

CODE OF CONDUCT OF TECHNOLOGY UPGRADATION AND SKILL DEVELOPMENT COMPANY

Technology Upgradation and Skill Development Company (TUSDEC), a wholly owned subsidiary of Pakistan Industrial Development Corporation (PIDC)), makes it mandatory for all its directors and employees to perform their duties and responsibilities in accordance with its established Code of Conduct ("the Code"). The Code is based on the following basic principles:

- i. All concerned should perform their duties and responsibilities with honesty, integrity, moral ethics and diligence.
- ii. They should ensure confidentiality and deter misuse of confidential or inside information entrusted upon them for their own or any others' benefit.
- iii. They should prevent and avoid dealings or transactions that may lead to any conflict of interest.
- iv. They should act as professionals with knowledge, expertise and due care.

TUSDEC will be guided by the following principles in its pursuit of excellence in all activities for attainment of the organizational objectives:

AS DIRECTORS:

- To monitor the objectives, strategies and overall business plan of the company.
- Oversee that the affairs of the company are being undertaken prudently within the Framework of existing laws & regulations and best business practices.
- Ensure compliance of legal and regulatory framework requirements.
- Protect the interest and assets of the company.
- Maintain organizational effectiveness for achievement of organizational goals.
- Foster congenial and conducive working environment through responsive policies.
- Ensure that company's interest is paramount.
- Transparency in the functioning of the company.

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- Ensure efficient and effective use of company's resources.
- Ensure confidentiality, and deter misuse of confidential or inside information for their own or any others' benefit.
- Avoid dealings or transactions that may lead to any conflict of interest.

In addition to the above, it is hereby confirmed that Directors have gone through the Public sector companies (Corporate Governance) Rules, 2013, which are duly understood by the directors of TUSDEC and thus:

- Undertake for eligibility and compliance with the:
 - ✓ fit and proper criteria as laid down in Annexure to the Public sector companies (Corporate Governance) Rules, 2013 under Rule 3(7)
 - ✓ Section 3 of the Public sector companies (Corporate Governance) Rules, 2013, as applicable.

AS EMPLOYEES:

- Follow the policy guidelines strictly adhering to the rules and procedures as approved by the Board or any Committee of the Board.
- Strike and work diligently for profitable operations of the company for maximizing shareholder's value.
- Ensure customers satisfaction through excellent products and Impeccable services.
- Promote a culture of excellence, conservation and continual improvement.
- Cultivate work ethics and harmony among colleagues and associates.
- To be initiatives and self-reliant.
- Institute commitment to healthy environment.
- Productive devotion of time and efforts.
- Promote and protect the interest of the company and ensure that company's interest supersedes all other interest.
- Exercise prudence in using company's resources.
- Observe cost effective practice in daily activities.
- Strive for excellence and quality.
- Avoid making personal gains (other than authorized salary and benefits) at the company's expense and also avoid participating in or assisting activities which compete with TUSDEC.
- Ensure confidentiality, and deter misuse of confidential or inside information for their own or any others' benefit.

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- Avoid dealings or transactions that may lead to any conflict of interest.
- Efforts to create succession in related areas would be appreciated /encouraged.