## **General Facilities Policy**

The Saudi Post | SPL is committed to providing and managing all facilities services across all regions with high quality according to the international standard (ISO 41001 - Facility Management System) to ensure meeting the expectations of employees and customers, and creating a sustainable environment that achieves efficiency and effectiveness while reducing costs.

This is achieved through the following objectives:

- Setting plans and objectives to improve the performance of facility management services in alignment with the strategic direction of Saudi Post | SPL.
- Providing effective work procedures to maintain the Facility Management System in all our operations, with an emphasis that the overall quality of facilities is everyone's responsibility.
- Identifying and assessing risks of non-compliance with facility management requirements and implementing appropriate control measures to mitigate them with continuous review.
- Providing necessary training and development for the institution's employees to ensure awareness and competence to meet the requirements of the ISO 41001 Facility Management System.
- Communicating and involving our employees in the decision-making process for the continuous improvement of the Facility Management System at Saudi Post | SPL.
- Committing to applying the requirements, legislations, and regulations that apply to the services we provide.
- Committing to communicating and disseminating this policy to all our employees and other concerned parties.