

4: Code of Conduct Rules

1. Title: Code of Conduct Rules

2. **Scope:** These rules shall apply to all directly recruited companies employees, including those engaged on contract / re-employed / lump sum package, except the officials / officers serving in company on deputation, or other than power sector.

3. Definition

In these rules, unless there is anything repugnant in the subject or context:

- (a) "**BOD**" means, Board of Directors of the companies;
- (b) "**Employee**" means, an (**company**) employee to whom these rules apply;
- (c) "**Members**" of a company employee's family" includes:
 - (i) his / her spouse(s), real / step or legally adopted children residing with him / her and wholly dependent upon him / her.
 - (ii) any other relation of the company employee or his / her spouse(s), when residing and wholly dependent upon him / her.

4. CONDUCT:

4.1 Gifts

- a) No (**company**) employee shall seek, accept or permit himself or herself or any member of his family to accept any gift or favor, the receipt of which will place him under any form of official obligation to the donor
- b) However, if circumstances so demand and refusal may cause an offence to the donor, the (**company**) employee may retain the gift, provided value thereof does not exceed Rs. 5,000/- (Rupees Five Thousand, only), in excess whereof the employee must bring it to the notice of the management who will advise him its disposal.
- c) For the purpose of this HR POLICY Manual, "gift" means anything at all above the value of Rs. 5,000/- in the aggregate, and includes, but is not limited to any discount, entertainment, favor, forbearance, hospitality, loan, lodging, meal, ticket, transport, travel, reimbursement, etc.
- d) If any question arises whether receipt of a gift places a (**company**) employee under any form of official obligation to the donor, the decision of the BOD thereon shall be final.

5. Acceptance of Foreign Awards

No (**company**) employee shall except with the prior approval of the CEO , accept a foreign award, title or decoration in ordinary cases however ex-post-facto approval may be granted in special cases where sufficient time is not available for obtaining prior approval.

6. Public Demonstration in Honor of Company Employee

No (**company**) employee shall encourage meetings to be held in his / her honor or presentation of addresses of which the main purpose is to praise him/her.

7. Gift to Officers

Subject to the departmental rules in this behalf, a officer may accept any gift of moderate value offered in good faith by any person or body of persons in recognition of his / her professional services.

8. Subscriptions

No employee shall except with the previous sanction of the BOD, ask for, or accept, or in any way, participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

9. Lending and Borrowing

- (1) No employee shall lend money to, or borrow money from, or place himself / herself under any pecuniary obligation to, any person within the local limits of his / her authority or any person with whom he / she has any official dealings:

Provided that a employee may:-

- (i) Deal in the ordinary course of business with a joint-stock Co., bank or a firm of standing or the House Building Finance Corporation;
 - (ii) Accept a purely temporary loan of small amount, free of interest, from a friend or the operation of a credit account with a bonafide tradesman.
- (2) When a employee is appointed, or transferred to a post of such a nature that person from whom he / she has borrowed money or to whom he / she otherwise placed himself / herself under a pecuniary obligation will be subject to his / her official authority, or will reside, possess immovable property, or carry on business within the local limits of such authority, the (**company**) employee shall forthwith declare the circumstances, if he is an officer in NPS-16 and above to the BOD, through the usual channel, and where he is in NPS-15 and below to the head of his office.

10. Buying and Selling of Valuable Property, Movable and Immovable.

10(1) A (**company**) employee who intends to transact any purchase, sale or disposal by other means of moveable or immovable property exceeding in value of Rs. 500,000/- (Five Hundred thousand rupees only) in case of officer in Grade-16 and above and Rs. 100,000/- (One hundred thousand rupees only), in case of employees in Grade-15 and below with any person shall apply for permission to the Head of the Division or the authority as the case may be. Any such application shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the method of disposal. Thereafter such (**company**) employee shall act in accordance with such orders as may be passed by the authority;

PROVIDED that all transactions with a person, who is an official subordinate of the

(company) employee, should be reported to the next higher authority.

EXPLANATION:- In this Rule the term "Property" includes agricultural or urban land, bonds, shares or securities but does not include a plot purchased for the first time for building a house from a Co-operative Housing Society or a Government Housing Scheme.

