Total assets                    | 75,010.0 | 63,196.0 |
| Loans                           | 442.0    | 475.0    |
| Investment securities           | 3,416.0  | 3,483.0  |
| Senior term financing           |          |          |
| Equity                          | 52,498.0 | 52,495.0 |
|                                 |          |          |
| Ratios (per cent)               |          |          |
| Profitability                   |          |          |
| Return on average equity        | 13.8%    | 5.3%     |
| Return on average assets        | 10.5%    | 2.4%     |
|                                 |          |          |
| Capital                         |          |          |
| Risk asset ratio                |          |          |
| Equity as % of total assets     | 70.0%    | 83.1%    |
|                                 |          |          |
| Asset quality                   |          |          |
| Securities as % of total assets | 4.6%     | 5.5%     |
| Loans as % of total assets      | 0.6%     | 0.8%     |
|                                 |          |          |
| Liquidity                       |          |          |
| Liquid assets ratio (%)         | 30.0%    | 0.0%     |
| Loans to deposits ratio (%)     |          |          |
| LCR (%)                         |          |          |
| NSFR (%)                        |          |          |

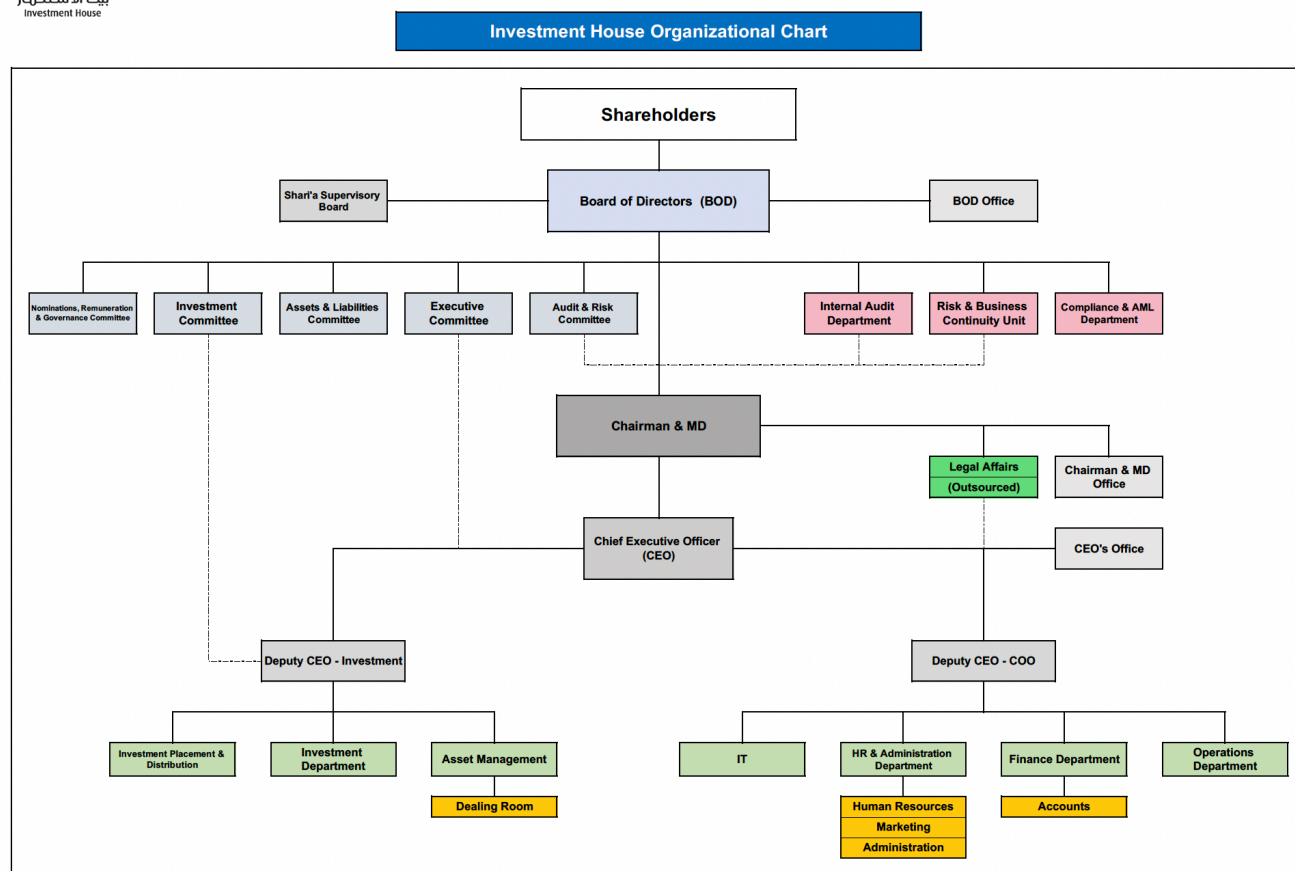




### Ownership structure and legal entity:

| Partner's Name                                     | Nationality | Number of Shares | Shares Value      | Contribution Percentage |
|--|-------------|------------------|-------------------|-------------------------|
| Ahmed Mohamed Hussain Saleh Al-Sada                | Qatari      | 998,122          | 9,981,220         | 41.000015%              |
| Qaf Holding Company                                | Kuwaiti     | 1,192,877        | 11,928,770        | 48.999997%              |
| Mohammed Abdullah Mohammed Jalal Al-Obaidli        | Qatari      | 12,172           | 121,720           | 0.499991%               |
| Sheikh Khalid Ahmed Mubarak Al-Abdulahman Al-Thani | Qatari      | 6,086            | 60,860            | 0.249996%               |
| Abdulaziz Abdulrahman Aldarwish Fakhro             | Qatari      | 219,100          | 2,191,000         | 9.000005%               |
| Abdullah Salem Mubarak Al-Mana                     | Qatari      | 6,086            | 60,860            | 0.249996%               |
| <b>Total</b>                                       |             | <b>2,434,443</b> | <b>24,344,430</b> | <b>100%</b>             |

### Investment House's Organizational Structure for the year 2022



# 4

## Environmental Sustainability

### Strategic Impact

The Investment House company has made significant progress towards creating positive sustainability impacts. The company plans to measure the following environmental impacts starting from the year 2023:

- ❖ Energy consumption
- ❖ Water consumption
- ❖ Waste management
- ❖ Recycling



The Investment House has made good progress in enhancing women's participation in the workplace and continues to strive to achieve ambitious goals in this regard. The Supplier Code of Conduct of the Investment House aims to ensure supply chain management in a similar sustainable manner. Our ultimate goal is to accelerate the transition towards a more sustainable performance.

