

**CODE OF CONDUCT**

This Code of Conduct (“**the Code**”) applies to all employees (referred to collectively as “**the employees**”) and sets expectations for **URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PVT.) LIMITED** and (referred to collectively as “**The Urban Unit**”). The Code also applies to our non-employee members of the Board of Directors with regard to their Urban Unit -related activities. Any contravention of this code of conduct is regarded as misconduct. The Company will ensure that all the executives, subordinate staff and workers are fully aware of the code of conduct.

The Code sets the standard for how we work together to develop and deliver services, how we protect the value of the Urban Unit, and how we work with clients, customers, suppliers and others. All of us at the Urban Unit must abide by the Code when conducting the Urban Unit -related business.

Since the Company began, uncompromising integrity and professionalism have been the cornerstones of the Urban Unit. In all that we do, the Urban Unit supports and upholds a set of core values and principles. Our future growth depends on each of us understanding these values and principles and continuously demonstrating the uncompromising integrity that is the foundation of the Urban Unit.

This Code will not supersede any other applicable legal or regulatory requirements of the country in which the Company carries out its business operations and activities.

**Compliance of the Code**

The Human Capital Department will act as Compliance Office for the code and will ensure the compliance of this code. In case of any queries and problems or issues relating to the compliance of this code anyone may contact with compliance office set up under this code. The Compliance Office is responsible for educating, training and developing understanding of the code to all the employees. The compliance office shall ensure that there are no breaches of the code and code is being duly followed by all the employees. It is responsibility of all employees to read, understand and apply this code during their day to day affairs at the Urban Unit.

If anyone fails to comply with this code he may be subjected to disciplinary action including the termination from employment. Disciplinary actions may vary depending on the severity of the matter in question, employee’s previous record, years of service and duties performed by him.

**Following is the code of conduct for employees of Urban Sector Planning & Management services unit (Pvt.) Limited:-**

**1) Conduct Business/ Provide Services with Honesty and Integrity**

One of our core values is to conduct business/ provide services with uncompromising integrity and professionalism. We put this value into practice by:

- Communicating clearly, respectfully, and professionally in business,
- Treating clients, customers, suppliers, and others fairly,
- Acting as a responsible corporate citizen, respecting human rights, and managing the impact of our business on the world around us, And;
- Keeping accurate financial and other books and records.

**2) Follow the Letter and Spirit of the Law**

As public sector Company, the Urban Unit shall comply with the laws of Pakistan in which it does business. We are each responsible for knowing and following all applicable laws or regulations.

We also must act in a manner that upholds the spirit and the intent of the law. Where the Code or Company guidelines differ from local laws or regulations, we must always follow the higher standard.

**3) Treat Each Other Fairly**

One of our core values is to work as a team with respect and trust for each other. We strive hard to uphold open and honest communication and to protect employees from discrimination, harassment, or unsafe practices

**4) Equal Employment Opportunities and Discrimination**

We value diversity in our workforce, as well as in our clients, customers, suppliers, and others. We provide equal employment opportunity for all applicants and employees. We do not discriminate on the basis of race, color, religion, gender, national origin, ancestry, age, disability, medical condition, genetic information, military and veteran status, marital status, gender expression, gender identity, or any other characteristic protected by local law, regulation, or ordinance.

We follow these principles in all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

**5) Anti-Harassment**

We are committed to providing a workplace free of harassment based on personal characteristics such as race, color, religion, sex, national origin, ancestry, age, disability, medical condition, genetic information, military and veteran status, marital status, gender expression, gender identity, or any other characteristic protected by local law, regulation, or ordinance. We strongly disapprove of and do not tolerate harassment of employees by managers or co-workers. We must treat co-workers, clients, customers, and suppliers with dignity and respect.

We prohibit threats or acts of violence against co-workers, vendors, customers, or others. If you become aware of a threat or act of violent behavior in or near the Urban Unit workplace, notify management of the details of the act or threat immediately. Managers who receive such information should immediately notify Security or Human Capital Management & Development Section as applicable.

**6) Health and Safety**

The Urban Unit arranges a safe working environment for its employees in its business premises. The safety of employees, customers and general public at large is the important matter on the Company's offices and any other place where the Company carries out its business processes.

Employees are required to strictly abide by the safety policies and procedures. In case of any injuries during the duty to the non-employees and property of the Company the employees should immediately report to their seniors or managers.

We believe workplace injuries and illnesses are preventable. When we take care, employees and suppliers at our workplaces need to obey the safety requirements that apply to our job and workplace. We must not begin or continue any work activity contrary to safety requirements.

**7) Fitness and Attendance**

Employees must be mentally and physically fit for their duties. To perform their duties efficiently and effectively the employees must not use un-prescribed medicine which impairs their abilities to perform duties. An employee must inform to his senior or task lead if he is unable to come on duty. To ensure the compliance with the fitness and reporting, an employee should have the contact information of his senior or manager.

**8) Anti-Discrimination Environment**

The Urban Unit will endeavor to maintain an environment that is free from discrimination and where all employees are given due respect. Discrimination connotes any action that creates an intimidating, hostile or offensive work environment. Discrimination includes the actions including sexual harassment, disparaging comments on the basis of gender, religion, race or ethnicity. The Company will take appropriate measures to ensure an environment where there is no discrimination on the work place. Every employee has the right to be protected from any kind of harassment. The principles of equal treatment apply on all the employees during daily dealings with each other and to all processes relating to the working relationship. The same principles apply to the employees during the process of appointment, promotions and performance of duties.

**9) Environmental Protection**

In order to protect the environment, employees should:

- Ensure that Company's facilities and processes are operated in a manner so as to ensure the trust of society, at all.
- Protect the resources for minimization of waste material and the minimization of the release of hazardous materials into the environment.
- Provide the employees customers, suppliers, government authorities and related communities with appropriate information and decision making.
- Improve environmental protection and awareness about the environment.

**10) Weapons and Workplace Violence**

Employee should not engage in acts of threats and violence. It is the duty of an employee to maintain a safe and secure workplace and avoid acts or threats of physical violence, intimidation, harassment or coercion, stalking, sabotage, and similar activities. An employee must not bring or use any type of weapon on the Company owned or leased premises whether he is on job or off duty otherwise than he is authorized and/or has a legitimate business reason to do so. Employees found responsible to be engaged in such activities will be subjected to disciplinary actions including termination from job.

**11) Protection And Use Of Company's Assets**

Employees should exercise their business prudence and should protect the Company's assets and ensure the efficient use of these assets during the discharge of their duties. Employees should follow the acquisition, use, maintenance and disposal policies of the Company regarding these assets.

All Company assets must be used for business purposes of the Company only.

## **12) Information System Security**

Employees are responsible for ensuring the security of the Company's computers and information system by complying with the Company's information technology policy and procedures. It is the responsibility of an employee that he:

- Doesn't share passwords or other access details with other employees and doesn't use another employee's password.
- Uses only approved and licensed or purchased software on the Company's computer systems.
- Connect only the Company's computers and equipment to the Company's computer networks.
- Doesn't attack security controls on a computer system of the Company or Company's computer network.
- Doesn't access or download irrelevant websites, materials and files.

## **13) Act in the Best Interests of the Urban Unit and Avoid Conflicts of Interest**

A conflict of interest may occur when an employee's personal or family interests interfere or even appear to interfere with the employee's ability to make sound business decisions in the best interest of the Urban Unit. We should not put ourselves in situations where we could be tempted to make Urban Unit business decisions that put our personal needs ahead of the Urban Unit's interests.

## **14) Use of Social Media Sites**

Use of social networking sites is common among people to share the information. Employees of the Urban Unit are prohibited to share the information through social media channels on behalf of the Company unless they are officially designated Company spokesperson whether they are using the company's or personal systems or devices. If an employee contravenes the Company's policy and shares any information related to Company he is personally accountable and liable for the consequences. The Company does not take any responsibility for such unauthorized disclosure of information.

## **15) Gifts, Meals, Entertainment, and Travel**

The exchange or provision of gifts, meals, entertainment and travel ("**GMET**") may create a real or perceived conflict of interest or a situation where those expenses could be viewed as a bribe under applicable laws and international standards. The Urban Unit expects its employees and third parties to comply with the following principles when giving or receiving GMET:

- We comply with anti-corruption laws.
- The Company maintains the high standards of integrity and business ethics.
- The GMET must be for a legitimate purpose, such as to promote, demonstrate, or explain a Company product, position, or service.
- The GMET must not place the recipient under any obligation. We do not offer, promise, or give anything of value with the intent to improperly influence any act or decision of the recipient in the Urban Unit or your company's favor, or with the intent of compromising the recipient's objectivity in making business decisions.
- The GMET must be made openly and transparent, be reasonable, and appropriate to the business relationship and local customs, and not cause embarrassment by its disclosure.
- Accurately record all GMET provided on the Urban Unit's behalf.

**16) Confidentiality of Information**

Employees are prohibited from keeping copies of correspondence, documents, papers and records, list of suppliers or consumers without proper authorization of management of the Company. Company's information and records should be kept on Company premises and unpublished information may be disclosed to any individual and organization with prior Management advice.

**17) Corporate Governance**

The Urban Unit makes compliance with the requirements of all governmental and regulatory bodies and is committed to high standards of corporate governance. The Company is fully compliant to its obligations under the Public Sector Companies (Corporate Governance) Rules, 2013 and corporate laws applicable to it.

**18) Financial Reporting Compliance**

The Urban Unit ensures compliance with accepted accounting rules and procedure at all times. Besides that all transactions must be properly and fully recorded and authorized. Records and documents are not false or misleading and no undisclosed and unrecorded account, fund or asset is established. Corporate payment(s) are approved and made with the supporting document(s) and for the purpose of the Company's business. Information provided to the external auditors must be complete and is not misleading in any way.

**19) Smoking, Gambling and Drug**

Employees are prohibited from smoking within office premises, offices, work places, stores and laboratories. All the employees are expected not to involve themselves in any kind of gambling and drugs and members of the staff not abiding by these prohibitions will attract disciplinary as well as penal action as required by law.

**20) Coordination among staff members to maintain discipline and harmony**

All staff members will work in close coordination with their co-workers, task leads and colleagues. Every member will cooperate with other members so that the company's work may be carried out effectively and efficiently. All cases of non-cooperation among staff members should be reported to the management for necessary and suitable action. Strict action will be taken against those staff members who violate the rules and regulations of the company.

**INVESTIGATION IN CASE OF BREACH OF THIS CODE**

Any breach of this Code by the employees of the Company will be investigated by the Compliance Office. It may also be investigated/ trialed externally by courts of law of Pakistan and actions will be taken in the light of applicable laws and decisions of the Courts.

This code is the source of guidance for conduct and applies to all employees including managers and staff of Urban Sector Planning & Management Unit (Pvt.) Limited. Employees are required to follow the code of conduct. It is the responsibility of all the employees to read, understand and apply this code in performing their duties and their day to day affairs.