

Code of Business Principles

The aim of this policy is to establish the principles by which the employees conduct business on behalf of PPDCL.

1. Policy

PPDCL ensures that administrative policies are based on principles of fairness and justice and conform to the best practices to help enhance harmony and promote a conducive and supportive work environment for all employees.

2. Responsibilities

The Manager HR & Admin is responsible to

- Ensure that the principles embodied in this policy are communicated to the employees during the time of orientation.
- Ensure the complete adherence to all these policies by employees

The immediate supervisors are responsible to:

- Ensure that these policies are understood and observed by all employees

3. Procedure

Office Norms

- Punjab Power Development Company Limited strives to maintain a high standard of professionalism at the workplace. All Staff should be punctual and regular for work.
- During meal times clutter and noise of plates and spoon should be avoided. Usage of napkins/tissues/spoon and fork is encouraged.
- Each employee should treat his/her colleague/juniors and seniors with integrity and respect. Everybody is required to speak in a low voice at the work place

Use of Mobile Phones

- All employees should switch off their phones during meetings and should reduce their ring tone volumes when at **office premises**.
- **Courtesy, decency and politeness** are encouraged by PPDCL in the use of mobile phones.

Staff Health

- PPDCL while maintaining its image of the Best Employers Choice intends to ensure that the hygienic conditions and physical working environment and cleanliness in its premises are maintained at a high standard.

- Every employee is required to be considerate while using washrooms which must be kept clean at all times and support staff should be promptly informed in case of unclean or un-healthy situation.

Conflicts of Interest

- PPDCL expects its employees to avoid any personal activities and financial interests, which may conflict with their commitment to effectively performing their jobs. The staff members are strictly prohibited to conduct any personal financial transactions with clients of any nature, or to accept any gifts from the clients. For the latter, permission of CEO may be obtained if the receipt of gifts is in the interest of PPDCL and maintaining good working relationship with the clients.
- PPDCL employees may not undertake any business or employment, for which they are paid in cash or kind, except with the prior permission of the Chief Executive Officer. The employee may apply in writing to the Chief Executive Officer through the Manager HR & Admin. Employees are liable to disciplinary action if they undertake any employment or business without written permission.

Confidentiality

PPDCL conducts its business with honesty and integrity and with respect for the interests of those with whom it has relationships. It is vitally important that all employees maintain the utmost confidentiality with regard to the subjects declared restricted or confidential by PPDCL. In this respect, it is the responsibility of all employees to ensure that PPDCL work files are returned to their appropriate location at the end of each working day.

Smoking

- PPDCL aims to provide freedom of thought and actions limited to its interest. It prohibits smoking within the office premises strictly but allows smoking at areas that are specifically designated for the purpose.
- Employees will make sure that they do not leave cigarette butts, tobacco or ashes on the sidewalks or entryways.