

SPFC CODE OF CONDUCT POLICY



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SOUTH PUNJAB FOREST COMPANY (SPFC)

1. Code of Conduct

The aim of this policy is to establish the principles by which the employees conduct business on behalf of SPFC.

1.1 Policy

SPFC ensures that administrative policies are based on principles of fairness and justice and conform to the best practices to help enhance harmony and promote a conducive and supportive work environment for all employees.

1.2 Responsibilities

1.2.1 The HR Department

- Ensure that the principles embodied in this policy are communicated to the employees during the time of orientation.
- Ensure the complete adherence to all these policies by employees.

1.2.2 The Immediate Supervisors

- Ensure that these policies are understood and observed by all employees.

1.3 Procedure

1.3.1 Office Norms

- Treat employees with dignity, respect and justice, taking into consideration their different cultural sensitivities. Everybody is required to speak in a low voice at the work place.
- Not discriminate against employees on the grounds of race, religion, age, nationality, sex or any other personal or social condition different from the conditions of merit and capacity.
- Not permit any form of violence, harassment or abuse at the workplace.
- Promote the professional development, training and promotion of employees.
- Link remuneration and the promotion of employees to their conditions of merit and capacity.



- Guarantee health and safety on the job, taking any such measures as are considered reasonable to maximize prevention of occupational risk.
- Look to reconcile work at the company with the personal and family life of employees.
- Facilitate the participation of employees in the social programmes/gatherings of the company.
- South Punjab Forest Company strives to maintain a high standard of professionalism at the workplace. All Staff should be punctual and regular for work.

1.3.2 Ethical Conduct

- Board of Directors/Employees shall act honestly and with integrity in all their dealings for the company. Such conduct shall be fair, transparent and should be such that it is perceived so by third parties. They should not make any promise or commitments which the company does not intend to or would be unable to honor.
- Board of Directors/Employees shall not use company information obtained by them for personal gain financial or otherwise or for the benefits of any other person or business.

1.3.3 Use of Mobile Phones

- All employees should switch off their phones during meetings and should reduce their ring tone volumes when at office premises.
- Courtesy, decency and politeness are encouraged by SPFC in the use of mobile phones.

1.3.4 Staff Health

- SPFC while maintaining its image of the Best Employers Choice intends to ensure that the hygienic conditions and physical working environment and cleanliness in its premises are maintained at a high standard.



- Every employee is required to be considerate while using washrooms which must be kept clean at all times and support staff should be promptly informed in case of unclean or unhealthy situation.

1.3.5 Conflicts of Interest

- SPFC expects its BOD/ employees to avoid any personal activities and financial interests, which may conflict with their commitment to effectively performing their roles. The BOD/staff members are strictly prohibited to conduct any personal financial transactions with clients of any nature, or to accept any gifts from the clients. For the latter, permission of CEO may be obtained if the receipt of gifts is in the interest of SPFC and maintaining good working relationship with the clients. (Refer to SPFC-HRF-01)
- SPFC employees may not undertake any business or employment, for which they are paid in cash or kind, except with the prior permission of the Chief Executive Officer. The employee may apply in writing to the Chief Executive Officer through the HR. Employees are liable to disciplinary action if they undertake any employment or business without written permission. Any employee failing to comply with the conflict of interest policy shall be dealt under disciplinary policy as mentioned in section 3.0.
- Conflict of Interest for BOD means a situation in which a Board Member or his or her Immediate Family Member has, directly him- or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the Board Member's independence of judgment in exercising his/her responsibilities. Each BOD Member shall sign a written conflict of interest acknowledgement form (Refer to SPFC-HRF-02). Examples of conflict of interest include, but are not limited to:
 - A Board member is on a job selection panel and one of the candidates is a personal friend
 - A Board member works for a government agency that also provides funding to the organization
 - A Board member receives a gift from a firm that provides office equipment to the organization

- A Board Member sits on the Board of another organization and the two organizations are competing for the same business interests.
- If the Board has reasonable cause to believe that a Board of Director has failed to comply with this Policy, the Board shall inform the concerned 'Director' of the basis for such belief and afford the 'Director' an opportunity to explain the alleged failure to disclose. If the Board determines that the 'Director' has, in fact, failed to disclose an actual or potential conflict of interest or is in violation with this Policy, the Board may counsel the 'Director' regarding such failure or violation and, if the issue is not resolved to the Board's satisfaction, may consider additional corrective action, as appropriate, including removal of the 'Director' from the Board or Committee.

