



Making Pakistan Resilient

NATIONAL DISASTER RISK MANAGEMENT FUND

CODE OF CONDUCT

(Approved in 10th Board Meeting held on 23rd October, 2018)

Chief Executive Officer

Company Secretary



Code of Conduct

The Code of Conduct sets out the Company's objectives and its responsibilities to various stakeholders and the ethical standards required from its Directors and employees to meet such objectives and responsibilities.

Financial Disclosure

All transactions should be accurately reflected in the books of accounts according to applicable accounting principles. Falsification of Company's books, any of the recorded bank accounts and transactions is strictly prohibited subject to the prevailing laws of Pakistan.

Conflict of Interest

The Directors and employees of the Company must recognize that in the course of performing their duties, they may be out into a position where there is a conflict in the performance of such duty and a personal interest they may have; provisions of the Conflict of Interest Policy shall be applicable. It is the overriding intention of the Company that all business transactions conducted by it be on arm's length basis.

Compliance with Laws, Directives & Rules

Compliance with all applicable laws, regulations, directives, and rules applicable in the areas of operations, including those issued by the Board of Directors and Management.

Confidentiality

Confidentiality of the Company's internal confidential information must be maintained and upheld, which includes proprietary, technical, business, financial, procurement, fund implementation partners and employee information that is not available publicly.

Conduct of Personnel in Dealings with Government Officials

The Company shall deal with the Government officials fairly and honestly and within the ambit of the applicable laws, in order to uphold the Company's image.

Business Integrity

The Directors and employees will strive to promote honesty, integrity and fairness in all aspects of Company's interaction and their dealings with vendors, contractors, consultants, fund implementation partners, including but not limited to, Government officials.



Chief Executive Officer



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Time Management

The Directors and the employees of the Company shall ensure that they adopt efficient and productive time management schedules.

Gifts, Entertainment & Bribery

The Directors and employees shall not give or accept gifts, entertainment, or any other personal benefit or privilege that could influence business dealings.

Health, Safety & Environment

The Company, its Directors and employees will endeavor to exercise a systematic approach to health, safety and environmental management to be adopted and exercised by its fund implementation partners in order to boost performance indicators.

Involvement in Politics

Company shall not make payments or other contributions to political parties and organizations. Employees must ensure that if they elect to take part in any form of political activity in their spare time, such activity does not and will not have any adverse effects on the Company and such activities must be within the legally permissible limits.

Equal Employment Opportunity

It is the policy of the Company to provide employment opportunities without regard to gender, race, religion, color, age or disability subject to merit and suitability of the candidates for the job.

Compliance & Corporate Governance

All Directors and employees must understand and adhere to the Company's business practices and Code of Conduct. They must commit to individual conduct in accordance with the Company's business practices and Code of Conduct and observe both the spirit and the letter of the Code while dealing on the Company's behalf.

Accountability

Failure to adhere to the Company's business practices or Code of Conduct may result in disciplinary action, which could include dismissal.



Chief Executive Officer



Company Secretary