### Energy use and greenhouse gas emissions:

The company has not implemented a specific policy to promote sustainable energy consumption or reduction. The company's direct activities do not significantly contribute to greenhouse gas emissions. However, the company views this as an area for future improvement by taking measures consistent with Qatar's strategic shift towards renewable energy sources. Currently, the company's primary energy source is electricity consumed in office spaces, as per the office building's energy policy/system.

### Regarding direct carbon emissions:

The company has two gasoline-powered vehicles driven by employees. Due to insufficient relevant data on gasoline usage, vehicle models, and their age (Corolla), this will be considered in the next sustainability report. Actual gasoline energy consumption and carbon emissions remain unknown.



### **Water consumption:**

The company has not adopted a policy or specific procedures to promote reduced water consumption, reuse, or recycling. However, the company's water consumption remains estimated as regular office use by employees.

In 2022, the company directly paid the water consumption cost to Kahramaa (Qatar General Electricity and Water Corporation) without passing it on to the property owner directly with the lease. This was calculated based on the square meter area, estimated to be around 394 cubic meters. In 2021, actual water consumption was estimated to be approximately 71 cubic meters due to the company's move to the current building. Therefore, the total actual consumption remains unknown.

**To know the electricity consumption during the years 2021-2022: (Refer to the table below)**

### **Waste management:**

The company plans to address waste management in a new environmental, social governance policy and corporate governance. It aims to implement improvement measures in 2023, including reducing and preventing single-use plastic waste. For instance, paper waste and IT paper waste are treated as general paper waste, shredded, and disposed of within the company using a dedicated paper shredding machine. Ink from copiers and printers is carefully disposed of in dedicated waste bins to reduce paper waste. All printers are set by default to double-sided printing, leaving the choice to the employee.

### **Air quality:**

The company will address the issue of indoor air quality within its premises and buildings as part of its new Environmental, Social, and Corporate Governance (ESG) policy and improvement measures planned for 2023.

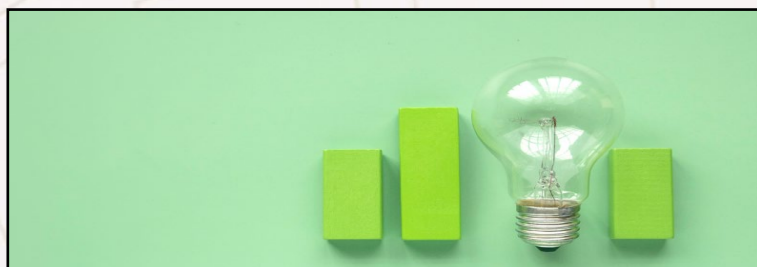
The sole method employed by the company for air circulation is through the air conditioning system used within the office building. As per the facility maintenance policies and practices, the air conditioning units are cleaned regularly. There are no established procedures regarding air quality, such as air purifiers, cleansers, or humidifying devices installed in all parts of the office. Additionally, there are no applied measures or activities to monitor air quality within the offices. Finally, comprehensive cleaning and sterilization of the offices occur weekly using environmentally unfriendly cleaning products due to their association with harmful chemicals to humans.