1.3.6 Confidentiality

- SPFC conducts its business with honesty and integrity and with respect for the interests of those with whom it has relationships. It is vitally important that all BOD/employees maintain the utmost confidentiality with regard to the subjects declared restricted or confidential by SPFC. In this respect, it is the responsibility of all BOD/employees to ensure that SPFC work files are returned to their appropriate location at the end of each working day. (Refer to SPFC-HRF-03)
- It shall be signed by the employee along with the offer letter at the time of appointment. For the BOD, confidentiality agreement shall be signed at the time of their nomination as Board of Director (Refer to SPFC-HRF-04)
- If the Board has reasonable cause to believe that a Board of Director has failed to comply with this Policy, the Board shall inform the concerned 'Director' of the basis for such belief and afford the 'Director' an opportunity to explain the alleged failure to comply with this policy. If the Board determines that the 'Director' has, in fact, failed to comply and has committed a breach to the confidentiality policy of SPFC, the Board may counsel the 'Director' regarding such violation and, if the issue is not resolved to the Board's satisfaction, may consider additional corrective action, as appropriate, including removal of the 'Director' from the Board or Committee.



- Any employee failing to comply with the confidentiality policy shall be liable to disciplinary action as mentioned in the Disciplinary policy (Section 3).
- Any information pertaining to SPFC, shall only be disseminated through the PR & Communication Department Only.
- Board of Directors shall portray the positive image of SPFC in media.

1.3.7 Reporting Of Any Illegal or Unethical Behavior

- Employees shall promptly contact the CEO or the HR Manager if any employee believes that he or she has observed illegal or unethical behavior by any employee, or by anyone purporting to be acting on Company's behalf.

1.3.8 Anti-Corruption Policy

- It will be the duty of every Board of Director/ Employee of the SPFC, who comes to possess, receives, obtains or comes across any information regarding involvement/indulgence of any director/employee in corruption or corrupt practices directly or indirectly, or observe any action or activity on part of an employee that falls within the ambit of corruption or corrupt practices as defined hereunder, to report the same to the Chairman/CEO or authorized representative. A failure on part of the Board of Director/ employee in meeting this obligation will be deemed as abetment/connivance in the offense and will be cognizable under the Rules.

Corruption and Corrupt Practices May Include:

- i. If an employee or Board of Director accepts or obtains from any person or offer any gratification directly or indirectly, other than legal remuneration, as a motive or reward such as is specified in Section 161 of Pakistan Penal Court (Act XLV of 1860) for doing or for – bearing to do any official act, or for showing or for bearing to show, in the exercise of his official functions, favor or disfavor to any person, or for rendering or attempting to render any service or dis-service to any person; or
- ii. If any employee or director accepts or obtains or offers any valuable thing without consideration, or for a consideration which he knows to be inadequate, from any person whom he knows to have been, or likely be, concerned in any proceeding

- or business transacted or about to be transacted by him, or having any connection with his official functions or from any person whom he knows to be interested in or related to the persons so concerned; or
- iii. If an employee or director dishonestly or fraudulently misappropriates or otherwise converts for his own use, or for the use of any other person, any property entrusted to him, or under his control, or willfully allows any other person so to do; or
 - iv. If the employee or director by corrupt, dishonest, or illegal means, obtains or seeks to obtain for himself or for his spouse or dependents or any other person, any property, valuable things, or pecuniary advantage; or
 - v. If an employee or director misuses his authority so as to gain any benefit or favor for himself or any other person, or render or attempts to render or willfully fails to exercise his authority to prevent the grant, or rendition of any undue benefit or favor which he could have prevented by exercising his authority; or
 - vi. If an employee or director has issued any directive or policy or any other order which grants or attempts to grant any undue concession or benefit in any matter or law or otherwise so as to benefit himself or any relative or associate or any other person; or
 - vii. If an employee or director aids, assists, abets, attempts or acts in conspiracy with a person within or outside the Company accused of an offence as provided in above sub para (i-vii).

