



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.

- Will not indulge in activities which may be detrimental to the maintenance of discipline and good order in the company.
- Will not indulge in unnecessary gossip or rumor mongering or act on rumors.
- Perform duties only in the areas of my competence.
- Will not engage in issuing statements or interviews to the press or the media unless authorized by the Company.
- Will not engage in any activity or practice, technical or technological, which may endanger life, any person or cause damage to the product.
- Will uphold the appropriate standards in the performance of duties especially with reference to technical matters.
- Will undertake assignments only when qualified by education or only when authorized in the specific technical fields.
- Will not affix signature/rubber stamp/company seal on any document, which has not been prepared under my direction, or on which I have no control.
- Will be objective and truthful in professional reports and statements.
- Will not express publicly, technical or other opinions that may be detrimental to the interest of the product and the Company.
- Will not issue any statement, criticism on technical and other matters of the company that are inspired by interested parties, competitors etc.
- Will not reveal facts, data or information on the product or the company to any interested parties, competitors except where authorized to do so by the company.
- Will strive to achieve the highest quality, effectiveness and dignity in both the process and products of professional work, being cognizant of the negative consequences that may result from poor quality in a system.
- When engaged in work associated with computers, will strive to be perceptive, thorough and objective, knowing that the work is of special trust and therefore requires special responsibility. Will report any signs of damage of the system to those in position of responsibility. Will accept personal accountability for professional work on computer.
- Will guard electronic property, including trespassing and unauthorized use of a computer or communication system including accessing communication networks, computer system, accounts, files associated with those system without explicit authorization.
- Will not enter or use another's computer system, software or data files without permission thus protecting privacy.
- Will honour all assigned responsibilities when using system resources, system peripherals and computer time.
- Will not divulge directly or indirectly to any person or body the knowledge and information including its trade matters and secrets unless required by law.
- Will not disclose any remuneration, benefits, and payments to any one except when required by law.

SIGNATURE : _____

NAME : _____

DEPARTMENT : _____

DESIGNATION : _____

DATE : _____

EMPLOYEE # : _____