GENERAL CODE OF CONDUCT FOR EMPLOYEES

5.1. Exclusive Service: All employees working full time for the Company should not engage in any other active profession, trade, business activity with remuneration or otherwise, or enter into the service or to be employed by any person or firm or assist in any business owned by his/her spouse or parents without approval of the appointing authority. No employee is allowed to do any kind of business full time or part time and this can render him to strict disciplinary action and liable to termination of his services with the Company.

5.2. Punctuality: The normal working hours of the company are 9:00AM to 5:00PM, with alternative Saturday and all Sunday being off day. Half an-hour lunchtime from 1.00 pm to 1:30 pm is admissible during working hours except Friday when one hour break is allowed for lunch and prayer i.e. 1.15 pm to 2.15 pm. Additionally, two Tea Breaks a day from 1000 hrs to 1015 hrs and 1530 to 1545 hrs are allowed. Apart from these breaks the employee are expected to remain at their workstations and offices. The working days/timings can be changed by the Company, which will be announced from time to time. BoD is the competent authority to change working days and CEO is the competent authority to change the timings of the Company. Employees should not absent themselves from the premises of the company, during working hours, without consent of the Manager. All staff members are required to attend office at time specified by the management. The employees will be marked late after the specified time.

5.3. False or misleading statement: Employees of the company shall not make any false or misleading statement in relation to the appointment or the performance of their duties in the company.

5.4. Borrowing and lending: The Company takes no responsibility for borrowing and lending between employees, banks/financial institutions and clients of the company. It would exclusively be the responsibility of the employees to settle their private loans.

5.5. Performance of duty: Every employee shall be required to perform his/her duties efficiently, diligently, lawfully, honestly and faithfully to the best of his/her ability and shall make his/her best efforts to promote the interest of the company. The employee has a duty to always conduct himself/herself in a way that the confidence and trust in the integrity, impartiality and effectiveness of the organization are preserved and enhanced. Every employee will endeavor to complete tasks given to him/her within the time allocated with complete diligence.

5.6. Dealing with Stakeholders: The employee should be courteous both in his or her relations with the stakeholders he or she interacts with, as well as in his or her relations with his or her superiors, colleagues and subordinate staff.

5.7. Decision-making: In decision-making, the employee would act lawfully and exercise his/ her discretionary powers impartially.

5.8. Conflict of Interest: The employee should not allow his or her private interest to conflict with his/her position. It is his or her responsibility to avoid such conflicts of interest, whether real, potential or apparent. In case of conflict, he/she will inform his superior, and request for change of task.
5.9. **Confidentiality:** Having due regard for the right of access to official information, the employee has a duty to treat appropriately, with all necessary confidentiality, all information and documents acquired by him or her in the course of, or as a result of, his or her employment.

5.10. **Report of Breach of Conduct:** The employee should, in accordance with the law, report to the competent authorities, if he or she becomes aware of breach of this Code by other employee. The employee should report to the Competent Authorities any evidence, allegation or suspicion of unlawful or criminal activity coming to his or her knowledge in the course of, or arising from, his or her employment. The competent authorities shall carry out the investigation of the reported facts.

5.11. **Abstaining from Subversive Activities:** The employee should comply with lawful requirements to declare membership of, or association with, organizations that could detract from his or her position or proper performance of his or her duties. In the exercise of his or her duties, the employee should not allow himself or herself to be used for partisan political or religious purposes. The employee should not engage in any activity or transaction or acquire any position or function, whether paid or unpaid, that is incompatible with or detracts from the proper performance of his or her duties. Where it is not clear whether an activity is compatible, he or she should seek advice from his or her superior. No employee shall associate himself/herself in any way with any political or religious organization/groups or otherwise take part in politics or in any political or religious demonstration and activities.

5.12. **Undue-advantage from his position:** The employee should never take undue advantage of his or her position for his or her private interest. The employee should not demand or accept gifts, favors, hospitality or any other benefit for himself or his or her family, close relatives and friends, or persons or organizations with whom he or she has or has had business or political relations which may influence or appear to influence the impartiality with which he or she carries out his or her duties or may be or appear to be a reward relating to his or her duties. The employee should not allow himself or herself to be put, or appear to be put, in a position of obligation to return a favor to any person or body. Nor should his or her conduct in his or her official capacity or in his or her private life make him or her susceptible to the improper influence of others. The employee should not offer or give any advantage in any way connected with his or her position, unless lawfully authorized to do so. The employee should not seek to influence for private purposes any person or body, including other employees by using his/her official position or by offering them personal advantages.

5.13. **Exercise of Discretionary Powers:** In the exercise of his/her discretionary powers, the employee should ensure that on the one hand, the staff, and on the other hand the public property, facilities, services and financial resources with which he or she is entrusted are managed and used effectively, efficiently and economically.
5.14. **Supervision of Staff:** The employee who supervises or manages other employees should do so in accordance with the policies and rules. He or she should be answerable for acts or omissions by his/her staff which are not consistent with those policies and purposes, if he/she has not taken those reasonable steps required from a person in his/her position to prevent such acts or omissions. He / She should take reasonable steps to prevent corruption by his/ her staff in relation to his/her office.

5.15. **Food Consumption:** Employees must limit food consumption to the designated areas.

5.16. **Dress:** All the employees are required to be dressed formally while in the office premises except on Fridays and Saturdays. Managers are responsible for the monitoring of the same. In case of any meeting falling on a Friday or a Saturday, employee has to dress formally.

5.17. **Visitors:** All visitors must sign in at the main reception and their particulars as to name, address and the person visited shall be noted at that register. Visitors are allowed in designated office premises from time to time.

5.18. **Smoking:** PSDF is a non-smoking organization. The employees are, therefore, not allowed to smoke within the office premises except at the designated places.

5.19. **Public Holidays:** PSDF is to observe the public holidays announced by Government of the Punjab except those working on essential duty. The employees may be compensated for these holidays in-lieu of by Manager without compromising the overall working.

5.20. **Adherence to Code of Conduct:** The employee has a duty to conduct himself or herself in accordance with this Code, and therefore to keep him/her informed of its provisions and any amendments. He/she should seek advice from an appropriate source when he or she is unsure of how to proceed. Breach of code may result in disciplinary action and may lead to termination of services. The employee has a duty to conduct himself or herself in accordance with this Code and therefore to keep him/her informed of its provisions and any amendments. He/she should seek advice from an appropriate source when he or she is unsure of how to proceed. Breach of code may result in disciplinary action and may lead to termination of services.

---

**Ali Akbar Bosan**
Chief Operating Officer
Punjab Skills Development Fund

---

A company set up under section 42 of Companies Ordinance 1984

House No:125, Abu Bakar Block,
New Garden Town, Lahore
Phone: 042-35913540-41
Fax: 042-35913539

House No: 14-C4, Shabir Shaheed Road, Model Town
A.Bahawalpur Pakistan
Phone:062-2889934-35
Fax:062-2889937

info@psdf.org.pk
www.facebook.com/punjabskillsdevelopmentfund