



## CODE OF CONDUCT

A code of conduct is addressed to and intended for employees, suppliers, contractors, vendors & all business associates. It usually sets out restrictions on behavior, and will be far more compliant or rules focused than value or principle focused.

**Honesty:** We will not make false commitments and will never deliberately mislead anyone. Being professionals, we will honestly perform our duties to our fullest potential, manage time effectively without being lousy or shy away from responsibilities and commitments.

**Promise Keeping:** We will go to great lengths to keep our commitments and will not make commitments that cannot be kept.

**Respect for Others:** We will be open and direct in our communication, and respect feedback. We shall honor and value the abilities and contribution of others, embracing the responsibility and accountability of our actions in this regard.

**Compassion:** We will maintain an awareness of the needs of others and act to meet those needs whenever possible. We will act in ways that are consistent with our commitment to social responsibility.

**Integrity:** We will live up to GO's ethical principles, even when confronted by personal, professional, and social risks, as well as economics pressures. We shall be fair in all our dealings.

**Positivity:** It includes an atmosphere of confidence, where all the staff is interested in each other, support each other, and project this confidence towards clients and customers.

**Sexual Harassment:** It is unlawful to harass a person (an applicant or employee) because of that person's sex. Sexual Harassment can include unwelcome sexual advances, requests for sexual favors and other verbal or physical harassment of a sexual nature.

**Office Politics:** Office politics arises when employees tend to misuse their power to gain undue attention and popularity at the workplace. If you really have the potential, there is nothing stopping you.

**Team Work:** A vital aspect of the workplace is working well with others. That includes everyone from peers to supervisors to customers. In many instances, those who are not considered "team players" can face demotion or even termination. On the other hand, those who work well with others often can advance on that aspect alone, with teamwork sometimes even outweighing performance.

**Improper Payments:** “kickbacks” or “bribes” intended to induce or reward favorable buying decisions and governmental actions are unacceptable and prohibited. Additionally, fudging figure for claims/expenses or getting involved in theft of product is a serious crime.

**Gifts:** No employee will accept/give any gift from/to any supplier, vendor, contractor or business associate of more than PKR 2,000.

**Acknowledgement:** As practice, all employees should acknowledge and respond to all forms of written communication within & outside the company.

**Respect for Law:** We will, at all times, operate within the laws, rules and regulations of the Islamic Republic of Pakistan. It is our policy to co-operate fully with relevant public authorities and regulatory bodies.

**Conflict of Interest:** Action taken by employees should be objective and based on the best interests of the Company’s, for example parallel working on another job or business during office hours is an absolute breach of company’s interest.

**Safety, Health & Environment:** GO is committed for providing a safe and healthy work place for our employees and visitors to our premises.

**Ethics in the Market Place:** The truth, properly told and presented, should be the objective of all promotional activity. Customers should be treated with respect and competition with peer companies should be fair and ethical.

**Drugs:** The use of intoxicating, addictive or illegal drugs on the job is prohibited. Smoking is prohibited in public areas of Pakistan and if desired, must be done in the designated smoking area.

**Disciplinary Action:** Employees are encouraged and supported to report any suspected wrong doing, in confidence, to the management or if in doubt, seek advice, normally from line manager.

Any employee who violates our ethical standards is subject to disciplinary action which can include oral or written reprimand, suspension or termination of employment.

GO is committed to develop and grow its business based on common principles that clearly assert its ethical standards and accountability. **GO is accountable to;**

- Shareholders, with the objective of striving to ensure good return on their investment and providing them complete and transparent information on a regular basis,
- Customers, with the commitment to supply quality products and services in strict compliance with accepted safety and environmental standards,
- Employees, with attention to their professional development and the promotion of health and safety in the workplace,
- Suppliers and Partners, in accordance with clear contractual terms and conditions,
- Civil Society, we endeavor to contribute to the social and economic development of the society at large, in compliance with local legislation and regulation.

We recognize the importance of trust, integrity and respect to our success as a business and we are committed to upholding high ethical standards in all our operations, in particular.

**Note: The above are linked with annual evaluation of GO.**

**Verification**

I, \_\_\_\_\_ have received and read the above & understand all of its terms and agree to be bound by the provisions contained therein.

Employees Signature: \_\_\_\_\_

Date: \_\_\_\_\_