1.3.9 Protecting Company Assets

- The assets of the Company shall not be misused but employed for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as equipment and machinery, systems, facilities, materials, resources as well as intangible assets such as proprietary information. They should endeavor to protect Company assets and ensure its efficient use.

1.3.10 Smoking



- SPFC aims to provide freedom of thought and actions limited to its interest. It prohibits smoking within the office premises strictly but allows smoking at areas that are specifically designated for the purpose.
- Employees will make sure that they do not leave cigarette butts, tobacco or ashes on the sidewalks or entryways.

1.3.11 Failure to comply

- Any failure to comply with this Code may result in disciplinary action, including the possibility of dismissal and, if warranted, legal proceedings or criminal sanctions.

2. Grievance Policy

The aim of this policy is to provide a method for employees to express any grievance they may have and approach different levels of authority in the Organization to address the grievance.

The management of SPFC is aware that each individual employee has their personal habits, ethics, norms, attitudes, beliefs and expectations that may not always be compatible with the existing company rules, though it respects each individual's beliefs, expectations, ethics and norms. It also understands that in order to maintain uniformity and quality of work output companies must be fair in its treatment of employees and formally communicate rules, policies and expectations, in a timely and clear manner.

The term Grievance here relates to the dissatisfaction of employees on any workplace related issue or matter that they may feel is unfair to them (whether the employee is right or wrong) or any perceived violation of the terms of contract.

All disciplinary issues are handled in a fair and just manner and where applicable within the stipulated legal boundaries of the labor law of Pakistan for employees. The matter should be presented in front of Disciplinary/Grievance Committee.

2.1 Responsibility

2.1.1 The Wing/Division Head:

- Maintain privacy of the individuals concerned, while handling the matter;
- Discuss the grievance with the concerned employee to solve the matter;

- Involve the HR & Admin wing if the matter be of a serious nature.

2.1.2 The HR & Admin:

- Analyze the grievance matter carefully before taking a decision;
- Inform CEO/Company Secretary of any issues that may need outside advice, either from councilors or legal advisors;
- Follow-up with the wing/division head, on the decision taken, to evaluate its outcome and effect on the concerned employee.

It is the responsibility of the concerned employee to:

- Immediately report to the wing/division head in case of any grievance.

2.2 Procedure

- Employee grievances will initially be handled by the immediate supervisor in consultation with the HR & Admin wing.
- There may be situations whereby a particular grievance complaint that has been filed is absolutely baseless, however the immediate supervisor should still handle it in accordance with normal grievance handling procedures. The employee need only think he or she has been treated incorrectly or wrongly. This does not give the grievance legitimacy, but it certainly treats it as a real grievance. Also there is no limitation on the subject matter of grievance, and any issue can be raised on practically any reason Even the attitude of a supervisor can qualify as a cause for grievance Following procedure shall be used as a standard for resolution of grievance issues:

2.2.1 First Stage

1. The aggrieved employee approaches the immediate supervisor and verbally informs him or her about the issue and requests resolution
2. The Immediate supervisor carefully listens to the complaint and in an informal manner tries to resolve the matter and:
 - I. Assists the aggrieved employee by reviewing all aspects of the complaint and addressing the issue in a professional and timely manner

- II. Adopts a root cause analysis approach and ensures that the core issue has been addressed and the matter is resolved within Seven (7) working days from the day of filing of the complaint
- III. Communicates to the employee the steps taken for resolution of the issue

2.2.2 Second Stage

1. In case the matter has not been resolved within the stipulated time the aggrieved employee files a formal complaint and submits it to the wing/division head
2. The wing/division head requests the immediate supervisor to provide all related information and actions that may have been taken in order to resolve the issue at first stage and:
 - I. Adopts a root cause analysis approach, carefully reviews all aspects of the matter, reviews all available information
 - II. Ensures that the core issues is addressed and that the matter is resolved within Seven (7) working days from the day of receipt of the complaint
 - III. Communicates to the employee the steps taken for resolution of the issue

2.2.3 Third Stage

1. In case the matter has not been resolved within the stipulated time than the Wing Head forwards it to the HR division and requests HR Department for assistance in the resolution of the issue
2. The HR Department adopts a root cause analysis approach, carefully reviews all aspects of the matter, reviews all past actions and available information and:
 - i. Ensures that the core issues is addressed and that the matter is resolved within Seven (7) working days from the day of receipt of the complaint.