## Governance and Environment

Actual water and electricity consumption during the years 2021-2022:

| 2022        | 2021        |   |
|-------------|-------------|---|
| No          | No          | Does the company publish and adhere to an environmental policy?   |
| No          | No          | Any legal or regulatory responsibility for environmental impact?  |
| 79507       | 72015       | Total energy usage (megawatts) based on the overall size of invoices paid to Kahramaa until December 2022.        |
| 0           | 0           | Total recycled water volume - based on the overall size of invoices paid to Kahramaa until December 2022.         |
| 254         | 250         | Total annual waste (kilograms)  |
| -           | -           | Total gas emissions (tons)  |
| 0           | 0           | Renewable energy usage (percentage)   |
| Electricity | Electricity | Electricity Main source of energy used in the company   |
| 394         | 324         | total water usage (m <sup>3</sup> ) - based on the overall size of invoices paid to Kahramaa until December 2022. |

| Month  | E      | W   |
|--------|--------|-----|
| Jan-22 | 5,336  | 20  |
| Feb-22 | 6,095  | 94  |
| Mar-22 | 5,688  | 29  |
| Apr-22 | 6,047  | 40  |
| May-22 | 5,065  | 11  |
| Jun-22 | 6,487  | 24  |
| Jul-22 | 5,777  | 23  |
| Aug-22 | 6,489  | 21  |
| Sep-22 | 9,208  | 24  |
| Oct-22 | 8,294  | 26  |
| Nov-22 | 8,088  | 30  |
| Dec-22 | 6,933  | 52  |
| Total  | 79,507 | 394 |





# 5

## Suppliers and the Environment:

We expect our external suppliers and providers to adhere to all environmental legislation and regulations applicable in their workplaces. We encourage our suppliers to:

- ❖ Establish an environmental policy that includes clear commitments and objectives to improve environmental footprint, encompassing carbon, energy, water, and chemical aspects.
- ❖ Implement optimal measures to gradually reduce controllable greenhouse gas emissions and limit them.
- ❖ Reduce water consumption.
- ❖ Adopt an eco-friendly approach to waste management.
- ❖ Fully comply proactively with relevant environmental permits, licenses, and approvals.
- ❖ Ensure full inclusion of climate-related risks in the company's risk management plan and corporate governance.
- ❖ Take a proactive approach to disclosing climate-related issues.



# 6

## Social Standards Performance:

### Human Resources:

We are recognizing human capital as the most critical institutional asset, we strive to be the best workplace in every market we operate in. This is a fundamental requirement to enhance our ability to attract, employ, and retain top talents.

We believe our employees play a pivotal role in the success of Investment House. The company cannot achieve its objectives without the efforts and commitment of its employees. We aim to be a responsible employer, continually reviewing all aspects related to wages, benefits, employment terms, and conditions. We prioritize our employees' health, safety, and well-being as the central consideration in how Investment House is managed. It is worth mentioning that we prioritize learning and development. During the year 2022, the outbreak of the COVID-19 pandemic exerted pressure on all institutions, including Investment House. However, despite these challenges, Investment House managed to continue its operations effectively during 2020 and 2021. It supported its employees in overcoming the pandemic, providing them with the necessary support to perform their best, whether they were working remotely or in the company's offices. A handbook containing information about the pandemic and best practices to cope with it was issued and distributed among the staff.

Successfully implementing the work-from-home model, providing necessary masks, sanitizers to employees, and regular and meticulous sanitation and cleaning of sites and buildings were part of the measures taken.





## **Health and Well-being**

The company provides outstanding medical insurance to its employees. Monitoring of healthcare providers is conducted, subjecting them to regular reviews to ensure the delivery of the best service. Additionally, we offer complimentary well-being services to all employees, especially sports events and family days.

## **Sustainability Training**

Company-wide sustainability training covers all job grades, including top executive management, through a package of instructions and regulations. This includes banning smoking in the workplace and distributing informative bulletins to raise awareness among employees about the health risks associated with smoking, both to the individual and the community.

## **Communication Regarding Sustainability**

Sustainability is an integral part of communication with all company employees and includes forms of communication such as posters, newsletters, public meetings, among others.

## **Engaging Colleagues**

Engaging colleagues from various levels in different sustainability initiatives across the company.

## **Career Development**

At the beginning of each year, the company identifies training needs for each employee to define the development requirements set by the job. Furthermore, we offer training programs and paths for obtaining higher educational certifications, providing financial support to trainees and offering job training and development for young talents.

## **Workforce Diversity**

### **Organizational Scope:**

The Investment House employs around 35 staff within Qatar. The number of female employees is 12, making up 34% of the workforce.

### **Gender Diversity:**

The company upholds a policy of diversity and inclusion, designed to cultivate a work environment that encourages and enforces gender equality and diversity while fostering their care. However, the

company acknowledges the need for more gender diversity, particularly as the number of male employees exceeds female employees by a ratio of approximately two to one, representing 64% of employees compared to 34% of females. The company has attempted to address this imbalance through diversity in hiring entry-level employees, yet the disparity remains noticeable among employees at more advanced levels.

- ❖ Representation in entry-level positions is barely uneven: 80% for female employees and 20% for male employees.
- ❖ Representation at the intermediate level is equitable: 50% for both male and female employees.
- ❖ At the highest level, female presence is barely at 60% for male employees and 40% for female employees.
- ❖ There are no female employees in executive positions.

### **Equal Opportunities**

Equal opportunities are of utmost importance to ensure the development and professional advancement of competencies. Therefore, at the Investment House, employee performance evaluations overseen by the HR Manager in coordination with the CEO are conducted to reduce any unintentional biases.

### **Gender Equality**

Gender equality is ensured through the company's core principles as outlined in its HR policy, effectively implemented. The average male-to-female salary ratio in 2022 was fair at 1:1 for similar positions within the company. Additionally, working hours, travel conditions, and leaves abide by Qatar's labor laws.

