



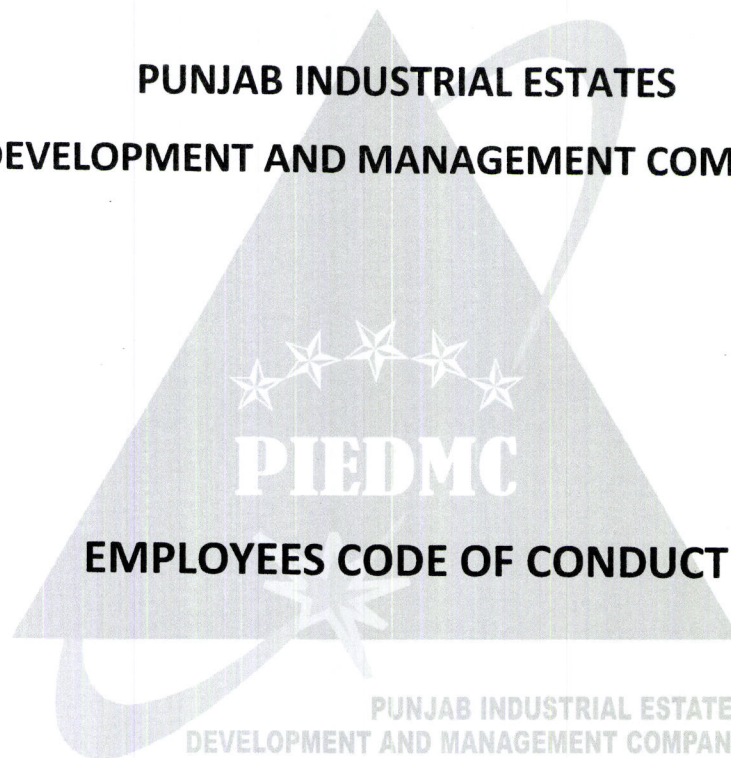
PUNJAB INDUSTRIAL ESTATES DEVELOPMENT AND MANAGEMENT COMPANY

POLICY ON EMPLOYEE CODE OF CONDUCT



PUNJAB INDUSTRIAL ESTATES DEVELOPMENT & MANAGEMENT COMPANY
Commercial Area (North) Sundar Industrial Estate, Raiwind Road, Lahore
Tel: 92-42-35297203-6 Fax: 92-42-35297207
Website: www.pie.com.pk Email: info@pie.com.pk

**PUNJAB INDUSTRIAL ESTATES
DEVELOPMENT AND MANAGEMENT COMPANY**



Sig: GM (Admin & HR) **FARHAN MUNAWAR**
GM (Admin & HR)
Revision No: **PIEDMC, (Govt. of the Punjab)** Date: _____

PIEDMC - POLICY ON EMPLOYEES CODE OF CONDUCT

General

1. The PIEDMC Code of Conduct policy outlines our expectations regarding employee's behavior towards their subordinate staff, colleagues, supervisors, senior management and overall company. Company promote freedom of expression and open communication but expects that all employees to follow the defined code of conduct. They should avoid offending, participating in serious disputes and disrupting their workplace. It is expected from them to foster a well-organized, respectful and collaborative environment.

Scope

2. This policy applies to all PIEDMC & its BOMs employees regardless of their grades.

Components of an Employee Code of Conduct Policy

3. All employees are bound to follow the defined 'Employee Code of Conduct' while serving in PIEDMC & its BOMs. The components of this policy are given in succeeding paragraphs:

4. **Compliance with Law.** All employees must follow the company's rules and regulations and comply with all environmental, safety and fair dealing laws existing & any amended thereof.

5. **Respect at the Workplace.** All employees should respect their colleagues. Company does not allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

6. **Protection of Company's Assets.** All employees are responsible for safeguarding company's tangible and intangible assets including cash, securities, business plans and services. Copying, selling, using and distributing information, software and other forms of intellectual property is prohibited and will be treated as violation of the company discipline.

7. **Fraud, Theft or Illegal Activities.** Employees shall be alert and vigilant with respect to fraud, thefts or significant illegal activity committed in PIEDMC & its BOMs. If any such activity comes to the attention, the matter must immediately be reported. Failure to report any such activity will be subject to disciplinary action. They must not issue any incorrect account statement, salary certificate or any other information for any customer/vendor or staff member. They must not get involved in any unauthorized internal or external communication / correspondence.