- ii. If required, requests the Chief Executive for advice and decision for final resolution of the matter.
- iii. Communicates to the employee the steps taken for resolution of the issue.
- iv. If HR Division finds it reasonable, matter can be sent the Disciplinary/Grievance Committee for further review.
- v. An aggrieved employee may apply for an appeal in case he or she feels that the issue has not been resolved in a fair and just manner.

2.3 Grievances with the Immediate Supervisor

In situations whereby the employee has a grievance with his immediate supervisor then the employee shall directly approach the HR and request matter to be solved which then shall be presented to Grievance Committee

3. Disciplinary Policy

The aim of this policy is to establish fair and consistent framework and guidelines for the performance and standards of conduct expected from SPFC employees both inside and outside the work place. The policy also outlines the corrective steps that will be taken if an employee exhibits lack of performance or conduct that is deemed unacceptable.

SPFC believes in the espousal of work ethics and culture characterized by equality and fairness, integrity and commitment, incorruptibility, team work, commitment to learning, excellence in pursuit of its objectives and high standards of performance, efficiency and effectiveness.

The policy and procedures facilitate and ensure continued smooth operations and a congenial, positively contributing and mutually beneficial work environment at all levels and times.

3.1 Definitions

The term Discipline relates to the employee's conformity with formally established rules and regulations that govern the operations of SPFC.

Categories of breach of disciplinary code are as follow:

a. Negligence including the following:

- Poor performance due to interests other than company related work
- Absenteeism and regular late comings

b. Misconduct including the following:

- Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable orders of a superior;
- Theft, fraud, or dishonesty in connection with the employer's business or property;
- Willful damage to or loss of employer's business or property;
- Taking or giving bribes or any illegal gratification;
- Habitual absence without leave or absence without leave for more than ten (10) days;
- Habitual late attendance;
- Habitual breach of any law applicable to the establishment;
- Riotous disorderly behavior during working hours at the establishment or any act subversive of discipline;
- Habitual negligence or neglect of work;
- Striking work or inciting others to strike in contravention of the provisions of any law, or rule having the force of law;
- Willful, habitual, deliberate and intentional violation of company rules and regulations.
- Willful disrespect and bad mouthing superiors, colleagues, subordinates or visitors
- Willful and deliberate arguments, using cuss words or fighting with other employees or visitors to incite anger or hurt or both
- Moonlighting (Gainful employment)– (working for another organization or other job outside the company without permission from authorized offices)
- Willful spreading of rumors, gossip, bad words about other employees and or Company with intent to hurt and or damage the image and reputation of individuals and or the Company

c. Criminal acts include the following:

- Willful actions that damages company, its property, reputation or harms the company's image in any way or form
- Using, selling, promoting or sharing alcohol, narcotics or other intoxicating material at work.
- Gambling of any shape or form at work.
- Taking or giving bribes or any illegal gratification.
- Spying, selling and giving out confidential company information to unauthorized people other than company employees or to another organization.
- Personal profiting on expense of and or loss of company and or individuals associated with the company.
- Stealing company or fellow employees property

3.2 Policy

SPFC follows fair, just and transparent processes and procedures to deal with disciplinary cases and believes in expeditious and timely disposal of such cases to, inter alia, maintain a harmonious and conducive work environment and uninterrupted flow of work output. Any such matter pertaining to discipline or grievance shall be forwarded to disciplinary committee.

3.3 Responsibilities

3.3.1 The HR Department

- Facilitate that all rules, regulations, policies and procedures are governing the disciplinary matters are realistic, fair and just.
- Ensure that all disciplinary matters are dealt with in the most amicable manner, while maintaining the highest levels of confidentiality, integrity and professionalism.
- Maintain respect both of SPFC and the concerned employee.
- Ensure that all requirements related to preliminary and formal enquiry are fulfilled within the moral, ethical and legal boundaries of law.
- Provide all necessary assistance to the disciplinary committee in resolving matters in a professional, fair and just manner.

