

## CODE OF CONDUCT

Pakistan Horticulture Development & Export Company (PHDEC) expects and requires its Board of directors, Executive Directors and all its employees, to observe the highest levels of ethical standards and integrity in the conduct of its business activities

Further in line with the company's efforts to maintain the decorum and ensure an environment that is cohesive to the development and success of our people, a code of conduct has been put in place where the following activities can result in disciplinary action:

1. Unsatisfactory and negligent job performance
2. Excessive and unauthorized absence from duty.
3. Unsatisfactory safety performance.
4. Uses of drug or intoxicants during the duty hours.
5. Absence from duty without notice or permission from the supervisor unless the cause of absence prevents giving notice.
6. Using influence for promotion, transfer or posting.
7. Conduct that violates common decency and morality.
8. Deliberate refusal to comply with reasonable requests or instructions.
9. Use or possession of weapons, ammunitions, intoxicants, prohibited drugs.
10. Gambling on site.
11. Theft or unauthorized removal of site property or property belongings.
12. Intentional damage to site, employee, contractor or vendor property.
13. Dishonest act or falsification of records, including the giving of false information.
14. Smoking except in designated areas.
15. Using of or divulging without permission any confidential information gained through employment on site.
16. Physical, mental or sexual harassment of fellow employee (special emphasis on female harassment) including threat to do bodily harm.
17. Crime involving fraud, indecency, breach of dignity or public morals and other serious offences.
- 18.** Any other commission or omission that, in the opinion of the company, requires/ justifies dismissal/ termination of employment.