### **Non-Discrimination Policy**

The non-discrimination policy is strictly enforced to prohibit any form of discrimination based on race, religion, gender, or age. This policy undergoes regular review by the company's compliance officer, addressing any violations or updates, with annual reports on executive management rewards included in the corporate governance report.

### **Temporary Employment and Workload Rate**

The annual turnover in 2022 witnessed an estimated rate across job levels, encompassing procedures involving termination, retirement, job transitions, or resignations.



The rate of temporary employment stood at less than 0.1%, with no part-time employees within the company. In 2022, the company relied on new hires, accounting for approximately 9% of the total number of employees.

Considering the company's size and its workforce, our nationalization standards are assessed to be lower than the average, with Qatari citizens representing 5% of the total workforce by the end of 2022.

### Health, Safety, and Injury Rates

An internal policy for occupational health and safety has been adopted and effectively implemented, forming an integral part of the human resources policy. It undergoes annual reviews and will be regularly updated, aligned with environmental, social governance policies, and the governance of new corporate policies in 2023. Regarding workplace injuries, no reported incidents occurred in 2022. Considering the nature of the company's operations, work-related injuries are deemed less pertinent to the company's activities.

### Community Investments

Despite the company's previous contributions to charitable associations, charitable institutions, and social initiatives in previous years, no community investments or donations were made in 2022.

| 2022    | 2021    |   |
|---------|---------|---|
| Yes     | Yes     | Disclosure and adherence to the Human Rights Policy?                    |
| 34      | 44      | Total Workforce   |
| -       | -       | Number of grievances related to human rights issues                     |
| 19.67 H | 10.45 H | Average training hours per employee                                     |
| 8.82%   | 4.54%   | Approximate Qatarization rate(%)  |
| -       | -       | Expenditure on local suppliers(%)                                       |
| 38.23%  | 38.63   | Women in the workforce(%)   |
| Yes     | Yes     | Does the company publish a policy regarding occupational health issues? |

## Performance of Governance Standards

Investment House recognizes the importance of establishing sound governance for the company to support its responsibility in achieving long-term goals, financial stability, and integrity. This reinforces the portrayal of operational excellence and distinguishes business activities, thereby aiding the establishment of clear governance principles for stakeholders regarding its operations.

The Board of Directors serves as the highest administrative authority in Investment House, representing the company's interests and shareholders. The competencies of Investment House's Board of Directors have been structured based on best practices in corporate governance in accordance with Qatari commercial company law and corporate governance regulations.

The Board of Directors at Investment House assumes its oversight responsibilities by delegating some of its powers and forming specialized committees to undertake specific operations on its behalf, defining their authorities and responsibilities.

### Board-Formed Committees

- ❖ Audit and Risk Committee
- ❖ Nominations and Governance Committee
- ❖ Executive Committee
- ❖ Investment Committee

The Board of Directors periodically reviews the performance of its committees, approves the work of the board committees, and annually evaluates their efficiency and adherence to their mandates. Business decisions in Investment House are subject to a code of ethical conduct that forms the cornerstone of managing the company's business activities. This code offers clear guidance to all employees on ethical and professional conduct, encompassing areas such as anti-corruption, conflicts of interest, integrity, compliance, and more.

The Board of Directors has established certain committees stemming from it, as well as special committees, delegating them specific authorities to conduct defined operations aimed at managing the company's activities. The Board retains responsibility for any of the formed board committees or special committees.

### **The company has established other committees:**

- ❖ Tender Committee
- ❖ Assets and Liabilities Committee

### **Independence and Diversity of Board Members**

The company's Board of Directors consists of 5 members. All board members are non-executive members in accordance with corporate governance principles. The company endeavors to elect new members based on changes in board membership, ensuring that each board member possesses the necessary knowledge, skills, and expertise to enable efficient and effective board performance. According to the bylaws, the tenure of each board member is three years and consecutive re-election is permissible at the end of each three-year term. All board members are non-executive members, including two independent members, in line with corporate governance rules. Please note that as of 2022, there were no female members on the Board of Directors or any board-affiliated committees.

### **Administrative Organization for Business Performance**

The Board of Directors is the ultimate governing authority overseeing the executive management and supporting it in policy formulation. Until 2022, Investment House's Board of Directors comprised the Chairman, the CEO, and four other members. The Chairman leads board meetings and ensures a culture of openness and transparency. The Risk and Audit Committee is responsible for ensuring the efficiency of risk management and governance, overseeing the internal control process at Investment House. The CEO is responsible for leading shareholder rights management and achieving their interests, managing operations to meet objectives set by the executive leadership team under the CEO's guidance, and overseeing the day-to-day operations of Investment House. The company has an established organizational structure with clear delegated powers and authority matrices, defining the decision-making structure, financial controls, and task segregation.

### **Compensation Policy**

Our core wage policy offers competitive total compensation packages to attract, retain, and motivate specialized professional talents. The company's compensation policy primarily relies on a performance-based culture that aligns employee interests with company shareholders' interests to achieve sustainable performance. This allows employees to be engaged in the company's success and achievement of results, coordinating functional incentives with the risk framework and outcomes. Quality and commitment from all employees are fundamental to the company's success; thus, the aim is to attract, retain, and motivate the best individuals committed to continuing their work with the company. The company's compensation package includes:

- ❖ Fixed salaries.
- ❖ Benefits.