3.3.2 The Wing Head

- Ensure that all disciplinary matters are reported expeditiously to HR Division
- Try to resolve issues at the earliest in a conducive and professional manner.
- Identify areas of improvement of employees and inform the HR Department so that they can be addressed through training and coaching.

3.3.3 The Disciplinary Committee

- Ensure that all requirements related to enquiry are fulfilled within the moral, ethical and legal boundaries of prescribed law, rules and regulations.
- Ensure that all disciplinary actions are finalized expeditiously following the prescribed procedures.

3.3.5 The Employees

- Abide by all rules, regulations, policies and procedures of SPFC that are applicable to the employee.
- Inform the management of any deficiencies, difficulties or work related problems that hampers or negatively affects work performance so that they can be addressed as per the prescribed procedures.
- Cooperate with the enquiry committee/officer and provide cogent and realistic proof in his/her defense during enquiries.
- Abide by all fair and just decisions of the enquiries.
- Show respect to fellow employees and the company.

3.4 Procedure

3.4.1 Disciplinary Actions

Depending on the nature, frequency and seriousness of a breach of the disciplinary code, as stated above in the three categories, one of the following actions may be taken (the actions are taken in sequence and escalated as appropriate):

➤ Verbal and Written Warnings

- When an employee breaches any of the disciplinary code, an informal first warning will be given to the employee by the concerned supervisor. If the employee still doesn't adhere to policies and rules, a formal written warning will be given by HR Department.

- In the interests of fairness, a every warning should be based, inter alia, on the following:
 - i. Facts and evidence that support the warning;
 - ii. An explanation for the warning;
 - iii. An opportunity for the employee to give his/her point of view and to be fairly heard;
 - iv. The required behavioral standards clearly stated;
 - v. An adequate, correct and air record of the disciplinary process maintained.

The degrees to which these components are elaborated upon or formalized depend on the nature of the breach of standards and the type of warning being given.

➤ **Show Cause Notice**

- If the employee still doesn't adhere to the policies and rules, the final written warning would be given to the employee in the form of show cause notice.
- Show Cause Notice (SPFC-HRF-017) are not judgments but a documented communication to the employees that they have been identified/found/accused/implicated for breach of a valid policy, rule or procedure in vogue and allows the facility to the employee to provide a cogent reason or information in his/her/their defense.
- Show Cause Notices must be:
 - I. Narrative and detailed providing all information including names, dates, days, times and specific activity or event(s) that has/have been identified.
 - II. Substantiated with actual and real facts that have been identified
 - III. Provide the accused an opportunity to explain and prove against the accusation

➤ **Dismissals**

- Dismissal of an employee is the most serious form of action and is appropriate only when the first three warnings have failed or when the nature of breach is so serious and falls under the criteria of mis-conduct and criminal act as stated above.
- If the employee is dismissed and employment contract is terminated, it is essential that the following elements be considered:
 - i. The evidence supporting dismissal should be firm, reliable and adequately documented.
 - ii. There should be a formal “hearing” by the disciplinary committee at which the employee must have a fair and reasonable opportunity to present his/her point of view unless this is clearly not possible, e.g. where an employee has absconded.
 - iii. The disciplinary committee will hear the employee’s views and report key findings of the hearing. Managers that are members of the committee must not be directly involved in the situation giving rise to the dismissal to avoid any actual or perceived personal involvement, bias or subjectivity.

The authorization to dismiss an employee should be taken by the following:

Grades	Authorization by
11-9	BOD (As per Corporate Governance Rules)
8-1	Chief Executive Officer

Table 1- Dismissing Authority

3.4.2 Disciplinary Committee

- In the case of serious violation the case may be heard by the disciplinary committee (it is recommended that this committee comprises of Wings Heads, HR Department and Company Secretary);
- If the Committee decides to terminate the employment contract than a formal hearing will be arranged in which the committee would be hearing the employees’ views;

- The committee will make the final decision and HR Department will forward that decision to the CEO for final approval;
- HR Department will communicate the decision of the committee to the employee in writing;
- HR Department will issue the termination letter to the employee;
- HR Department will update the employee file and issue a copy of termination letter to the concerned wing/division head.

