

CHAPTER - VI**PRACS CONDUCT RULES****6.1 Conforming to Rules and Regulations**

Every employee shall conform to and abide by the rules and regulations of the Company and shall observe, comply with and abide all orders which may from time to time, be given by any officer under whose jurisdiction, superintendence and control he may, for the time being, be placed.

6.2 Gifts & Awards

- 6.2.1 No employee shall accept or permit any member of his family to accept from any person, including representative of a foreign State, any gift in any form or kind, the receipt of which may place him under any form of official obligation to the donor.
- 6.2.2 If due to exceptional reasons, a gift cannot be refused, the same shall be immediately reported and be deposited by the employee with the Company. The fate of such gift shall be decided by the Managing Director.
- 6.2.3 If any question arises whether receipt of a gift places an employee under any form of official obligation to the donor, the decision of the Managing Director shall be final.
- 6.2.4 No employee shall, except with the approval of the Managing Director, accept a foreign award, title or decoration.

6.3 Lending and Borrowing

No employee shall lend money to, or borrow money from, or place himself under any pecuniary obligation to any person with whom he has any official dealings. Provided that the above provision shall not apply to dealing in the ordinary course of business with insurance companies, banks or other financial institutions.

6.4 Investments

No employee shall or permit his family to make any investment which is likely to embarrass or influence him in the discharge of his official duty.

6.5 Trade and Employment

No employee shall, except with the previous sanction of the Company, engage in any trade or undertake any employment or work other than his official duties, either in his own name or as ostensible owner.

6.6 Insolvency and Habitual Indebtedness

Every employee shall avoid habitual indebtedness. If any employee is adjudged or declared insolvent, he shall forthwith report his insolvency to the Managing Director.

6.7 Unauthorized Communications

No employee shall communicate or divulge directly or indirectly any official document or information to any other employee not authorized to receive it or to any other person or press.

6.8 Use of Political and Other Influence

No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Company or any Company's employee in support of any claim arising in connection with his employment as such, nor shall any employee approach, directly or indirectly, any Member of the National or Provincial Assembly and Senate for drawing any favour, privilege or benefit.

6.9 Taking parts in Politics and Elections

6.9.1 No employee shall take part in, subscribe in aid of or assist, in any way any political movement in Pakistan or relating to the affairs of Pakistan.

6.9.2 No employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or any way assist, any movement or activity which is, or tends directly or indirectly to be, subversive of Government as by law established in Pakistan.

6.9.3 No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere. Provided that an employee who is qualified to vote at such election may exercise his right to vote, but if he does so he shall give no indication of the manner in which he proposes to vote or has voted.

6.9.4 No employee shall permit any member of his family dependent on him to act in a manner in which he himself is not permitted under above Paras.

- 6.9.5 An employee who, in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of the above Para to take part in an election to such a body.
- 6.9.6 The provisions of Para 6.9.3 and 6.9.5 shall so far as may be, apply to election to local authorities or bodies, save in respect of Government servants required or permitted by or under any law, or order of the Government, for the time being in force, to be candidates for such elections.
- 6.9.7 If any question arises whether any movement or activity falls within the scope of the above Para, the decision of Managing Director shall be final.

6.10 Propagation of Sectarian Creeds

No employee shall propagate such sectarian creeds or take part in such sectarian partiality any favoritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feeling of discontent or displeasure amongst the other employees.

6.11 Nepotism, Favouritism and Victimization

No employee shall indulge in provincialism, parochialism, nepotism, favoritism, victimization and willful abuse of office.

6.12 Approaching Foreign Missions

No employee unless authorized by the Managing Director shall approach, directly or indirectly a Foreign Mission in Pakistan or any foreign aid-giving agency to secure for himself an invitation to visit a foreign country or to elicit offers of training facilities abroad.

6.13 Prohibition to marry foreign nationals

No employee shall marry or promise to marry a foreign national without prior approval of the Managing Director.

6.14 Representation by employees

No employee shall make any personal representation directly to a Director or to the Managing Director. Representation of an employee shall be submitted through his

immediate superior, if any. Joint representations are prohibited and shall tantamount as an act of misconduct on the part of all such employees making representations.

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