- ❖ Performance bonuses.
- ❖ Deferred bonus plans.
- ❖ Recognition programs.

To ensure employees' compensation aligns with the business strategy, the company conducts regular evaluations of company-wide, departmental, and individual performance against long-term annual financial objectives, considering adherence to company values, risk, compliance, and above all, ethical conduct. As a general rule within the company, employee performance is not solely judged by short-term and long-term accomplishments but also by the manner in which they are achieved, contributing to the long-term sustainability of the business.

### **Training and Development**

Investment House is keen on conducting training and awareness programs for its employees to ensure the highest levels of performance. This also extends to the members of the Board of Directors to follow best governance practices.

A board charter has been developed within the company's governance procedures, emphasizing transparency within the company. All individuals must adhere to the principles of sound management for performance, risks, and operations. The Board of Directors annually signs conflict-of-interest disclosure form, contributing to fostering transparency within the company, in addition to senior executive management disclosing any conflicts of interest.

The Board of Directors has formed some committees and delegated certain authorities to special committees to conduct specific operations while ensuring the board remains accountable for any of the established board or special committees.



## **Board of Directors**



**Mr. Mohammed Ahmed Al-Suwaidi**  
**Chairman and Managing Director**



**Mr. Fadhel Hajis Al-Kaabi**  
**Member, Board of Directors**



**Mr. Faisal Abdulla H Al-Attiya**  
**Member, Board of Directors**



**Mr. Nayef Khalid Al-Suwaidi**  
**Member, Board of Directors**

## Sharia Supervisory Board

The Sharia Supervisory Board primarily holds responsibility for monitoring the bank's operations' compliance with Islamic Sharia principles and reviewing the operations and products presented to them. It operates independently, consisting of a select group of scholars specialized in the jurisprudence of commercial and banking transactions.

### The Key Roles and Responsibilities of the Shari'a Supervisory Board are:

To approve the Shari'a aspects in the Memorandum of Association, Articles of Association and Regulations as well as the forms and policies used by the Company.

- ❖ To approve the Company's products and services.
- ❖ To approve the standard agreements and contracts pertaining to the Company's financial transactions.
- ❖ To give a Shari'a founded opinion regarding the products introduced by the Company and issue fatwas on the questions and transactions submitted to it.
- ❖ To follow up on the Company's operations and conduct oversight on its activities, ensuring that the concluded transactions are comprehended within the approved products by the Board.
- ❖ To review the reports of the Shari'a Audit and Compliance Department concerning the audit of the Company's transactions and analyze to which extent such transactions are compliant with the provisions of Islamic Shari'a, fatwas and resolutions of the Board.
- ❖ To present an Annual Report to the General Assembly of the Company encompassing the Board's opinion about the Company's transactions and operations, which occur during the year while displaying the extent to which the Company's management has committed to the Board's



**Sheikh Dr. Ali Mohyulddin Al-Qarra Daghi**  
President of Shari'a Board & Executive Member



**Sheikh Dr. Ali Mohamed AlMohammadi**  
Member of Shari'ah Board



**Sheikh Dr. Ahmed Abdullah AlOwaini**  
Member of Shari'ah Board



# 8

## Stakeholders

Investment House identifies stakeholders within the following categories:

1. Employees
2. Customers
3. Investors or Shareholders
4. Suppliers
5. Regulatory Bodies
6. Governments and Policy Makers
7. Business Partners
8. Communities

The responsibility covers ensuring appropriate engagement in various business areas within the Investment House, where each field determines the best means of participation. With the establishment of the sustainability framework in 2022, Investment House intends to incorporate a more comprehensive approach into its future operations.

### **1 /Employees:**

Investment House encourages a culture of expression among its employees. Formal mechanisms for gathering these opinions include an annual employee survey and performance management processes. Additionally, there is an ongoing program for employee communication, including regular interactions with senior management, general meetings, as well as periodic external recreational sessions. The company also enhances employee participation through training sessions, regular workshops, internal newsletters, and appreciation events with awards distribution.

### **2 /Clients:**

We take pride in the longstanding relationships that we have built with our clients, working closely with them over the years to meet their diverse investment needs. The company also employs complaint handling systems that foster client engagement, in addition to maintaining an official website. Regarding

corporate clients, communication and meetings are held with their representatives to strengthen the relationship.

### **3 /Investors or Shareholders:**

The company's Shareholder Relations Management Unit manages communication activities with shareholders, disseminating information on its official website [www.invhouse.com](http://www.invhouse.com). The company provides shareholders with information in the annual report, which is also presented during the Annual General Meetings.

### **4 /Suppliers:**

The involvement and assessment of our suppliers are crucial, contributing to the environmental and social impact of our operations as well as overall cost reduction.

### **5 /Regulatory Authorities:**

Senior management and compliance management ensure close relationships with regulatory authorities in all the areas we operate. Regulatory bodies conduct regular visits to the company. Senior management also engages in regular communication and visits to these authorities, providing them with necessary information as needed.

### **6 /Governments and Policy Makers:**

We will collaborate with policymakers on sustainability matters proactively. Through this collaboration, we aim to raise awareness and encourage the adoption of better regulations for 2023 practices.