4. Sexual Harassment

The aim of this policy is to make SPFC a safe work place for its employees. The company aims to protect and safeguard its employees at all times and wants to provide a working and professional environment that is supportive for achieving its social mission.

The company management highly condemns any type of sexual or personal harassment. Following acts will be considered as sexual harassment. This is not an exhaustive list:

- Unwarranted touching;
- Suggestive remarks or other verbal abuse in sexual context;
- Leering;
- Demands for sexual favors;
- Sexual assault;
- Unwanted attention of a sexually oriented nature, made by a person who knows or ought reasonably to know that such attention is unwanted;
- An implied or expressed promise of reward for complying with or submitting to a sexually oriented request or demand;
- An implied or expressed threat of reprisal for not complying with or submitting to a sexually oriented request or advance

The policy stipulates that

- All the sexual harassment cases will be reported to immediate supervisor/wing/division head not later than six months of the actual happening of incidents. The immediate supervisor/wing/division head will hear the cases and then involve HR & Admin wing by forwarding a confidentiality report to HR Department.

- If the nature of the dispute is complex, then the case will be presented to Sexual Harassment/Grievance Committee. (Comprising of Wing Head, PR & Communication Specialist and HR Department).

4.1 Responsibilities

4.1.1 The HR Department

- Ensure all sexual harassment matters are dealt within the most amicable manner, while maintaining the highest levels of privacy, integrity and professionalism
- Maintain respect both of the organization, and the concerned employee.
- Provide all necessary assistance to the sexual harassment hearing panel in resolving matters in a professional, fair and just way

4.1.2 The Wing/Division

- Listen to the employee reporting of sexual harassment and forward it to HR & Admin wing.
- Try to resolve issues at the earliest in a conducive and professional manner

It is the responsibility of the Sexual Harassment Committee:

- Ensure that all requirements related to enquiry are fulfilled
- Ensure that all the decisions in this regard are un-biased.

4.2 Procedures

The process of addressing sexual harassment cases is as follows:

4.2.1 Confidential Report

- If any case of harassment is reported, it will be the responsibility of the immediate supervisor/wing/division head to investigate, listen and counsel grieved party, and to prepare a confidential report. This report will be sent directly to the HR.

4.2.2 Sexual Harassment/Grievance Committee

- In case where the dispute is complex, HR Department will arrange the sexual harassment hearing while intimating the time and venue of the hearing to the harasser, harassed and the members of the panel.

The case will be investigated by documenting the views and opinions of the staff member concerned and those of the other party as well. The panel will decide the case within 90 days.

5 Internal Communication

This section outlines the various channels for communicating internal information within SPFC employees, e.g., Staff Notice Boards, Internal Newsletters, and any other Employee Publications.

5.1 Policy

SPFC will primarily use two modes of communication within SPFC.

- Employee Notice Boards
- Internal Email

5.2 Scope

- The notice board will be accessible to all the employees. Individual Email IDs for all the permanent and contractual employees SPFC will be developed.

5.3 Responsibilities

5.3.1 The HR Department

- Display the notices on the notice boards timely;
- Liaise with the IT Wing regarding issuance of the Email IDs to employees.

5.3.2 IT Wing

- Provide Email IDs to all the employees at the time of orientation

5.4 Procedure

5.4.1 Employee Notice Boards

- Notice boards facilitate in-house communications. The Employee Notice Boards should post all major changes and updates in SPFC.

- The employee's should check the notice board periodically.
- The following list outlines the subject matter of notice boards:
 - I. Internal Staff Vacancy Advertisements;
 - II. Public holidays and events; and
 - III. Staff meetings, schedules, changes, updates and other particulars that may be of importance.
- Any notice issued by CEO/wing head/HR Department should be posted on employee notice boards.
- These notices if required could be sent to all the employees in the form of e-memo.

5.4.2 Internal Email

- The SPFC email will also be used to communicate within and outside.
- IT officer will issue the email ID to all the employees who become part of SPFC's workforce at the time of orientation.

6. Relaxation of Policy

HR Committee may recommend relaxation to all or any of the above narrated provisions as and when deemed necessary, for the reasons to be recorded and submit a periodical report to the Board of Directors for approval.



