

# CODE OF CONDUCT



The conduct of an employee shall be regulated by rules made or instructions issued by the Company whether generally or in respect of a specified group or class of employees.

- a) The policy applies to all our employees regardless of rank/position.
- b) **NESPAK** promotes freedom of expression and open communication but we expect all our employees to follow the code of conduct.
- c) Employee must avoid offending, participating in serious disputes and disruption at workplace and it is expected that they must foster a disciplined, respectful and cooperative environment.
- d) All employees are bound to protect Company's legality in a way to comply with all the rules related to environment, safety and fair dealing.
- e) Employees are bound to maintain the image of the Company by fair dealing with all stakeholders.
- f) Employees should respect their colleagues. The Company do not allow any kind of discriminatory behavior, harassment or victimization.
- g) **NESPAK** believes in equal employment opportunity and all employees should conform to the company rules while recruitment, performance evaluation and professional relations.
- h) Employees should not misuse Company equipment/property/asset which also includes (information, reports etc.) except to only complete their job/duty.
- i) All employees should come to office in appropriate clothing and must take care of their personal hygiene.

**NESPAK** may take disciplinary action against those employees who repeatedly or intentionally fail to follow the code of conduct and the punishment will vary depending upon the violation and may result in legal action in case of corruption, theft, fraud or other unlawful acts.