Sig: GM (Admin & HR

FARHAN MUNAWAR

GM (Admin & HR)

Revision No: _____

PIEDMC, (Govt. of the Punjab)

PIEDMC - POLICY ON EMPLOYEES CODE OF CONDUCT

8. **Accurate Record Keeping and Reporting.** Accurate record keeping is critical. We are responsible to accurately report all business information, business transactions expenses, and financial figures in a timely and accurate manner. Company's Board of Directors Minutes of Meetings, books, records, accounts and reports must accurately reflect the transactions. All transactions of the company must be properly authorized, completely and accurately recorded on the Company's books, and recorded in accordance with generally accepted accounting principles and must be subject to an adequate system of internal controls and disclosure controls to promote the highest degree of integrity by Head of every Department of PIEDMC & its BOMs. Falsifying Company's information whether stored in writing or electronically whatsoever in any manner is prohibited.
9. **Retention and Disposal of Records and Documents.** Business records and documents will be retained and destroyed in accordance with the Company's record retention policy, as well as the policies and regulatory requirements of concerned department of PIEDMC & its BOMs.
10. **Regulators and Auditors.** Compliance with laws, rules, regulations, and ethical standards etc. is an important element of obligation to the customer, general public and other staff. It is essential for success that we take compliance seriously. All staff member should adhere to compliance as main responsibility and shall be held accountable for all compliance related activities. We must be open and cooperate with our regulators and auditors and keep them fully and promptly informed of everything, which should reasonably be disclosed to them.
11. **Zero Tolerance policy to Work Place Violence.** The company is committed to provide a safe working environment for everyone, which is free from violence. Company has a zero-tolerance policy for acts of violence and verbal or physical behavior that could lead to or cause workplace violence. Any person who makes threats, exhibits threatening behavior, displays arms/ammunitions and use abusive language or engages in violent acts that may damage the company's atmosphere & property shall be subject to disciplinary action. Everyone has a responsibility to immediately report threatening remarks or comments to the concerned Head of Department of PIEDMC & its BOMs immediately.

FARHAN MUNAWAR
Sig: GM (Admin & HR) **GM (Admin & HR)**
Revision No: **PIEDMC, (Govt. of the Punjab)** Date: _____

PIEDMC - POLICY ON EMPLOYEES CODE OF CONDUCT

12. **Harassment.** Verbal or physical conduct that unreasonably disrupts another employee in his or her work is harassment, and will not be tolerated at PIEDMC & its BOMs. This includes behavior that targets an employee because of his or her race, color, gender, religion, marital status, age, national origin, disability, citizenship status. Each of us has the right to be free from improper or offensive conduct at work. PIEDMC & its BOMs employees, customers, vendors, and visitors will be treated with dignity, respect, and fairness. Unwelcome, insulting, or offensive remarks or actions have no place at PIEDMC & its BOMs. This behavior has a negative impact on performance and business results. To maintain a workplace free from harassment, each of us will exercise good judgment in our relationships with our co-workers. If someone experience or observe workplace harassment, the incident must be reported to Head of Department or any member of management for immediate resolution. The Protection Against Harassment of Women at the Workplace Act, 2010 and the Protection Against Harassment of Women at the Workplace Rules 2013 are already implemented in PIEDMC. In light of the same a committee namely 'Gender Mainstreaming Committee' has already been constituted to address harassment cases.

13. **Sub-letting of company assets / accommodation** – It is strictly disallowed to sub-let, lease or use of company assets or accommodation etc. to unauthorized person.

14. **Other Acts of Misconduct.** Conducts that may result in disciplinary action are:

- (a) **Smoking in prohibited areas** – Smoking is strictly prohibited in all public offices / places as direction of the Govt. of Pakistan. Employees are allowed to smoke only in the designated smoking areas only.
- (b) **Unauthorized absence from duty** - It is serious breach of discipline. All employee must follow the company's leave policy in true letter and spirit.
- (c) **Consumption of intoxicating drinks and drugs** – It is strictly prohibited in PIEDMC. All employees must abide by the related law.
- (d) **Prohibition from employing children** – No person below the age of 18 years, even on daily wages, will be inducted in PIEDMC.
- (e) **Private Trade or Employment** – No PIEDMC employee shall engage in any other employment.
- (f) **Criticism of Government** – No PIEDMC employee shall in any media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to press or in any public utterance make any statement of fact or opinion: -

FARHAN MUNAWAR

Sig: GM (Admin & HR)

GM (Admin & HR)

Revision No: _____

PIEDMC, (Govt. of the Punjab)

Date: _____

PIEDMC - POLICY ON EMPLOYEES CODE OF CONDUCT

- (1) Which has the effect of any adverse criticism of any current policy or action of the Government of Pakistan and Government of Punjab.
- (2) Which is capable of embarrassing the relations between PIEDMC and any Government office / Department etc.
- (g) **Canvassing of non-official or other influence** – No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority in respect of matter pertaining to his service or other interests.
- (h) **Taking part in politics and election** – No PIEDMC & its BOMs employee shall be a member of or be associated with any political party or any organization which takes part in politics nor shall take part in, subscribe aid of, or assist in any other manner, any political movement or activity.
- (i) **Conviction of a criminal offense within or outside the office** – Employees proven guilty of criminal offences will be removed from PIEDMC & its BOMs.
- (j) **Violation of safety or health rules** – To abide by safety and health rules is in own interest of employees. Infringement of such rules may cause spread of disaster / disease at large scale.
- (k) **Illegal strike or go-slow tactics** – It is not allowed and such cases will be dealt severely
- (l) **Spitting within PIEDMC premises** – It is a bad habit and employees are expected to maintain hygienic environment in offices and at other work places.
- (m) **Tampering the official records** – It is criminal act and amount to be dealt with severely.
- (n) **Accepting Gifts** - Acceptance of gifts in all kinds is strictly prohibited. Only souvenirs may be presented / exchanged with visiting delegations for marketing purposes with the approval of CEO.
- (o) **Observance of Dress Code** – In order to maintain the corporate values of the company observance of defined dress by all ranks is essential.
15. **Confidentiality of Information.** It is the duty of employees to maintain confidentiality of all classified information from unauthorized recipients. Information from external parties shall also be treated with same level of confidentiality.

