



Government of Sindh
Sindh Peoples Housing for Flood Affectees
(SPHF)



CODE OF CONDUCT/ STATEMENT OF ETHICS

1.1 Introduction:

The code of conduct is intended to serve as a guide for all SPHF staff in making decisions in their professional lives and at times in their private lives. By following this Code of Conduct, it is intended that all staff will contribute to strengthening the professionalism and impact of the work of SPHF. The Code is designed for guidance and protection, although a breach may result in disciplinary action (including dismissal in some instances) and, in some cases, may lead to criminal prosecution.

1.2 Scope of the code of conduct policy

All types of employees of SPHF shall abide by this policy of code of conduct, the core clauses of this policy shall be outlined in the employee's employment contract. All employees shall abide by the all laws, rules and regulations of the Company.

1.3 Beliefs and values of SPHF:

SPHF believes that all the human beings are equal in value and any manner of religion, sect, culture, ethnicity, language, Color, creed, social status, age, gender, sex, disability, geographical belonging, or any other discriminatory treatment.

1.4 Code of Conduct:

Employees should remember that they are a reflection of the company and are constantly being judged or otherwise appraised by everyone they come in contact with. All employees should conduct themselves with the highest degree of integrity and professionalism in the workplace or any other location while on the organization's operations.

- a. Every employee of the SPHF shall at all times maintain absolute integrity and devotion to duty.
- b. Every employee shall confirm and abide by this and/or any other rules of the SPHF as the SPHF may adopt from time to time.
- c. Every employee shall observe and comply with and obey all lawful orders and directions which may from time to time be given to him/her in the course of official duties by any person under whose supervision or control she/he may be working at the time.
- d. Every employee shall discharge his/her duties with utmost integrity, loyalty, and diligence.
- e. Except to his/her direct superior authorities, no employee shall divulge any secret or any matter pertaining to the affairs of the SPHF.
- f. All the books, records, papers, documents, articles, etc. belonging to the SPHF shall remain in the office premises of the SPHF and every employee shall see that these are safely kept and maintained at their proper place.
- g. Every employee shall keep the management informed of any change in his/her biodata including any degree/qualification acquired, marital status, dependents, postal address, telephone number etc.,
- h. Every employee holding a supervisory or managerial post shall take all steps to ensure utmost integrity and devotion to duty of all employees, for the time being under their own supervision and control and to extend respect to all of their Seniors, Peers and Juniors.

1.5 Human Rights:

Bungalow No.20, Block 7/8, Modern Cooperative Housing Society, Tipu Sultan Road, Karachi

Ph: + 92 99334120, 99334119, 34300117

A company setup under section 42 of Companies Act, 2017

JAWAID AHMED
Company Secretary
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SPHF supports the internationally proclaimed human rights including UN declaration and convention on human rights. SPHF shall respect the personal dignity, privacy and rights of each individual and interact with them during the course of work and shall not in any way cause or contribute to the violation or circumvention of human rights.

1.6 Confidentiality:

Every employee in the Company has a duty of confidentiality by law and written agreement. He/ she must keep confidential all the organization and other matters that could provide third parties with unauthorized access to confidential information.

The duty of confidentiality also applies after the conclusion of employment or contractual relationship with SPHF for as long as the information is considered to be sensitive nature or in any other way confidential.

1.7 Dual Employment:

SPHF does not ordinarily allow its employees to hold another position, full time or part time, to carry out work for with other employer.

You will get written permission from SPHF management, if you work as freelancer or part time job somewhere else.

1.8 Occupational Health, Safety and employee Security:

SPHF shall take care of health, safety and employee security to promote good health and a safe working environment in compliance with internationally recognized standards. The employees share the responsibility for achieving this goal. We shall do our utmost to control hazards and take necessary precautions to prevent accidents and occupational disease.

1.9. Integrity and Honesty:

At SPHF, we consider integrity and honesty to be fundamental principles that guide our behavior and decision-making. We are committed to maintaining the highest standards of ethical conduct in all our business activities.

