

# CODE OF CONDUCT

## **1. FAIR DEALING**

AGP is committed to conduct its business in a fair, ethical and legal manner, and expects its employees to do the same. Each employee should strive to deal fairly with customers, suppliers, service providers, competitors and the other employees. No employee to take unfair advantage for himself/herself or for the company; through manipulation, concealment, abuse of privileged information, bribery, misrepresentation of material facts, or any other unfair dealing or practice.

## **2. OBEYING THE LAWS OF THE COUNTRY AND THE COMPANY**

It is the responsibility of every employee to keep abreast of the legal and regulatory framework of the country and ensure that we abide by these laws and regulations in our dealings. Staff must report potential risks and alert immediate supervisor if they become aware of any convictions of offenses involving theft, bribery, fraud, dishonesty or breach of trust involving themselves, colleagues, suppliers or any other direct or indirect stakeholder of the company.

## **3. EMPLOYMENT LAWS AND POLICIES**

3.1 AGP makes all employment decisions without regard to race, creed, color, religion, national origin, or gender. The policy applies to all employment practices and personnel decision of the company including but not limited to hiring, promotion, transfer, compensation, participation in training, show cause and termination.

3.2 It is AGP's policy to provide a work place for its employees that is free of any form of harassment due to race, creed, color, religion, national origin, or gender.

3.3 If anyone becomes aware of any form of discrimination, harassment or policy violation, he/she should bring the matter to the immediate attention of the Human Resource Department or the inquiry committee meant to deal with harassment related matters.

3.4 In case of any query with respect to the employment rules or the code of conduct the staff may contact to the Human Resource Department.

## **4. SAFE GUARDING THE COMPANY'S INTEREST:**

Every employee is responsible to forewarn the company's management of any information in his/her knowledge that can be potential risk to the company. This includes industrial espionage, creation of unrest amongst the employees, rumor mongering, passing of company's confidential information to competitors / unauthorized persons or any other such activity which may be violate the company's interest. Such information should be given to the company's Chief Executive Officer (CEO) at extension no. 303 / Email: nusrat.munshi@agp.com.pk or the Head of Human Resources at extension no. 321 / Email:

junaid.jumani@agp.com.pk. Name of person giving such information will be kept strictly confidential.

## **5. SAFE GUARDING THE COMPANY'S ASSETS**

Every employee must protect and use assets of the company with care. This includes office materials, fixed assets and intellectual property.

## **6. AGREEMENT WITH THIRD PARTIES**

Employee cannot sign any legal document pertaining to company matters. Legal documents are required to be cleared with the Head of Compliance and/or external legal counsel (if need be) and are to be signed only by the authorized officials as per authority and limits assigned by the Company.

## **7. CONFLICT OF INTEREST**

7.1 Employees are not allowed personal activities and financial interests that could conflict with their commitment to the work.

7.2 Employees should not take for themselves or divert to their relations or others with whom they have arrangements, any business opportunity, which is not in the company's interest.

7.3 Employees should not have financial interest with customers, suppliers or service providers of the company. Where an employee has a family or other personal link with such parties this must be disclosed to the Head of the Department in writing.

7.4 Information about sibling, spouse or any other close relation working with competitors should be disclosed in writing to the Head of the Department or the Head of Human Resource Department.

7.5 Any gift, favor or entertainment offered to any employee by a customer, supplier or service provider, which exceeds the common courtesy associated with usual business practices and likely to improperly influence business decisions, is unacceptable. Any gift/favor received in excess of PKR2,000/- is to be disclosed to the Compliance Head for clearance before acceptance.

## **8. INTERNET, EMAIL & COMPANY STATIONERY**

The internet & Email services are provided to employees to help them optimize the performances of their official assignments. These facilities should not be used to distribute or download literature which is sectarian / pornographic or offensive in any way to an individual/gender or community. Chatting / Surfing sites not related to the business are not allowed. Willful propagation of virus or breaching of IS security is a serious offense and may lead to criminal prosecution.