10(2) A (company) employee who intends to acquire more than one plot from one or more Cooperative Housing Societies or Government Housing Schemes or intends to dispose off any of plot acquired by him as such shall obtain prior permission of the competent authority, as the case may be, in the manner specified in sub Rule (1).

10-A. Construction of Building, etc,

No (company) employee shall construct a building, whether intended to be used for residential or commercial purposes, except with the previous sanction of the competent authority obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

11. Declaration of property

Every (company) employee shall submit through the usual channel upto 15th July of each calendar year, an annual declaration of income, Assets and Expenses for each financial year (1st July to 30th June) on a new prescribed Proforma (**Annex-A**). The same duly filled in and signed shall be forwarded by the employee to their respective Head Offices, detailed as under:-

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|--|---------------------|
| (1) For officers BPS 16 and above | HRD |
| (2) For officials of Head offices BPS 1-15 | Manager (HR) |
| (3) For official BPS 1 to 15 Field formation | Respective Managers |

"The Proforma shall be opened in the relevant offices, as above, each year and entered in the database of each employee's Assets, Income, Expenses keeping it updated and complete in all respects".

12. Disclosure of Assets, immovable, Movable and Liquid

A (company) employee shall, as and when he / she is so required by the BOD, by a General, or Special order, furnish information as to his / her assets, disclosing liquid assets and all other properties, immovable or movable, including, shares, certificates, insurance policies, cash and jewellery.

13. Speculation and Investment

(1) No (company) employee shall speculate in investments. For the purpose of this sub rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed speculation in investments.

(2) (a) No (company) employee shall make, or permit any member of his / her family to make, any investment likely to embarrass or influence him / her in the discharge of his /her official duties. .

(b) All (company) employees shall furnish a declaration to the effect that:-

- (i) None of his/her family members will engage in any contractual business with the company.
- (ii) If any of his/her near relatives, not covered under (i) above, engage in any such business with (**company**), he/she shall inform the authority about it.

Note: Dependents of (**company**) employees will not seek employment in firms / companies doing business with (**company**).

- (3) No (**company**) employee shall make any investment information of the value of which is available to him/her as a (**company**) employee and is not equally available to the general public.
- (4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-rules, the decision of the BOD thereon shall be final.

13-A Course of Study

No (**company**) employee shall take up a course of study during evening at educational institutions without the prior permission of his appointing authority. No such permission shall be granted unless the competent authority is satisfied that the prosecution of studies will not interfere with the (**company**) employee's official duties. Such permission may be withdrawn if the competent authority is convinced that the (**company**) employee is taking part in politics or prosecution of such studies is interfering with the satisfactory performance of his duties.

For both the Ph. D / Master Degree to execute a bond of Rs.500,000/- for five years where expenses are reimbursed by (**company**).

Surety Bond at Own Expense:

For Ph. D: To execute a bond to serve for 3 years or to pay Rs.200, 000/-

For Master Degree: To execute a bond to serve for 2 years or to pay Rs.100, 000/-.

Clarification

Rules 13-A of the "Pakistan (**company**) Employees (Conduct) Rules, 1978" is quite clear. Permission of the appointing authority is not required in case an employee intends to appear in an examination as a private candidate and does not seek admission in the evening classes. However prior permission from distance learning institute is required.

14. Private Trade, Employment or Work

(1) No (**company**) employee shall except with the previous sanction of the BOD, engage in any trade, or undertake any employment or work, other than his / her official duties :

Provided that he / she may without such sanction undertake honorary work of a religious social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his / her official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with

his/her position or obligation as a **(company)** employee; but he/she shall not undertake or shall discontinue such work if so directed by the BOD. A **(company)** employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of the BOD:

Provided further that a **(company)** employee (below Grade-16) may, without such sanction, undertake a small enterprise which absorbs family labour and where he / she does so, shall file details of enterprise, alongwith the declaration of assets.

Notwithstanding anything contained in sub-rule (1), no **(company)** employee shall associate himself/herself with any private trust, foundation Housing Society or similar other institution which is not sponsored by the BOD/Government.

(3) This rule does not apply to sports activities and membership of recreation clubs.

14-A. Subletting of Residential Accommodation Allotted by the Company

No **(company)** employee shall, except with the prior permission of the BOD, sublet residential accommodation or any portion thereof, let to him/her by the BOD.

14-B. (company) Employee not to Live Beyond his Means etc.

