

MANGA TEXTILES (SMC-PVT) LTD.

STATEMENT OF ETHICS & BUSINESS PRACTICES

Name: _____

Father's / Husband's Name: _____

Employee No.: _____

**APPROVED BY
THE BOARD OF DIRECTOR**

**I, as an employee of Manga Textiles (SMC-Pvt) Ltd., hereinafter called Manga Textiles and
or the Company, solemnly affirm that: OBSERVANCE OF AND ADHERENCE TO LAWS/RULES**

- I shall conform to and abide by the Company rules and obey all lawful orders and directives which may from time to time be given by any person or persons under whose jurisdiction, superintendence or control I may, for the time being, be placed. I undertake at all times to comply with and observe all applicable laws, regulations and Company's policies, wherever the Company operates.
- I shall not bring or attempt to bring political or other pressure / influence directly or indirectly to bear on the authorities / superior officers or indulge in derogatory pamphleteering, contribute, or write letters to the newspapers, anonymously or in my own name with an intent to induce the authority/ superior officers to act in a manner inconsistent with rules, in respect of any matter relating to appointment, promotion, transfer, punishment, retirement or for any other conditions of service of employment.

INTEGRITY

- I will conduct myself with the highest standards of ethics, professional integrity and dignity in all dealings with the public, clients, investors, employees, and fellow employees and not engage in acts discreditable to the Company, profession and nation. If I become aware of any irregularity that might affect the interests of the Company, I will inform the senior management immediately.
- I will maintain all books, data, information and records with scrupulous integrity, reflecting in an accurate and timely manner all transactions/reports.
- I will avoid all such circumstances in which there is personal interest conflict, or may appear to be in conflict, with the interest of the Company or its customers.
- I shall not use my employment status to seek personal gain from those doing business or seeking to do business with MANGA TEXTILES, nor accept such gain if offered, I shall not accept any gift, favor, entertainment or other benefit the extent or frequency of which exceeds normal business contacts from a constituent or a subordinate employee of the Company or from persons likely to have dealings with the Company and candidates for employment in the Company.

CONFIDENTIALITY

- I will maintain the privacy and confidentiality of all the information acquired during the course of professional activities and refrain from disclosing the same unless otherwise required by statutory authorities of law. All such information will remain as a trust and will only be used for the purpose for which it is intended and will not be used for the personal benefit of any individual(s). Inside information about Company's customers/affairs shall not be used by me for own gain, or for that of others either directly or indirectly.

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STATEMENT OF ETHICS AND BUSINESS PRACTICES**PROFESSIONALISM**

- I shall serve the Company honestly and faithfully and shall strictly serve the Company's affairs and the affairs of its constituents. I shall endeavor my utmost to promote the interest and goodwill of the Company and shall show courtesy and attention in all transactions / correspondence with Other Companies, Financial Institutions, others Establishments dealing with the Company.
- I will disclose and assign to MANGA TEXTILES all interest in any invention, improvement, discovery or work of authorship that I may make or conceive and which may arise out of my employment with MANGA TEXTILES. If my employment is terminated, all rights to property and information generated or obtained as part of my employment relationship will remain the exclusive property of MANGA TEXTILES.

BUSINESS / WORK ETHICS

- I will respect fellow colleagues and work as a team. I will at all times be courteous and not let any personal differences affect my work. I will treat every customer/vendor/supplier/affiliate of the Company with respect and courtesy.
- I shall make sure, good attendance and punctuality and demonstrate a consistently good record in this area. For any absence during working hours, I will obtain written permission of my immediate supervisor. I shall not absent myself from my duties, nor leave my station over-night, without having first obtained the permission of the competent authority. In case of emergency, if it is not possible to obtain prior permission, necessary permission confirmation will be obtained from the competent authority within **24** hours.
- I shall maintain a standard of personal hygiene and dress appropriately for attendance at work. My appearance must inspire confidence and convey a sense of professionalism.
- I will, as personal responsibility, safeguard both the tangible and intangible assets of MANGA TEXTILES and its customer(s) that are under my personal control and will not use Company assets for my personal benefits except where permitted by MANGA TEXTILES. I shall not use any Company facilities including a car or telephone to promote trade union activities, or carry weapons into Company premises unless so authorized by the management, or carry on trade union activities during office hours, or subject Company officials to physical harassment or abuse.
- I will not indulge in any kind of harassment or intimidation whether committed by or against any senior/junior, co- worker, customer, vendor or visitor. I will not use language, written or spoken in intra-office communication(s) or communication(s) with individual(s) outside the office that may contain any statement or material that is offensive to others. I will never use the Company's system to transmit or receive electronic images or text containing ethnic slurs, social epithets or anything that might be construed as harassing, offensive or insulting to others.
- To meet my responsibilities to fellow employees, customers and investors I will help in maintaining a healthy and productive work environment and will not engage in the selling, manufacturing, distributing, using, any illegal substance or being under the influence of illegal drugs while on the job.
- I will ensure strict adherence to all health and safety policies as may be implemented from time to time by the Company.
- I shall not give any interview in the print / electronic media or have my photograph displayed or act in television / stage plays or in cinema without having permission from the Competent Authority.

STATEMENT OF ETHICS AND BUSINESS PRACTICES

- I will intimate Human Resources Management of any changes in the personal circumstances relating to my employment or benefits.

I will also not indulge in any of the following activities except with the prior permission of the Competent Authority:

- Borrow money from or in any way place myself under pecuniary obligation to broker or a subordinate employee of the Company or any firm or person having dealings with the Company.
- Lend money in my private capacity to a constituent of the Company or have personal dealings with a constituent in the purchase or sale of bills of exchange, Government paper or any other securities.
- Guarantee in my private capacity the pecuniary obligation of another person or agree to indemnify in such capacity another person from loss.
- Act as agent for an insurance company otherwise than as agent for or on behalf of the Company.
- Engage in any other commercial business or pursuit either on my own account as agent for another or others. Accept or seek any outside employment or office whether stipendiary or honorary.
- Undertake part-time work for a private or public body or private person, or accept fee thereof.

I hereby confirm that I have read, understood and signed the Statement of Ethics & Business Practices and confirm to abide by the same.

Signature:

Name:

Father's/Husband's Name: _____

Employee No:

CNIC #:

Date: