

# ***CHAPTER-IX - EMPLOYEE CODE OF CONDUCT***

- 1 **Scope**  
The terms of this Policy shall be observed by all employees of Pak-Libya. Compliance with this Code is an obligation owed by all employees to each other and to Pak-Libya. Breach of this Code will result in disciplinary action and/or minor/major penalties in accordance with the punishment and appeal rules.
- 2 **Objectives**  
**To help guide and align our behaviors as we make business decisions that impact our daily operations, we rely on our Employee Code of Conduct, which not only outlines our values but also describes our standard of conduct. It supports our continuing commitment to honest and ethical conduct and compliance with rules and regulations, policies, standards and procedures in letter and spirit.**
- 3 **General Principles**
  - 3.1 Every employee shall conform to and abide by these rules and shall observe, comply and obey all lawful orders and directives which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may be placed.
  - 3.2 Every employee shall serve the Company honestly and faithfully and shall maintain strict secrecy regarding the Company's affairs and the affairs of its constituents and subsidiaries, if any. He shall use his utmost endeavors to promote the interests of the Company and shall show courtesy and attention in all dealings with members of the general public.
  - 3.3 No employee shall communicate or provide directly or indirectly to the public, press or any outside agency, any information or documents which have come into his possession or knowledge in the course of his duties with the Company or have been prepared or collected by him during the course of such duties unless instructed to do so by the EC.
  - 3.4 Employees must comply with all laws and regulations applicable to the business and act within the best interest of Pak-Libya.
  - 3.5 **Employees must ensure utmost fairness, courtesy and respect while dealing with other employees, irrespective of grade/cadre/position, and customers / clients and any person with whom he/she deals at work and auditors, regulators and other third parties.**
  - 3.6 **Pak-Libya strives to provide a work environment free from sexual harassment, intimidation and abuse and therefore adopted the Code of Conduct prescribed under the "Protection Against Harassment of Women at Workplace Act 2010 and as amended from time to time", thus recognizing the principles of equal opportunity for men and women and their right to earn a livelihood with dignity, without fear of abuse and harassment.**
- 4 The high moral and ethical standards are set out in the Employee Code of Conduct, as follows:-
  - 4.1 **Acceptance of gifts, bribes, etc.**  
No employee shall accept or permit any member of his family to accept any gift in any form and from any person with whom he is connected directly or indirectly in his official capacity and which may place him under any form of obligation to the donor or which may influence or appear to influence a business decision. Employees are expected at all times to act in the best interests of Pak-Libya and this means obtaining the best deal for Pak-Libya in any business transaction.
  - 4.2 **Exclusive service**  
All persons on the payroll of the Company shall be full time employees and shall devote their whole time and energy to the furtherance of the interest of the Company. No employee shall engage in any other profession, trade, commerce or business activity for remuneration or otherwise on his own account, or enter in the service or be employed by any other person or firm or assist in any business owned by his spouse or parents without prior written approval of the EC.

- 4.3 **Conflict of interest**  
All employees have an obligation to avoid financial, business or other relationships, which might conflict with the legitimate business interests of Pak-Libya. The conflicts of interest include, but are not limited to, the following:-
- 4.3.1 If the employee provides work or business on behalf of Pak-Libya to a business in which the employee, the employee's family members or employee's relative has a financial interest.
- 4.3.2 If the employee is employed by a customer/client, supplier or competitor of Pak-Libya whilst employed by Pak-Libya.
- 4.4 **False or misleading statements**  
No employee of the Company shall make any false or misleading statement in relation to his appointment or the performance of his duties in the Company.
- 4.5 **Borrowing and lending**  
No employee shall lend or borrow money from or place himself under any pecuniary obligation to any person with whom he has any official dealings. Provided that this provision shall not apply to dealings in the ordinary course of business with banks, insurance companies and financial institutions.
- 4.6 **Un-authorized influence**  
No employee shall bring or attempt to bring political or other influence, directly or indirectly, to bear on the Company or any employee thereof; approach directly or indirectly, any officer of the Government or any member of the National Assembly or Provincial Assembly for redress of any grievance in connection with his service with the Company.
- 4.7 **Taking part in politics**  
No employee shall take part in, subscribe to, aid or assist in any way, any political movement in or outside Pakistan. Nor shall any employee canvas or otherwise interfere or use his influence in connection with or take part in any election to a legislative or local body, whether in Pakistan or elsewhere provided that an employee who is qualified to vote at such election may exercise his right to vote but if he does so, shall give no indication of the manner in which he proposes to vote or has voted.
- 4.8 **Approaching foreign missions**  
No employee shall approach, directly or indirectly, a foreign diplomatic mission or any foreign aid giving agency to secure for himself or any member of his family an invitation to visit a foreign country or to elicit offers of training facilities abroad or seeking any benefit for himself or any member of his family.
- 4.9 **Punctuality**  
Every employee is required to be punctual in discharge of his duties prescribed for him by the Company. No employee may absent himself from duty of the Company during working hours without permission of his superiors.
- 4.10 **Attire and appearance**  
All employees should dress tidily, neatly and appropriately during office hours.
- 4.11 **Use of company phones/internet/e-mailing**  
Employees may occasionally make personal phone calls provided that such calls are short and do not affect their performance. Employees should generally only use the internet, e-mail and computer systems for legitimate business of Pak-Libya – for more information please refer to IT Policy of the Company.
- 4.12 **Authority to sign documents**  
Employees cannot sign any document on behalf of Pak-Libya or in any way commit Pak-Libya to any agreement unless they are properly authorized in writing by the Competent Authority at Pak to do so.
- 4.13 **Disclosing secret/confidential information to outsider**  
Employees are not allowed to communicate information relating to business deals/transactions to anyone else who is likely to take the advantage of such information which may result in a loss to Pak-Libya or it may affect the market image of Pak-Libya.