### **7 /Business Partners:**

The company will engage with business and sustainability partners through regular meetings, online seminars (webinars), articles, and various activities and events aimed at promoting sustainability issues with partners and supporting them in achieving their initiatives.

### **8 /Communities in which we Operate:**

Investment House will launch a philanthropic program to support charitable activities and social issues.

## The sustainability - corporate governance aspect

| 2022                                       | 2021                                       |  |
|--|--|--|
| No Annual General Meeting was held in 2022 | No Annual General Meeting was held in 2021 | Disclosure of the results of the last Annual General Meeting     |
| 1:1  | 1:1  | Average Male Salary to Average Female Salary                     |
| Yes  | Yes  | Separation of Chairman of the Board and CEO roles                |
| 1%   | 1%   | independent Board Members(%)                                     |
| 0%   | 0%   | Women on the Board(%)  |
| Yes  | Yes  | Does the company publish and adhere to supplier code of conduct? |
| Yes  | Yes  | Does the company adhere to ethical conduct rules                 |
| Yes  | No   | Publication of Sustainability Report                             |
| Yes  | Yes  | Does the company comply with anti-bribery/corruption laws?       |



# 9

## Ethics and Integrity

Values, Principles, Standards, and Codes of Conduct



## Institutional Behaviors

Our institutional behaviors align with the sustainability culture we adopt...

### Integrity

Honesty, integrity,  
fairness.

### Flexibility

Dynamism, agility,  
organizational adaptability,  
ease of adjustment.

### Collaboration

Broad-mindedness,  
openness, responsiveness,  
collaborative work.

### Awareness

Consideration, awareness,  
attentiveness.

## **Ethics and Anti-Corruption**

The rules regarding ethics and anti-corruption are established in the company's code of conduct and also in the anti-bribery, corruption, gifts, and entertainment policy. Employees holding positions of authority are expected to prioritize ethics and integrity in their actions and behavior. Moreover, the company ensures an investigation into all reported cases of unethical behavior and non-compliance. Reports are filed, disclosed, and settled, and dedicated records are maintained for this purpose. Additionally, the company has a strict policy against tolerance of bribery, corruption, and fraud according to Qatari laws and other applicable regulations. This policy is annually encouraged, reinforced, and upheld through employee training and declarations.

## **Professional Behavior Standards**

Professional behavior standards reinforce the company's commitment to the highest ethical and fair standards in all actions. These standards primarily clarify:

- ❖ The minimum standard of personal conduct expected by the company from anyone working for or on behalf of the company.
- ❖ A clear set of rules and standards developed to serve an ethical, non-discriminatory, and compliant business environment aligned with the company's core values.

Additionally, the behavior standards define a base that everyone must be aware of concerning their personal responsibilities towards themselves and others in their daily activities, with due care to prevent accidents, health or environmental damage, or negative societal impacts. This applies to all employees and representatives, including subcontractors, suppliers, and business partners, in their business practices and procedures. The company implements policies and procedures to ensure the safety of the supply process, conducts tenders transparently, and selects suppliers fairly based on merit, obliging them to follow the specified principles in professional conduct standards.

## **Behavior and Trust**

Conducting our business ethically enables us to meet our commitment to stakeholders. The company follows a strict approach committed to regulatory requirements' letter and spirit, continually monitoring operations to ensure system security and the effectiveness of the risk management approach.

## **Whistleblowing**

The policy adopts an open approach to reporting violations and strongly commits to protecting whistleblowers. A policy for whistleblowers is implemented and annually reviewed as part of

compliance operations. Employees are encouraged to report any concerns about potential legal breaches immediately to the compliance department, board chairman, or CEO. Additionally, there is another operational reporting channel - a dedicated hotline.

It is worth mentioning that no reports of violations have been recorded in the company's compliance risk register since 2022. Furthermore, measures are implemented to safeguard whistleblowers, including provisions against retaliation that apply to individuals reporting incidents, lodging complaints, expressing concerns about legal violations, or other misconduct. This policy also ensures protection for those involved in investigating complaints, concerns, testifying, or providing essential information about the complaint or accountability.

### **Reporting Mechanisms for Workplace Ethics Concerns:**

- ❖ Total number of reported violations in 2022: None.
- ❖ Total confirmed violations leading to termination or non-renewal of contracts with business partners due to corruption/misconduct: None.
- ❖ Fines, legal or regulatory settlements from reported violations in 2022: None.
- ❖ Total regulatory fines, monetary or non-monetary penalties imposed on the company in 2022: None.

### **Human Rights and Child Labor**

Considering the nature of the company's operations, the policy on child labor and forced labor does not relate to the company's direct operations.

### **Long-term Education Access - Environmental, Social Governance Training**

The company adopts effective measures concerning long-term access to education and learning for employees, starting from financial support to paid work leave days.

Additionally, the company is fully committed to attracting, employing, training, and retaining talents. Potential candidates are offered the option of sponsored training for the intended position.

There were no organized training or educational courses related to environmental, social governance, and corporate governance in 2022. This subject will be addressed in more detail in the new Environmental, Social Governance, and Corporate Governance Policy along with related improvement measures planned for 2023.



