



AL-GHAZI TRACTORS LTD.
PRODUCERS OF NEW HOLLAND TRACTORS IN PAKISTAN



Code of ethics for employees

(As approved by the Board of Directors)

As a committed employee of Al-Ghazi Tractors Ltd. I Pledge to:

- Maintain the highest standards of professional and personal conduct.
- Strive to make my employer profitable both in monetary term and through the support of effective employment practices.
- Maintain loyalty to my employer and pursue its objectives in good faith.
- Uphold all laws and regulations relating to my employer's activities.
- Refrain from using my official position to secure any special privileges, gains or benefits for my family or myself.
- Maintain the confidentiality of all information about the company unless required by law.
- Avoid harm to others.
- Respect the privacy of others.
- Protect the health and well being of all working people from all kinds of hazards both at working place and the staff town, thus abide by the safety standards set by the company and by laws.
- Will not hold financial interests that conflict with the performance of duty.
- Will not engage in official financial transaction to further any private interest.
- Will not accept any gift of value or any other item of monetary value from any person or entity doing business with the company or who is engaged in other activities of the company.
- Will put forth, honest effort in the performance of duties.
- Will not make any unauthorized commitments or promises, which may bind the company.
- Will not Impart and will not give preferential treatment, favours to any organization, individual or business.
- Will protect the company's properties and will not use it for other than authorized activities.
- Will not engage in outside employment.
- Will disclose waste, fraud and corruption to appropriate authorities of the Company.
- Will satisfy all obligations as a good citizen, a good employee including all financial obligations such as taxes etc what are imposed by law.
- Have a clear picture of the job and the functions and other policies of the company and abide by them.
- Manage time on duty productively with focus on quality for the benefit of the company.
- Be regular and punctual in the daily performance of duties, and work as a team member for the benefit of the company.
- Obey the rules and orders and directions issued by the company from time to time.
- Obey orders and direction of the superiors unless those are unethical and clash with the good standards of the company or those which are immoral, inappropriate and which may be challenged as being violative of law or regulation.