All official correspondence by the company is to be signed off as per authority and limits and unauthorized use of company stationery is strictly prohibited.

## **9. PRIVACY:**

We respect the privacy of individual's personal information.

## **10. CONFIDENTIALITY AND COPYRIGHTS**

Employees / trainees during the course of employment and after termination are expected to safeguard confidential information related to company's activities and must not, without authority, disclose such information to the press, outside source, or any other party who are not entitled to such information. All employees must abide by the copyright rules of software, periodicals, books, trademarks, company documents, patents, processes and formulae etc.

## **11. PRODUCT PROMOTION**

We promote our products using different activities and materials that have been formally approved by the company and are within the regulatory framework. Unauthorized alteration of products labels or literature is strictly prohibited.

## **12. PRODUCT ASSURANCE**

Our slogan is "WE VALUE LIFE". We are committed to provide products that are high in quality and effective for their intended use.

## **13. PUBLIC ACTIVITIES:**

We do not support any political parties and/ or provide them or their supporters any funding.

## **14. ENVIRONMENTAL ISSUES**

We are committed to operate our business in an environmentally safe manner commensurate with the legitimate needs of the business.

## **15. SOCIAL RESPONSIBILITY**

We remain aware of our responsibility to the society in general through judicious business conduct and practices.

## **16. GENDER DIVERSITY:**

The company is conscious of the benefits and importance of gender diversity in workplace and actively practices the same in letter and spirit.

## **17. SOCIAL MEDIA**

"Social media" includes any digital communication channels that allow individuals to create / share content and post comments. Employees should be mindful of the content created, shared and posted, remember that the internet is a public place. Company's internal information/correspondence is not to be shared on any social media/ internet or digital media. Any such matter for business reasons has to be submitted to the Head of Compliance for review and recommendation for CEO's approval.

## **18. OUTSIDE EMPLOYEMENT**

Employment with the Company is and should be seen as a full-time occupation and for this reason other employment or business association shall not be taken up. For purpose of this section of the Code, "Outside employment of any kind" includes, but is not limited to, acting as an officer, staff, proprietor, partner, agent, independent contractor or advisor or any similar capacity.

## **19. USE OF ALCOHOL/ DRUGS AND GAMBLING**

All employees shall personally contribute to promoting and maintaining a climate of common respect in the workplace, particular attention is paid to respect the feelings of others. Employees must not:

- Hold, consume, offer or give for whatsoever reason, alcohol or drugs, at work and in the workplace;
- Smoke within the office/ factory premises
- Gamble or bet within the workplace.

## **20. DEALINGS IN SECURITIES/ SHARES & INSIDER TRADING**

All the stakeholders ought to keep abreast of any local laws and regulations governing share dealings and will not pass on inside information to other individual, inside or outside the organization. Inside information alludes to the information about the organization, its business, or different organizations with whom the organization is doing business or negotiating that is not generally known to the public, but would likely, if known generally, affect the reputation, price of a company's shares or influence a person's investment decisions.

## **21. BRIBERY AND CORRUPTION**

Never offer, pay, make, seek or accept a personal payment, gift or favor in return for favorable treatment, to influence a business outcome or to gain any business advantage. Ensure people you work with understand that bribery and corruption is unacceptable. If you suspect or know of corruption, you must inform your immediate supervisor or Head of Compliance, if the matter involves your immediate supervisor.

## **22. FAMILY CONNECTIONS AND EMPLOYMENT OF RELATIVES:**

Any dealings between staff and outside organizations in which they have a direct, indirect or family connection must be fully disclosed to the management.

## **23. BUSINESS AND FINANCIAL RECORDS:**

Ensuring accurate and complete business and financial records is everyone's responsibility. Never falsify any document and do not distort the true nature of any transaction.

**END OF DOCUMENT**