## Data Privacy

The company establishes a data privacy policy, implemented effectively and reviewed annually as part of compliance operations. The company evaluates the privacy of personal information for individuals, especially concerning its employees. "Personal information" refers to any data that can be used to identify an individual. All personal records are not available for viewing unless properly authorized individuals require access based on a need-to-know basis. The company complies with all data protection laws and regulations applicable to them.



## **Supervision and Internal Control:**

### **Compliance**

We adopt an effective system to identify and manage regulatory requirements, whereby our institutional compliance program contributes to bolstering our capital - our reputation. This program's success relies on the effective and coherent implementation of policies, procedures, and training programs capable of meeting regulatory demands. Additionally, a robust internal control system is responsible for monitoring and periodically reporting to ensure the continuity of our compliance.



### **Business Continuity:**

Through the application of best practices and a culture of business continuity management, Investment House adeptly addressed the disruptions caused by the COVID-19 pandemic in an organized and effective manner. Integrating continuity strategies into our daily business activities and exercising contingency plans through an enterprise risk management process have enhanced organizational resilience against potential adverse impacts.

### **Risk Management:**

Risk Management is an integral part of a company's success, as organizations continually seek to establish this management to eliminate doubts or uncertainties about achieving their goals, strategic plans, and operational effectiveness.

Within our risk management, we follow a process that includes four steps - planning, execution, verification, and taking action - to control its operations and continuously introduce improvements. In the year 2023, as part of the company's efforts to establish an institutional framework for enterprise risk management, a specialized risk management department was established, reporting its findings to the Board of Directors and submitting reports to the Audit and Risk Committee.

## Enterprise Risk Management

Enterprise Risk Management encompasses the foundational structure of risk activities in Investment House, complementing each other naturally with business continuity management. Our company's framework provides an approach to identify and manage risks at both strategic and operational levels. During the year 2022, Investment House made further progress in embedding a risk-aware culture by integrating risk mitigation into daily activities, engaging in various forms of risk participation, reviewing risks, and updating responsibilities through clear lines of risk and regulatory responsibility, ensuring continuous supervision. The company is working to enhance the overall risk management framework until reaching a mature level of enterprise risk management through the implementation of various recommendations arising from an independent assessment of the company's performance conducted in 2022. This helped perform a benchmarking exercise between the practices followed by Investment House and the best local, regional, and international practices, showcasing our continued maintenance of a distinguished local level. Presently, we are striving to elevate the overall framework of the company's risks during 2023, aiming to execute specific and well-managed programs, regularly managed and reviewed.

This trajectory is expected to continue into the future, witnessing the company engage in further processes of managing, monitoring, and reporting on risks and key uncertainties that could impact its ability to achieve strategic and corporate objectives. Our Investment House is committed to proactive risk management and is working on strengthening its internal controls to further progress towards achieving targeted levels.

## Internal Audit Management

It is one of the lines of defense for risk management. The company's internal audit department audits its operations and submits regular reports to the Audit and Risk Committee of the Board of Directors, following an annual audit plan approved by the Board of Directors.





### Disclosure Practices:

#### Defining Report Content and Scope:

The primary stakeholders in Investment House are the following groups, as previously stated:

1. Employees
2. Clients
3. Investors or shareholders
4. Suppliers
5. Regulatory bodies
6. Governments and policymakers
7. Business partners
8. Communities we operate in

The content of this sustainability report has been determined through a study of our impact on stakeholders and their impact on us. The same approach has been followed in defining the scope of disclosures in this report.

#### Key Topics in the Report

The issues disclosed in this report are those that Investment House has deemed most beneficial and significant for stakeholders and the company's journey toward sustainability. This generally includes the following areas: strategy, business domains, products, employees, suppliers, organizations and organizational culture, governance, ethics and integrity, stakeholders, and management style.

#### Confirmation of Information in the Report:

This is the first sustainability report issued by Investment House, and therefore it does not contain any reaffirmation of information or notifications of change.

**Reporting period and the latest report date: January 2022 to December 2022.**

### External Verification of the Report:

No external entity has verified this report. However, the company intends to verify all figures, ratios, and indicators in its future relevant reports.

At a minimum, it will commit to achieving the highest standards in sustainability over the coming years, including:

- ❖ Maintaining a health and safety risk record regularly reviewed.
- ❖ Encouraging our suppliers and external providers to ensure workplace conditions align with internationally recognized standards.
- ❖ Enhancing the health and well-being of employees, including mental health, by providing a safe and healthy working environment.
- ❖ Ensuring a safe and healthy workplace for all employees, visitors, and clients, and maintaining it.
- ❖ Providing necessary information, education, and training for workplace evacuations in emergencies.
- ❖ Training employees in risk identification and developing a formal risk assessment process in the workplace.
- ❖ Ensuring the building complies with appropriate building maintenance and safety standards to enhance workplace safety.

### Preparation and Submission of Sustainability Reports

Starting from 2022, the company published a detailed sustainability report to prepare a more accurate and comprehensive sustainability report for 2022. It evaluated the performance related to environmental, social governance, and the accuracy of data disclosed in this report. In addition to the first sustainability report for 2022, the company did not publish any other relevant sustainability data or use frameworks for sustainability reporting such as the Global Reporting Initiative, Continuous Protection of Data, International Integrated Reporting Council, or United Nations Global Compact. Furthermore, the company did not focus on any specific Sustainable Development Goals of the United Nations in 2022 or set any targets. There will be further consideration later in the Environmental, Social Governance policy and related improvement actions planned for 2023.