1.10 Professionalism and Respect:

SPHF foster a culture of professionalism and mutual respect. Treat all colleagues, clients, customers, and stakeholders with courtesy, dignity, and consideration. Discrimination, harassment, or any form of disrespectful behavior will not be tolerated.

1.11 Conflict Resolution:

At SPHF, we value a collaborative and respectful work environment. Conflicts may arise in any workplace, but our commitment to resolving them in a fair and constructive manner is paramount.

1.12. Environmental responsibility:

At SPHF, we recognize the importance of environmental responsibility and sustainability. We are committed to minimizing our environmental impact and contributing to a healthier planet. All employees and representatives are expected to comply with local, national, and international environmental laws and regulations. Efficiently use natural resources, such as water, energy, and raw materials, to minimize

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waste and reduce our environmental footprint. Implement and support initiatives that promote resource conservation within the workplace.

1.13. Social Responsibility:

SPHF believe that every employee plays a crucial role in contributing to the social responsibility of our organization. By embracing a commitment to social responsibility, each team member helps us build a positive impact on society. Demonstrate ethical behavior and integrity in all professional activities. Uphold honesty, transparency, and fairness in your interactions with colleagues, clients, customers, and stakeholders.

1.14. Relation to Community and Public Authorities:

Community shall be met with insight, respect and understanding. You should always try to fulfill the needs of the community in the best possible manner, within the guidelines for organizational ethics that apply. Community's personal information shall be protected in accordance with the relevant laws on protection of personal data.

1.15. Alcohol, narcotics etc.

All employees shall make sure they are not allowed to use, sale, possession, manufacture, dispensing or distribution of alcohol, unauthorized drugs, or controlled substances by any employee in SPHF premises is prohibited.

1.16. Office Decorum:

- a. Workplace formalities:
 - Use of internet, as per IT policy
 - Office culture: shall be professional and respectful for each and every employee.
 - Formal Language: shall be courteous and reserved.
- b. Dress Code:
 - Please refer clause 8.2 'Dress Code' of HR Manual.

1.17 Daily Attendance:

Please refer clause 8.3 'Employee Attendance' of HR Manual.

1.18 Working days and hours:

Please refer clause 8.1 'Work Schedule' of HR Manual.

1.19 Working Environment:

SPHF shall be a professional workplace with a healthy working environment. Any physical violence to any employee by any employee shall be treated as severe misconduct that may be caused to major penalty including termination.

We do not tolerate degrading treatments towards any employee, such as sexual harassment or discriminatory gestures, language, or physical contact that is sexual, coercive, threatening, abusive or exploitative.

1.20. ANTI CORRUPTION AND BRIBERY:

SPHF is firmly opposed to all forms of corruption including taking or giving bribe. SPHF shall never allow its employees accepting offer of illegal or inappropriate



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monetary gifts or other remuneration in order to achieve targets of personal advantages for yourself or others. Nor shall you use agreements with middleman to channel payment to anyone in such a way that may be interpreted as corruption.

1.21. Gifts and Business Courtesies:

All gifts, hospitality, or entertainment offered or received must be reasonable, proportionate, and comply with applicable laws and regulations. Any gifts received with monetary value more than Rs. 10,000/- must be reported to Chief Executive Officer.

1.22. Property and Assets/ Tangible property:

The property and assets of SPHF, e.g building & equipment, shall be managed and safeguarded in an appropriate manner.

1.23. Intellectual property:

Intellectual property such as know-how, methodology, concepts, and ideas are important to SPHF success in the job market. If you are involved with intellectual property, you shall protect and administer it in the interest of the company. You shall also respect the intellectual property rights of others and to avoid contravention of such rights.

1.24. CONFLICT OF INTEREST

It is the policy of SPHF to conduct its affairs with integrity, honesty, and transparency. All individuals associated with the organization are expected to act in the best interests of the organization and avoid any conflicts of interest that may compromise their judgment or impartiality.