No **(company)** employee shall live beyond his/her means or indulge in ostentation on occasions of marriage or other ceremonies.

15. Insolvency and Habitual Indebtedness

A **(company)** employee shall avoid habitual indebtedness. If a **(company)** employee is adjudged or declared insolvent or if the whole of that portion of his/her salary which is liable to attachment, is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum, which, in ordinary circumstances, he/she cannot repay within a period of two years, he/she shall be presumed to have contravened this rule unless he/she proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence he/she could not have foreseen, or over which he/she had no control and has not proceeded from extravagant or dissipated habits.

(2) A **(company)** employee who applies to be or is adjudged or declared insolvent, shall forthwith report his/her insolvency to respective Head of the Division/BOD, as the case may be.

16. Unauthorized Communication of Official Documents or Information

No **(company)** employee shall, except in accordance with any special or general order of the BOD, communicate directly or indirectly any official information or the contents of any official documents, to a **(company)** employee not authorized to receive it, or to a non-official person, or to the press.

17. Approach to Members of the Assemblies, etc.

No **(company)** employee shall, directly or indirectly, approach any Member of the National Assembly or Provincial Assembly or any other non-official person, to intervene on his/ her behalf, in any matter.

17 -Approach to President/Senior Officers of the Government

No **(company)** Officer/employee should address representations direct to the President of Pakistan/Senior Officers of the Government.

18.Management etc., of Newspapers or Periodicals

No **(company)** employee shall, except with the previous sanction of the BOD, own wholly, or in part, or conduct, or participate in the editing, or management of any newspaper or other periodical or publications. .

19.Radio Broadcast or T.V. Programme and Communications to the Press

No **(company)** employee shall, except with the previous sanction of the BOD or any other authority empowered by it in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast or T.V. Programme, or contribute any article or write any letter, either anonymously or in his/her own name, or in the name of any other person, to any newspaper or periodical:

Provided that such sanction shall generally be granted, if such broadcast or T.V. Programme, or such contribution, or letter is not, or may not be considered likely to jeopardize the integrity of the **(company)** employee, the security of Pakistan or friendly relations with foreign States, or to offend public order, decency or morality, or to amount to contempt of court, defamation or incitement to an offence:

Provided further that no such sanction shall be required if such broadcast or T.V. Programme or such contribution or letter is of a purely literary artistic or scientific character.

19-A Where a **(company)** employee submits the draft of a literary, artistic or scientific article or book for obtaining previous sanction for its publication, he shall be informed within three months of his doing so whether he has or has not such sanction; and, if no communication is issued to him within that period, he shall be entitled to presume that the sanction asked for has been granted.

20.Publication of Information and Public speeches capable of embarrassing the Authority/Government

No **(company)** employee shall, in any document, published or in any public utterance, or T.V. Programme or in any Radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Company/Government:

Provided that technical staff (of all grades) may publish research papers on technical subjects if such papers do not express views on political issues, or on the BOD / Government's policy and do not include any information of a classified nature.

21.Evidence before Committee

(1) No **(company)** employee shall give evidence before a public committee, except with the previous sanction of the BOD.

(2)No **(company)** employee, giving such evidence, shall criticize the policy or

decision of the BOD.

(3) This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

22. Taking Part in Politics and Elections

- 1) No **(company)** employee shall take part in, subscribe in aid of, or assist in any way, any political movement in Pakistan, or relating to the affairs of Pakistan.
- 2) No **(company)** employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or indirectly to be, subversive of Government as by law established in Pakistan.
- 3) No **(company)** employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body, whether in Pakistan, or elsewhere:

Provided that a **(company)** employee who is qualified to vote at such election may exercise his/her right to vote; but if he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote, or has voted.

- 4) No **(company)** employee shall permit any member of his/her family to act in a manner in which he/she himself/herself is not permitted by sub-rule (3) to act.
- 5) A **(company)** employee who issues an address to electors, or in any other manner, publicly announces himself/herself, or allows himself/herself to be publicly announced as a candidate or prospective candidate for election to a legislative body, shall be deemed for the purpose of sub-rule (3) to have taken part in an election to such body.
- 6) The provisions of sub-rule (3) and (5) shall so far, as may be, apply to elections to local authorities or bodies, save in respect of **(company)** employees required or permitted by, or under any law or order of the company, for the time being in force, to be candidates at such elections.
- 7) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the BOD thereon shall be final.