**SPFC-HRF-01
Conflict of Interest**

Conflict of Interest (Employees)

Objectives

All employees of the Company must avoid even the appearance of a conflict between their personal interests and the interests of their employer.

Policy

A possible conflict of interest arises when an employee or one of his/her close relatives, directly or indirectly,

- a) Owns an interest in a present or potential supplier, customer or competitor of the company.
- b) Is an employee, Officer, director, consultant or agent of a present or potential supplier, customer or competitor of the company;
- c) Accepts (i) a gift of more than token value, (ii) a loan or (iii) excessive entertainment from a presenter or potential supplier, customer or competitor of the company.
- d) Disclosed or makes personal use of confidential information belonging to a company or its client.

All employees of the company must make prompt and full disclosure to their supervisors of all situations that may involve a conflict of interest. Such situations will be reviewed in consultation with the legal department. Failure to disclose a potential conflict of interest may lead to disciplinary action up to and including dismissal.

Compliance with this policy is a condition of employment.

Employee's name _____

Employee's signature _____

Date _____



**SPFC-HRF-03
Confidentiality Agreement**

Confidentiality Agreement (For Employees)

The undersigned, in consideration of my employment by South Punjab Forest Company, Punjab in Pakistan, hereinafter referred to individually and collective as “company” and in consideration of the salary, wages and other benefits received by me during this employment, hereby agrees that:

1. I will not publish or disclose to anyone outside the company or use in any other than company’s business, any confidential technical or business information or material of the company, of the company’s clients or of third parties to whom the company owes an obligation of confidentiality, without the prior written consent of company.
2. I acknowledge that, during my employment with the company, I will gain knowledge of the company’s confidential information and client’s contacts and that I will process, through access to this information, some measure of the goodwill of the company. In order to protect the company against any disclosure of such confidential information as well as against any unfair loss of clients or client’s goodwill.
3. I agree that I shall use the Confidential Information only for the purpose of evaluating potential business and investment relationships for the SPFC.
4. I shall promptly furnish to the company, a complete record of any and all technical ideas, inventions or improvements, whether patent or not, which I solely or jointly may conceive, make or first disclose during my employment with company.
5. I agree to and do hereby grant and assign to the company or its nominee my entire right; title and interest in and to ideas , inventions, and improvements coming within the scope of paragraph 3:
 - a. Which relate in any way to the business of activities of the company or
 - b. Which are suggested by or result from any task or work done by me in the course of my employment, together with any and all domestic and foreign patent rights in such ideas, inventions and improvements.

I agree to execute specific assignments and do anything else properly requested by the company at any time during or after employment with the company, to secure such rights.

6. This agreement shall supersede the terms of any prior agreement or understanding between employees and the company relating to inventions, unpublished information or competitive activity. This agreement may be modified or amended only in writing signed by an authorized signatory of the company and by the employee.
7. It is agreed that this Agreement will be interpreted and construed so as to be valid and enforceable, in accordance with the laws of that jurisdiction in which enforcement is sought.

Accepted and agreed

Date _____

By: _____
Employee’s name & Signature



**SPFC-HRF-04
Confidentiality Agreement**

Confidentiality Agreement (For Board Members)

The undersigned, in consideration of my nomination as Board of Director by South Punjab Forest Company, Punjab in Pakistan, hereinafter referred to individually and collective as “company”, hereby agrees that:

8. I will not publish or disclose to anyone outside the company or use in any other than company’s business, any confidential technical or business information or material of the company, of the company’s clients or of third parties to whom the company owes an obligation of confidentiality, without the prior written consent of BOD.
9. I acknowledge that, during my nomination as Board Member with the company, I will gain knowledge of the company’s confidential information and client’s/investors contacts and that I will process, through access to this information, some measure of the goodwill of the company. In order to protect the company against any disclosure of such confidential information as well as against any unfair loss of clients/investors or client’s/investor’s goodwill.
10. I agree that I shall use the Confidential Information only for the purpose of evaluating potential business and investment relationships for the SPFC.
11. It is agreed that this Agreement will be interpreted and construed so as to be valid and enforceable, in accordance with the laws of that jurisdiction in which enforcement is sought.

Accepted and agreed

Date _____

By: _____

Employee’s name & Signature