1.25. Misconduct:

Misconduct is an offensive wrongful or unlawful conduct motivated by intended or intentional purpose of one's act. All the categories and types of SPHF employees shall bond to comply the rules in particular and without prejudice to the generality of the term 'misconduct' the following acts of omission and commission shall be treated as misconduct:

- ✓ Theft, fraud or dishonesty in connection with the business or property of SPHF or with the property of any person within the premises of the SPHF.
- ✓ Taking or giving bribes or any illegal gratification.
- ✓ Withholding of or furnishing of false information regarding name, father's employment at the time of taking/ seeking employment or change in such information during the course of employment.
- ✓ Acting in a manner prejudicial to the interest of SPHF.
- ✓ Insubordination or disobedience, of any lawful orders of a superior whether such insubordination or disobedience be in combination with others or not.
- ✓ Absence without leave or over-staying beyond the sanctioned leave.
- ✓ Absence from the appointed place of work without permission or sufficient cause.
- ✓ Commission of any act which amounts to a criminal offense involving moral turpitude.
- ✓ Damaging any property of SPHF.
- ✓ Habitual late or irregular attendance.
- ✓ Neglect of work or negligence in the performance of duties including malingering or slowing down of work.
- ✓ Riotous or disorderly or indecent behavior whether within the premises of the SPHF or outside such premises where such behavior is related to or connected with his/her employment.

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- ✓ Making personal representation to person's or bodies outside the SPHF weather official or otherwise, on matters connected with the affairs of the SPHF or personal grievances against the organization.
- ✓ Making representation or sending grievances, objections, etc. to members of the Management except through the proper channel.
- ✓ Not keeping the management informed about any criminal proceeding launched or pending against him/her.
- ✓ Not informing the management regarding detention in police or judicial custody of whatsoever grounds either before or during the course of employment with the SPHF.
- ✓ Striking work either singly or along with others in contravention of the Service or the Employee Relations Rules & Regulations for the time being in force or inciting or forcing any employee of the SPHF to strike work.
- ✓ Not taking reasonable precautions to safeguard the SPHF property to prevent accident or damage to it.
- ✓ Any irresponsible action resulting in damage to the goods or property of SPHF.
- ✓ Interfering with tampering, altering or fabricating records of the SPHF
- ✓ Refusal to accept the charge sheet from the SPHF.
- ✓ Possession of any lethal weapon within the premises of the SPHF or if found to possess any such unauthorized weapon during course of employment with the SPHF.
- ✓ Writing anonymous letters or criticizing the staff of the SPHF.
- ✓ Consumption of any intoxicants or drugs during the course of duties.
- ✓ Refusal to appear or to cooperate in any inquiry ordered by the management in accordance with these rules when summoned by the inquiry officer/ Committee.
- ✓ Distribution within the premises of SPHF of handbills/ papers/ pamphlets/ posters etc., except those connected with work of the SPHF without the previous permission in writing of the Management.
- ✓ Not wearing or refusal to wear any uniform while on duty as prescribed by the SPHF.
- ✓ Not following or refusal to follow any instruction whether general or special or any law requiring any procedure to be followed for the health and/or safety of the clients and members of the SPHF.
- ✓ No employee shall, unless previously authorized in writing by the Management in this regard, either receive or pay, whether in cash or by other method, any money on behalf of SPHF or sign any documents on behalf of the SPHF.
- ✓ Any other matter that may be prescribed.

1.26. Violation of Code of Conduct, Policies and Procedures

Major or minor penalties, depending upon the nature and gravity of employee misconduct, may be imposed as disciplinary actions in case an employee is found guilty of misconduct or for any good and sufficient reason.

(I) Minor Penalties:

- (a) Warning
- (b) Explanation
- (c) Fine
- (d) Stoppage of increment
- (e) Stoppage of confirmation or promotion
- (f) Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the SPHF by the negligence of the employee.

II). Major Penalties:

- (a) Dismissal from Service/ termination of contract of appointment.



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All employees will certify that the all the policies, rules and regulations of the Company are read and understood by them.

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