## Indicator of the Global Reporting Initiative Content

Environmental, Social, and Corporate Governance Metrics - Sustainable Development Goals Correlation Table

### Social Category

| Corresponding Standard from the Global Reporting Initiative - Articles 401-402-403-404-405-413        |   |                                    |
|---|---|------------------------------------|
| Notes   | Account   | Measurement                        |
| Yes - The policy is applied and implemented effectively   | Average salary ratio of male to female employees  | Gender salary ratio                |
| Yes - The policy is applied and implemented effectively   | 1-3-1 Percentage: Annual turnover rate of full-time employees                                 | 1-3-1 Employee turnover rate       |
|   | 1-3-2 Percentage: Annual turnover rate of part-time employees                                 |                                    |
|   | 1-3-3 Percentage: Annual turnover rate of contractors/consultants                             |                                    |
| Yes - The policy is applied and implemented effectively   | 1-4-1 Percentage: Total number of jobs held by male and female employees                      | 1-4 Gender diversity               |
|   | 1-4-2 Percentage: Senior and middle management positions held by male and female employees    |                                    |
|   | 1-4-3 Percentage: Top executive positions held by male and female employees.                  |                                    |
| No - Policy not applied - No part-time employees were recorded in 2022.                               | 1-5-1 Percentage: Total number of jobs held by part-time employees                            | 1-5 Temporary workforce ratio.     |
|   | 1-5-2 Percentage: Total number of jobs held by contractors/consultants.                       |                                    |
| Yes - The policy is applied and implemented effectively   | Does your company follow a non-discrimination policy?   | 1-6 Non-discrimination             |
| Yes - The policy is applied and executed effectively. No reported injuries for 2022                   | Percentage: Frequency of injuries compared to total workforce time                            | 1-7 Injury rate                    |
| Yes - The policy is applied and implemented effectively   | Does your company follow an occupational health and/or public health policy?                  | 1-8 Occupational health and safety |
| Yes - The policy is applied and executed effectively. There is no child labor category in the company | 1-9-1 Does your company have a policy on child labor and forced labor?                        | 1-9 Child labor and forced labor   |
|   | 1-9-2 If yes, does the policy on child labor and forced labor apply to suppliers and vendors? |                                    |
| No policy applied (but not applicable to the business line)   | 1-10-1 Does your company follow a human rights policy?  | 1-10 Human Rights                  |
| Yes - The policy is applied and implemented effectively   | Employees are citizens of the country   | 1-11 Qatarization Ratio            |
| No related investments were recorded in 2022  | mount invested in the community as a percentage of company revenue                            | 1-12 Social investments            |



## Indicator of the Global Reporting Initiative Content

Environmental, Social, and Corporate Governance Metrics - Sustainable Development Goals Correlation Table

### Corporate Governance Category

| Relevant Global Reporting Initiative (GRI) Standard – Articles 405 - Disclosures, 2021 Key Topics                           |  |   |
|---|--|---|
| Notes   | Account  | Measurement   |
| There are no seats on the board of directors or chairmanships held by women in 2022.  | H-1-1) Percentage: Total number of board seats held by members, male and female                            | H1- Board Diversity                                 |
|   | H-1-2) Percentage: Chairmanships held by men and women.  |   |
| Yes   | H-2-1) Does the company prohibit the CEO from acting as the board chairman?                                | H2- Board Independence                              |
|   | H-2-2) Percentage: Total number of board seats held by independent board members.                          |   |
| There are no relevant policies or implemented procedures  | Are executive officers formally incentivized for sustainability performance?                               | H3- Incentivized Salary                             |
| Yes - The policy is applied and implemented effectively   | H-4-1 Are suppliers or vendors required to adhere to a code of conduct?                                    | H4- Supplier Code of Conduct                        |
|   | H-4-2) If yes, what percentage of suppliers have formally attested to compliance with the code of conduct? |   |
| Yes - There is an effectively applied policy<br>For more information, kindly check  | H5-1) Does your company follow a policy on ethics and anti-corruption?                                     | H5-1 policy on ethics and anti-corruption           |
|   | H5-2) If yes, what percentage of your workforce has formally attested to compliance with the policy?       |   |
| Yes - There is an effectively applied policy (does not comply with general data protection regulations where not required). | H6-1) Does your company adhere to any data privacy policy?   | H-6 Data Privacy                                    |
|   | H6-2) Has your company taken steps to comply with general data protection regulations?                     |   |
| No - This is the first sustainability report.   | Does your company publish sustainability reports?  | H7) Preparing and submitting sustainability reports |
| No - Not applicable - Specific to the company's business line   | H8-1) Does your company provide sustainability data to sustainability reporting frameworks?                | H8 – Disclosure Practices                           |
|   | H8-2) Does your company focus on UN Sustainable Development Goals?   |   |
|   | H8-3) Does your company set goals and report progress on achieving the UN Sustainable Development Goals?   |   |
| Np  | Are your sustainability disclosures assured or certified by an external audit institution?                 | H9 – External Audit                                 |



بيت الاستثمار  
Investment House