23. Propagation of Sectarian Creeds, etc

No **(company)** employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism, as are likely to affect his/her integrity in the discharge of his/her duties, or to embarrass the administration, or create feelings of discontent or displeasure amongst the **(company)** employees.

23-A. (company) Employees not to express views against ideology of Pakistan

No (company) employee shall express views detrimental to the ideology or integrity of Pakistan.

23-B. (company) Employees not to take part in or assist, any public demonstration against Government/(company) decisions etc.

No (company) employee shall take part in, or in any manner assist, any public demonstration directed against a Government / (company) decision or policy or permit any member of his family dependent upon him to do so.

24. Nepotism, Favoritism and Victimization, etc.

No (company) employee shall indulge in provincialism, parochialism, nepotism, favoritism or willful abuse of office.

25. Vindication by (company) Employees of their Public Acts or Character

(1) A (company) employee may not, without the previous sanction of the BOD, have recourse to any Court or to the Press, for the vindication of his/her public acts or character, from defamatory attacks. When the BOD grants sanction, to a (company) employee to have recourse to a Court, the BOD will ordinarily bear the cost of the proceedings, but may leave the (company) employee to institute them, at his own expense. In the later case, if he/she obtains a decision in his/her favour, the BOD may reimburse, him/her to the extent of the whole or any part of the cost.

(2) Nothing in this rule limits or otherwise affects the right of a (company) employee to vindicate his/her private acts or character.

26. Membership of Service Associations

No (company) employee shall be a member, representative or officer of any association, representing or purporting to represent (company) employees or any class of (company) employees, unless such association satisfies the following conditions, namely:

- (a) Membership of the association and its office-bearers shall be confined to, a distinct class of (company) employees and shall be open to all (company) employees of that class.
- (b) The association shall not be in any way connected with, or affiliated to any association, which does not, or any federation of associations, which do not satisfy condition (a) above.
- (c) The association shall not be in any way connected with any political party or organization, or engage in any political activity.
- (d) The association shall not :
 - (i) issue or maintain any periodical publication except in accordance with any general or special order of the BOD; and
 - (ii) except with the previous sanction of the BOD, publish any representation on behalf of its members, whether in the press or

otherwise.

- (e) The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere:-
 - (i) pay or contribute towards, any expenses incurred in connection with his/her candidature by a candidate for such election;
 - (ii) by any means support the candidature of any person for such election; or
 - (iii) undertake or assist in the registration of electors, or the selection of a candidate for such election.
- (f) The association shall not:-
 - (i) maintain, or contribute towards the maintenance of, any member of a legislative body, or of any member of a local authority or body, whether in Pakistan or elsewhere ; or
 - (ii) Pay, or contribute towards the expenses of any trade union which has constituted a fund under section 16 of the Trade Unions Act, 1926 (XVI of 1926).

27. Use of Political or other Influence

No **(company)** employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the BOD or any **(company)** employee in support of any claim arising in connection with his/her employment as such.

28. Approaching Foreign Missions, Aid-Giving Agencies and submission of Applications for Employment etc. to other Organizations within the country and abroad

- (a) No **(company)** employee shall directly or indirectly:-
 - (i) approach a Foreign Mission in Pakistan or any Foreign Aid-Giving Agency etc. in Pakistan or abroad, to secure for himself/ herself invitation to visit a foreign country or to elicit offers of training facilities abroad; and
 - (ii) submit application for employment or training facilities etc. to other Organizations within the country or abroad except through the authority competent to accord such permission.
- (b) Communication in any manner, whatsoever, written or verbal on service matters including postings and transfers etc. and forwarding advance copies of requests to the Agencies/Organizations referred to above shall not be made by any employee except through the appropriate channel within the **BOD**.

Delegation of Powers.

The BOD may, by general or special order, delegate to any officer or authority subordinate to it, all or any of its powers under these rules, and may, by such order, prescribe the channel through which reports shall be made to the BOD and the officers, receipt by whom of such reports shall be regarded as receipts of the reports by the BOD within the meaning of these rules.

29. Rules not to be in derogation of any Law, etc.

Nothing in these rules shall derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of (company) employees.