4.14 **Fraudulent activities**

Employee must not enter into fraudulent activities. Fraudulent activities include acts that are not only a detriment to Pak-Libya but also a detriment to third party. Engaging in any act that involves fraud, theft, embezzlement or misappropriation of any property of Pak-Libya or any of its employees, suppliers, customers/clients is strictly prohibited. Fraudulent conduct includes:-

- Falsification of financial records
- Failure to disclose financial information
- Acceptance or payment of bribes or kickbacks
- Embezzlement
- Intentional concealment or misrepresentation of data, records, events or information.

4.15 **Personal Conduct**

- Smoking is not allowed within the premises of Pak-Libya, except in areas that have been clearly designated as employee smoking area.
- The consumption of alcohol within the premises of Pak-Libya will not be tolerated.
- Obscene Language – Employees are expected not to use objectionable or obscene language at any time within the Pak-Libya premises

4.16 **Involvement and conviction in a criminal offence**

If an employee is involved or convicted in a criminal offence, he shall bring it to the notice of the EC through head of his department immediately or, if he is arrested and released on bail, soon after such release.

4.17 **Propagation of sectarian creeds**

No employee shall propagate such sectarian creeds or take part in such sectarian partiality or favoritism as are likely to affect his integrity in the discharge of his duties or to embarrass the EC or create feelings of discontent or displeasure amongst other employees of the Company.

4.18 **Nepotism, favoritism and victimization**

No employee shall indulge in provincialism, parochialism, favoritism, victimization and abuse of office.

4.19 **Representation by employees**

No employee shall make any personal representation to a Director of the Company except to the EC. All representations of employees shall be submitted through proper channel. Joint representation by two or more employees is prohibited and shall not be entertained, and may be considered by the EC as an in-disciplinary act.

4.20 **Protection against harassment of women at workplace**

**Pak-Libya adopts the Code of Conduct for Zero Tolerance for Sexual Harassment prescribed under the Protection Against Harassment of Women at Workplace Act-2010 and as amended from time to time.**

**This Code of Conduct provides a guideline for behavior of all employees including Management to ensure a work environment free of sexual harassment and intimidation. The Act is for all employees, women and men; and puts the responsibility of cleaning the menace of sexual harassment from the Company's environment. The emphasis is on holding individuals accountable for their behavior through professional mechanism as prescribed in the Code of Conduct. The Code of Conduct will be uploaded on a local server drive accessible to employees. The Code of Conduct in English and Urdu will be displayed at an appropriate place within the office premises.**

**The EC/Management will appoint a three-member (one member would be a women) standing Inquiry Committee to handle any complaints of sexual harassment in accordance with the inquiry procedures provided in the said Code of Conduct. The Inquiry Committee shall have the power to inquire into the matters of harassment under this Code and may recommend appropriate penalty against the accused under the provisions of this Code and submit its findings, recommendations and penalties to the Executive Committee for its imposition. The cases of major penalty which entail to termination from the service shall be submitted to the Competent Authority (the EC in case of Managerial & below Cadres and the Board of Directors through EC in case of Executive Cadre) for approval for imposition of penalty.**

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**Obligation to breaches**

Employees who become aware of a suspected violation of the Code of Conduct, whether before or after its occurring, must promptly report to their respective divisional/section heads or HRD or the EC.

I have read, understood and signed hereunder as a confirmation to  
abide by the EMPLOYEE CODE OF CONDUCT.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_