Sig: GM (Admin & HR) **FARHAN MUNAWAR**

Revision No: **GM (Admin & HR)**

PIEDMC, (Govt. of the Punjab) Date: _____

PIEDMC - POLICY ON EMPLOYEES CODE OF CONDUCT

16. **Responsibilities after Leaving PIEDMC & its BOMs.** The former employees after leaving the company must keep to professionalism and maintain confidentiality of sensitive information known to them during PIEDMC & its BOMs service. They should not use or take advantage of personal, confidential or official information later on. Retrieval of relevant data from employees leaving PIEDMC and its BOMs is the responsibility of respective Head of Departments.

17. **Use of Social Media.** There are no restrictions upon use of social media by PIEDMC & its BOMs employees after working hours, however, they have to strictly observe the red lines in accordance with the prevailing laws and Constitution of Islamic Republic of Pakistan. PIEDMC & its BOMs will not protect or take the responsibility in case of any breach by any of the employees.

18. **Digital Code of Conduct.** The employees are strictly forbidden to use below mentioned devices for sharing any official information / data with friends / family members / unauthorized persons / offices without approval of the Competent Authority:

- (a) Mobile phones
- (b) Data transfer through USBs, CDs, emails
- (c) Cameras
- (d) Similarly personal emails shall not be used for official purposes and vice versa.

19. **Conflict of Interest.** Employees shall not be engaged in any sort of business which is in direct competition with his / her employer organization. Employees shall not be indulged in personal businesses with any customer, vender or other stake holder. PIEDMC has a separate policy on the subject.

20. **Communication.** Clarity and fairness in communication to be observed with all internal and external stakeholders. PIEDMC has a separate policy on the subject.

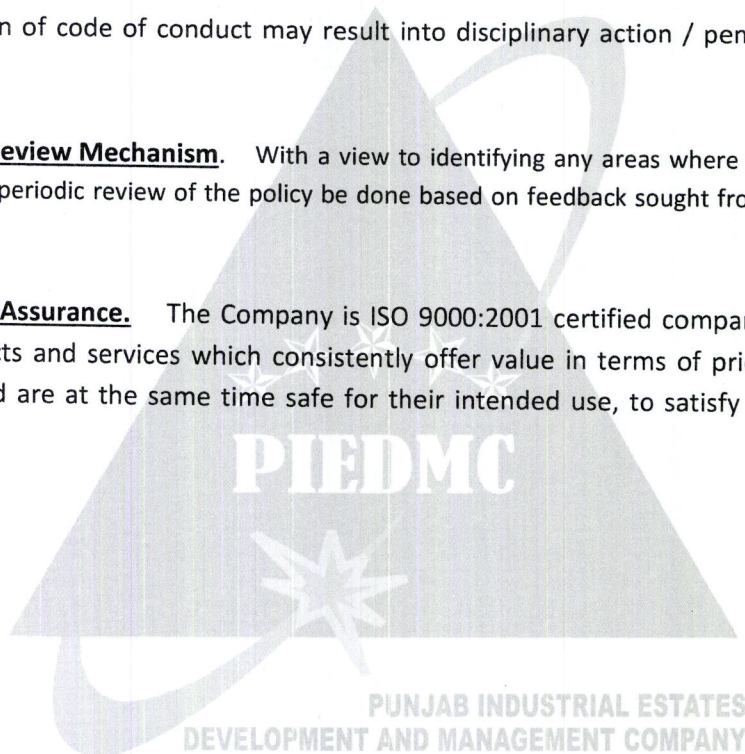
Sig: GM (Admin & HR) **FARHAN MUNAWAR**

Revision No: **GM (Admin & HR)**
PIEDMC, (Govt. of the Punjab)

Date: _____

PIEDMC - POLICY ON EMPLOYEES CODE OF CONDUCT

21. **Financial Integrity and Responsibility.** No commissions / embezzlements shall be tolerated. Violators shall be dealt strictly as per prevailing Government laws. All contracts shall be done according to the stipulated framework/rules / laws and decisions shall not be made through under the table deals.
22. **Reporting Violations / Whistle Blowing.** PIEDMC has a separate policy on the subject.
23. Violation of code of conduct may result into disciplinary action / penalty as per Discipline policy.
24. **Policy Review Mechanism.** With a view to identifying any areas where positive improvements could be made, periodic review of the policy be done based on feedback sought from employees and best practices.
25. **Quality Assurance.** The Company is ISO 9000:2001 certified company and committed to provide products and services which consistently offer value in terms of price, quality, customer satisfaction and are at the same time safe for their intended use, to satisfy customer needs and expectations.



Sig: GM (Admin & HR) FARHAN MUNAWAR
Revision No: GM (Admin & HR) Date: _____
PIEDMC, (Govt. of the Punjab)