

Code of Conduct & Ethical Behavior

1. Every employee of Pak-Gulf Leasing Company Limited (PGL) shall faithfully perform his/her duties to the best of his/her ability, upholding the interest of the Company.
2. Every employee shall consider all information that comes to his/her knowledge during the course of the performance and discharge of his/her duties for the Company to be strictly confidential and shall, by no means, direct or indirect, reveal the same to any person or persons whomsoever, unless such information is intended to be made public, or under circumstances where the same is required to be disclosed or divulged by the Company under the provisions of any law or practice, whereby it is incumbent upon the Company so to do.
3. No employee shall engage, directly or indirectly, in any other business but shall faithfully and diligently, perform the duties entrusted to him/her, from time to time, and devote the whole of his/her time and attention to the work of the Company, and his/her best endeavors to promote the interest and welfare of the Company. Nor shall any employee take up service in any other office, or engage himself/herself in the management of, or serve as a director of, any other company.
4. No employee shall enter in to speculation in stocks, shares, bonds or any other Securities or commodities, either on his/her own account or that of any other person, firm, company, nor shall he/she dabble in *teji mandi* transaction or Futures or in any other transaction of speculative character nor shall he/she, on any account, indulge in any kind of betting/gambling.
5. No employee shall enter in to or assist any subversive activity which may in any way be prejudicial to the interests of the Company.
6. An employee shall be liable to immediate dismissal if it is discovered at any time that he/she has willfully suppressed any material information about himself/herself or the disclosures made by him/her at the time of his/her employment were false in any respect.
7. All employees must ensure that personal interest does not conflict with the duties which they owe to the Company or which the Company owes to its customers. In particular, they should never become personally involved in any transaction, negotiation or contract, on behalf of the Company, with any entity in which they or their relative or friend has an interest, without full written disclosure to and subject to prior written approval by the Chief Executive Officer of the Company.

8. None of the employees shall (whether personally or for a relative) solicit or accept from, or offer to, an existing or prospective customer, counter party, supplier, or contractor any favor, gift or other benefit. Nothing may be given or received which might cause harm to the Company's reputation.
9. Employees of the Company and their spouses and dependent children shall not engage in insider trading in securities and shall not deal, or advise, or arrange for anyone else to deal in any shares or other securities listed or traded on a recognized Stock Exchange, including those of the Company, if they have such information, which they know or have reason to believe, is not for public and/or is price-sensitive, with respect to those securities or any company/concern, by virtue of their employment with the Company.
10. All Employees shall seek to provide the best possible training to their subordinates/reports and shall encourage the promotion of a corporate culture which promotes high professional standards and ethical conduct.
11. All Employees shall endeavor to serve the Company with loyalty, integrity and competence. They shall also vow to operate with the strictest of confidentiality, offering at all times their fullest cooperation and support in performing their duties in the best interests of the Company.
12. All employees shall be well-versed with the provisions of the **Protection Against Harassment of Women at the Workplace Act 2010 (The Act)** and shall refrain from any form of harassment outlined in detail in the schedule to the Act failing which he would be liable to penal actions as provided in the Act.