


# Delegation of Authority Policy

Ref # T&OE.PRC13.V4.0



Department	Transformation and Climate
Division	Corporate Governance
Sub-division	N/A
Related macro ETOM process	
Policy owner	
Name	Tania Asmar
Title	Chief of Staff, Climate and Transformation Officer
Signature	 Digitally signed by Tania Asmar Date: 2024.01.29 15:55:16 +02'00'
Date	



Version	Description	Author	Date
LRA.CG.POL03.V.5.0	New version	Marwa Salem	August 2011
LRA.CG.POL03.V.6.0	Updated version	Marwa Salem	September 2014
	-Delegations archiving period.	Khaled El Edissy	November 2016
LRA.CG.POL03.V.7.0	-Archiving methods. -Acceptance delegation form.		
Ref # T&OE.PRC13.V4.0	-Archiving method. -Update in formalizing delgation.	Khaled El Edissy	December 2023

## Process excellence control

Name	Inas Ismail
Title	Sr. Manager, Process Excellence
Signature	 Digitally signed by Inas Ismail Date: 2024.01.29 12:52:17 +02'00'

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Ref # T&OE.PRC13.V4.0

Process Excellence



Controlled



"Not for external use"

## 1. Policy purpose and scope

- Developing a delegation policy that incorporates best risk management and offers a dedicated management accountability tool through which Orange Egypt for Telecommunications SAE (the 'Company' or 'OEG') senior management can delegate their powers and responsibilities to other team members within OEG in case of Chief officers' absence for a day or longer.
- The policy applies to all OEG Chief officers and above.
- This policy does not apply to the execution of external documents which are governed by the Company's commercial register, the Signature Authority Matrix -as attached in Annex 1) and Manage Company Contracts Process (Ref. LEG.PRC01.V2.0).

## 2. Policy statement

### 2.1 Activities subject to delegation

- The Delegator shall determine and defines the activities that he/she delegates to his/her subordinates or peers.
- The delegate shall take decision within the ordinary course of business.
- The Delegate shall limit his/her actions to important and urgent matters to ensure proper business continuity.
- Delegators are not allowed to delegate their signature with regard to the following cases:
  - Employees Promotions.
  - Dismissal of employees/Dismissal warnings.
  - Own requirements.
  - Unpaid leaves.

### 2.2 Formalizing the delegation

- Once the Delegate has been identified, the Delegator shall inform the individuals through a memo/email of the Delegation nature and duration.
- Chief officers' assistants shall send formal delegation request through a memo/email to the delegate to confirm his/her acceptance in writing in a separate memo/email within 1WD .
- Delegation acceptance must be received from the delegate before the start of the delegation period.
- Upon delegate acceptance a formal memo/email indicating the scope of the Delegation and its duration should be formulated by the Chief officers' assistants and addressed to the Delegate(s) as well as to those under his/her direct report at least 24 hours before the start of the Delegation period. A copy of an email/memo is to be sent to all Chief Officers, the HR department, and the Corporate Governance department.
- The Delegator shall activate an automatic (out of office) response for all incoming emails indicating the name of the Delegate(s) and the duration of the Delegation.
- In case of urgency or emergency, the email/memo should be formulated as stated above before the start of the Delegation period.

# Delegation of Authority Policy

Ref # T&OE.PRC13.V4.0



- The Delegation can be revoked at any time before its end of term by the Delegator and/or by the CEO following the same procedures as mentioned above.

## 2.4 Archiving the Delegation

- Delegations, including all updated versions, must be archived for a ten-year period after the end of the delegation period.
- Archiving must be supervised by the person in charge of DPSA in each department.
- Electronic archiving can only replace paper archiving if the system used allows the traceability of the document and its integrity for long-term storage. (Refer to Archiving & Records Management Policy" QR.CIS.POL03.V.4").

## 2.5 Responsibilities of the Delegator/ Delegate

- Upon Delegation, the Delegator is committed to monitor and govern the Delegate during his/her absence to check the efficiency of the Delegate(s) actions performed during the Delegation period.
- Delegator must ensure providing Delegate(s) with all required information/resources that is needed to execute actions during the Delegation period in the most appropriate manner.
- The Delegation will not waive the responsibility of the Delegator.
- The Delegate has the right to decline the Delegation; however, if accepted, the Delegate is required to accept the Delegation either through a formal acceptance internal memo as per the template document in Annex 2 or through an email with the same content as the template document in Annex 2.
- The Delegate is requested to undertake complete accountability of the Delegator in terms of internal document signatures, etc.
- The Delegate has no right to subdelegate the Delegation, consequently Delegate shall commit to full duty during the period of Delegation.
- If the Delegate identifies a reason for an urgent need of absenteeism or emergency, he/she should inform the Delegator for a replacement Delegate, and in case of inability to reach the Delegator, the Delegate should approach the Delegator's direct manager.
- It is the Delegator' responsibility to ensure that he/she keeps full awareness of all actions/decisions made by the Delegate in his/her absence.
- In case the previous is not held properly as a result of uncooperative behavior of Delegate, the Delegator shall inform the Legal & Corporate Affairs and HR for adequate measure.

