

## **2.0. General Discipline and Code of Conduct for Employees**

### **2.1. 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.

### **2.2. Office Timings and Punctuality**

Following are the office timings:

- I. Official working hours of the company are from 09:00 AM to 05:00 PM (Monday to Friday).
- II. Saturday and Sunday are off days.
- III. Official lunch and prayer break is from 01:15 PM to 02:15 PM, Monday to Thursday and from 01:00 PM to 02:30 PM on Friday.
- IV. CEO is the competent authority to change the office timings

It is expected that all employees will observe punctuality and adhere to office timings. Employees coming after 9:15 AM will be marked late. Three such late comings will account for one full day deduction from the leave balance. If leave balance is not available, the deduction will be made from the salary.

### **2.3. 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.

### **2.4. 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 personal liabilities.

### **2.5. 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.

## **2.6. Dealing with Colleagues, Vendors and Other Institutions.**

All employees shall be courteous with their colleagues, vendors, Government officials and any other person outside the organization in official relations.

## **2.7. Decision Making**

All employees would act lawfully and exercise their discretionary powers honestly and impartially while taking decision in the best interest of the Company.

## **2.8. Conflict of Interest**

All employees should not allow their personal interests to conflict with their official position. It is their responsibility to avoid such conflict of interest, whether real, potential or apparent. In case of conflict, they shall inform to their superior, and request for change of task.

## **2.9. 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.

## **2.10. Whistle Blowing**

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.

## **2.11. 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.

## **2.12. Undue Advantages of an Official 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 anybody. 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 anybody, including other employees by using his/her official position or by offering them personal advantages.

## **2.13. Dress Code**

All the employees are required to be dressed formally while in the office premises except on Fridays where Shalwar Qamez is allowed. NO open chappals are allowed for Male employees. Managers are responsible for the monitoring of the same. In case of any meeting falling on a Friday, employee has to dress formally.

## **2.14. Smoking**

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

## **2.15. 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.

## **2.16. Public Holidays**

PPIF 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.

## **2.17. 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.

## **3.0. Disciplinary Action against Employees**

PPIF recognizes that the majority of its employees sincerely want to do what is required of them, are willing to accept leadership and follow organizational rules. However, when the rules or policies are infringed upon or misconduct committed, the company may initiate disciplinary proceeding against an employee.

The following are the acts of misconduct and omissions may result in initiation of disciplinary action:

- a. Willful insubordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of a superior.
- b. Theft, fraud or dishonesty in connection with PPIF business and property.
- c. Willful damage to or loss of organization's goods or property.
- d. Taking or giving bribes or illegal gratification.
- e. Bringing firearms or weapons onto PPIF premises.
- f. Habitual absence without leave or absence without leave for more than ten days or habitual later comer.
- g. Excessive tardiness or abuse of break and lunch privileges.
- h. Continual breach of Rules or any Law applicable to PPIF
- i. Discourteous, riotous, violent or disorderly behavior during working hours at the establishments of PPIF or any act subversive of discipline.
- j. Chronic negligence.
- k. Making commitments on behalf of PPIF beyond the scope of the delegated authority.
- l. Making commitments known to be detrimental to the interests of PPIF.
- m. Engaging directly or indirectly, without PPIF's permission in any other business or paid occupation, whilst in the services of PPIF.
- n. Joining PPIF under false pretense.
- o. Divulging of confidential information likely to affect PPIF adversely.
- p. Violation of the policy on technology use and privacy.
- q. Refusing to receive any official memorandum or communication addressed to her/him by management/superiors.
- r. Taking part in political activities.
- s. Violating the employees code of conduct
- t. Violation of the Protection against Harassment of women at the Workplace Act 2010

- u. Any other contractual violation

The rules set forth above are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of conduct and performance. Therefore employees should be aware that conduct not specifically listed above but which adversely affects or is otherwise detrimental to the interests of PPIF, other employees or customers may also result in disciplinary action.

The procedure to be adopted when proceeding with disciplinary action against regular employee of the PPIF will be as under:

- a. On the occurrence of an alleged act of misconduct, the employee will be informed, in writing, by the Manager Human Resources, and will be given an opportunity to explain, in writing, the circumstances of misconduct alleged against him, within the time specified in the letter. On the receipt of the explanation, the Appointing Authority may either designate an officer to inquire into the alleged misconduct or dispense with the inquiry & impose punishment, if in his opinion sufficient ground exists to impose penalty.
- b. If considered necessary by the Appointing Authority the employee may be suspended for not more than a month at a time during the period of enquiry. The order of suspension of discipline shall be in writing and shall be considered effective immediately. During the period of suspension, the employee concerned shall be paid a subsistence allowance of not more than 50% of his salary plus allowances. If he is found not guilty, he shall be deemed to be on duty during the period of suspension and entitled to the same salary, as he would have received-had he has not been suspended. In case the guilt is proven, there will be no remission in the deductions made in the salary.
- c. The Inquiry Officer is to carryout detailed enquiry and submits its report to HR Department for further proceedings within one week and proposed penalty to be imposed against the accused.
- d. While recommending punishment, the Inquiry Officer shall take into account the gravity of misconduct, previous record of the employee, and any other circumstances that may exist at the time of misconduct. A copy of the order shall be delivered to the employee concerned by hand or through registered mail.
- e. Appointing Authority is to award the penalty or otherwise to the employee

### **3.1. Penalties**

An employee who is found guilty of breach of regulations of PPIF, or contravenes instructions/orders issued to him/her in connection with his official work, or who displays negligence, inefficiency, indolence or knowingly does anything detrimental to the interest of PPIF, or is guilty of any other act of misconduct, may be subjected to one or more of the following penalties by Appointing Authority, depending on the gravity of the offence

- a. Reprimand
- b. Postponement or stoppage of increment
- c. Forfeiture of pay for any period of unauthorized absence from duty
- d. Recovery from pay, gratuity or any other benefit, of the whole or part of any pecuniary loss caused to PPIF by employee
- e. Removal from service or call upon the employee to resign from service