



**TEKNOLEDGE
SHARED SERVICES**
Fusion of Knowledge & Technology

EMPLOYEES' CODE OF CONDUCT

Tropical Fish International (Pvt) Ltd wants to encourage a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior. The following is a list of behaviour that the company considers unacceptable. Any employee found engaging in this behaviour will be subject to disciplinary actions including warning, suspension, or dismissal:

1. Failure to be at the work place, ready to work, at the regular starting time.
2. Willfully damaging, destroying, or stealing property belonging to fellow employees or the company.
3. Fighting or engaging in horseplay or disorderly conduct.
4. Refusing or failing to carry out any instructions of a supervisor.
5. Leaving your work station (except for reasonable personal needs) without permission from your supervisor.
6. Ignoring work duties or loafing during working hours.
7. Reporting to work under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs onto company property.
8. Intentionally giving any false or misleading information to obtain employment or a leave of absence.
9. Using threatening or abusive language toward a fellow employee.
10. Marking another employee's attendance or falsifying any record.
11. Willfully or habitually violating safety or health regulations.
12. Failing to wear or have on person clothing or other Equipment and/or Tools considered mandatory for conforming to achieving Productivity or safety standards set by the company.
13. Being tardy or taking unexcused absences from work.
14. Not taking proper care of, neglecting, or abusing company equipment and tools.
15. Using company equipment in an unauthorized manner and / or removing Company equipment from company premises without logging in on proper documentation.
16. Possessing firearms or weapons of any kind on company property.

Further,

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 - I. "No employee shall seek or accept any commission, fee, gratuity or other personal cash benefit from any person or company in connection with the furnishing of goods or services to TFISL, nor shall the employee accept any non-cash benefit that may affect, or appear to influence, his or her business judgment and will place the employee under obligation to the donor"

- II. Every employee has the responsibility to report any known or reasonably suspected violations of the Company policies and code of conduct. Further, if an employee is concerned that circumstances could lead to a violation of a policy, they must report their concerns. This allows the Company to complete an investigation, take remedial action if necessary, and implement controls to prevent possible future violations.

To report possible violations of or concerns about the Code,

- a) You may report a potential violation to your immediate supervisor, who will be responsible for either addressing the situation or escalating it to the appropriate management individual in the Company via Telephone, Text, Fax or email.
 - b) If the potential violation involves your immediate supervisor, or if circumstances are such that it would be inappropriate to notify your immediate supervisor, you may report a potential violation to a higher level of management, up to and including the CEO of the Company, or to the Human Resources Department.
2. Violation of any other provisions or guidelines on acceptable Codes of Conduct including Sexual harassment and/or Coercion.
 3. Any employee who is in the supervisory capacity is strictly prohibited having a sexual relationship with any one of his/her subordinates, as it creates an unhealthy environment in the Company based on unfair expectations.
 4. Any employee should immediately report to the immediate supervisor or if the potential violation involves your immediate supervisor to the a higher level of management, up to and including the CEO of the Company, or to the Human Resources Department regarding any form of theft, requests of special favors for one self from staff, vendors, customers, suppliers or any relevant person to company's activities.

I, having read over and understood the above code of conduct I hereby agree to abide by the above regulations and if violated to accept the disciplinary procedure adopted by the Company.

Acknowledgement

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Name of the employee

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Signature of the employee

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Date