## 2.6 Delegation for formal external documents Signature:

- The formal delegation assigned for external documents' signature (purchase orders, bank documents, and contracts' signature) occurs based on the Company's BOD decisions and authorization, where it is instantly modified in case the concerned delegated person resigns or transfers to a different department. Therefore, the Corporate Governance department and Board

# Delegation of Authority Policy

Ref # T&OE.PRC13.V4.0



Secretary are responsible to advise the BOD and to handle the authentication procedures of any such modification.

- Based on the "Signature Authority Matrix" and the delegation as per the Manage Company Contracts Process (ref. LEG.PRC01.V2.0) which are conducted within OEG on separate bases a delegator authorized to sign checks/bank documents or contracts is prohibited to delegate this authority to others, taking into consideration that the delegation will not waive the responsibility of the delegator.
- Policy breach may be subject to HR disciplinary action.

## 3. References

Name	Date	
Manage Company Contracts Process (Ref. LEG.PRC01.V2.0)	Sep.2014	
Archiving & Records Management Policy" (QR.CIS.POL03.V.4")	Dec.2019	

## 4. Abbreviations

SR.	Abbreviation	Explanation
1	CEO	Chief Executive Officer
2	CO	Chief Officer
3	HOD	Head Of Department
4	HR	Human Resources
5	OEG	Orange Egypt for Telecommunications
7	DPSA	Delegation of power and signing authority

## 5. Definition

SR.	Terms	Definition
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# Delegation of Authority Policy

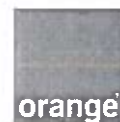
Ref # T&OE.PRC13.V4.0



1	Delegate	The person (employee) acting under a delegation.
2	Delegator	The person (employee) granting a delegation.
3	Delegation	Transfer of powers and responsibilities to another person (employee) in the organization; this person (employee) can be a subordinate or a peer.



## Ref # T&amp;OE.PRC13.V4.0



### Signature Authority Matrix

As per board resolution dated December 5, 2023

[illegible]

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1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

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Source of data: Bureau of the Census, *Marriage, Divorce, Remarriage in the 1990s* (Washington, DC: U.S. Government Printing Office, 1996).

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# Delegation of Authority Policy

Ref # T&OE.PRC13.V4.0



## 7. Annex (2)

### Acceptance of Delegation of Signatory Form

Date:       /       /

From "Delegate"	Name
	Title
	Phone
	Fax
	Email
To "Delegator"	Name
	Title
CC	; ; ;
Subject	Acceptance of delegation of signatory



As \_\_\_\_\_\* of Orange Egypt for Telecommunications SAE (hereinafter "OEG" or "Company"), I hereby accept the delegation of signatory granted to me by deed of Mr./Mrs. \_\_\_\_\_\*\* dated       /       / and declare to know the Delegation of Signatory Policy in force and the area delegated to me.

I also hereby declare to know the rules, standards and internal procedures of the Company, such as Code of ethics and standards of compliance. I undertake to respect them and to bring them to the knowledge of personnel under my responsibility.

This Delegation is valid

From       /       /

To       /       / (inclusive).

Signed in Cairo, on

\* Insert title of Delegate

\*\* Insert name of Delegator

# Delegation of Authority Policy

Ref # T&OE.PRC13.V4.0



## 8. Reviewed and accepted by

Department	Name	Title
Data & Digital Transformation	Abdelfattah Aly Mabrouk	Chief Data & Digital Transformation
Consumer Business Unit	Ahmed Mostafa El Abd	Chief Consumer BU Officer
Human Resources & Corporate Support	Amany Sadek	Chief People & Facilities Officer
Technology	Ayman Amiri	Chief Technology & Information Officer
Finance	Mohamed Sayed Abdel Moaty	Deputy CFO
Enterprise Line of Business	Hesham Mahran	Chief Officer Enterprise Line of Business
Communications	Maha Nagy	Chief Communications Officer
Legal & Regulatory Affairs	Rania Gharib	Chief Legal, Regulatory & Compliance Officer
Customer Care	Mohamed El Touny	Chief Customer Care & DSL Officer

