

SCBS Business Ethics Code

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Introduction

Since its founding, SCBS (Pvt) Ltd business practices have been governed with integrity, honesty, fair dealing and compliance with the laws and regulations.

Business ethics code of SCBS (Pvt) Ltd prescribes certain non-negotiable minimum standards of behavior and practices in key areas.

This code represents a frame of reference against which to measure any activities. For example SCBS will ensure that any supplier or business partner with whom we work also comply with our ethics code.

Section 1 – Compliance with Laws, Rules and Regulations

This code of business ethics is aligned with country's laws and ethical guidance of our customers. Every employee is expected to fully understand and practice the rules and regulations of the company and where appropriate seek guidance from company's management when in doubt. In any case there should be no compromise on rules and regulations of the company. Failing to comply with rules may initiate a disciplinary action. Senior management of the company will oversee the compliance and make sure that rules and regulations are being followed and in case of any compromise it may entail the disciplinary action.

Section 2 – Ethical Practices

2.1 Corruption and Bribery

WE CONDEMN ANY SORT OF BRIBERY AND CORRUPTION

Employees should never, directly or indirectly, offer or accept any type of bribe in order to get or retain any business or advantage from third parties or within the organization. Improper benefit maybe in form of money, gifts, employment or any other similar benefit. Any sort of favor in order to get preferential treatment is prohibited. A non-compliance with this rule may initiate the disciplinary action.

2.2 Nepotism

WE DISCOURAGE NEPOTISM

Employees' relatives or friends will have to go through similar standard criteria for recruitment as applied for all. No favors should be given to relatives or the friends of employees that may compromise the merit. Any attempt to compromise the rules and regulations of the company to accommodate the relatives or blood relation will be violation of this code. Any employee found in nepotism will be liable to disciplinary action.

2.3 Fraudulent or Un-ethical Practices

WE BELIEVE IN ETHICAL AND HONEST BUSINESS

Employees should never engage in a fraudulent or any dishonest practices that may harm the reputation of company. Fair and honest dealing should be practiced. Willful neglect of rules and regulation to damage the company's assets, these include tangible and intangible assets, know-how, confidential or proprietary information or negligence causing any damage to clients may entail a disciplinary action.

2.4 Harassment or Discrimination

WE ENCOURAGE THE DIVERSITY AND RESPECT THE PERSONAL DIGNITY OF EMPLOYEES

SCBS fully believes and practices the human right charter. There should be no segregation between the employees based on their, but not limited to,

- Caste
- Creed (Religion)
- Color (Race, Ethnicity or country of origin)
- Age
- Gender
- Marital Status

Hence employees must not discriminate between themselves on the basis of above mentioned categories. Workers shall work in an environment of mutual respect and avoid harassment of fellow workers. Harassment includes any verbal, visual, physical action that intimidates and offends others. Company considers below given list but not limited to as an act of harassment,

- Sexual harassment
- Offensive language or jokes
- Racial, ethnic, gender or religious slurs
- Degrading comments
- Intimidating or threatening behavior
- Showing hostility towards others because of individual characteristics

Any failure to observe this rule may entail a disciplinary action. Employees can complain in case of any discrimination to senior member of the organization.

2.5 Confidential Information

WE VALUE AND SAFEGUARD PERSONAL PRIVACY OF OURS AND OTHERS

Employees should safeguard company and client's interests and secrets and not disclose any confidential information about the company or our clients unless required under law. Employees should take care to avoid any unintentional disclosure of confidential information.

2.6 Environment Protection

WE VALUE OUR ENVIRONMENT, IT'S THE ONLY HOME WE HAVE

SCBS believes in sustainable development i.e. economic development without the depletion of natural resources. We strongly believe that in no case damage should be done to natural environment, any practices that may cause problem in environment should be monitored and improved so as to minimize the damage or alternative methods will be employed to ensure no damage to the environment. Any chemicals or reagents being used should be stored in a proper and safe place and methods of their usage and disposal must be followed all the time. Employees are encouraged to take measures to avoid any practice that might cause problems in environment.

2.7 Company's Assets Protection

WE PROTECT AND DON'T MISUSE COMPANY'S ASSETS

Company relies on employees to use company's assets honestly and efficiently. The company's assets include reputation of the company, raw materials, furniture and machines, information and communication systems, vehicles, company's funds etc. The company's assets should be used only for legitimate business purposes and not for personal purposes and should be protected from damage, loss or theft. Misuse of company's assets is a violation of this code and will be dealt accordingly.

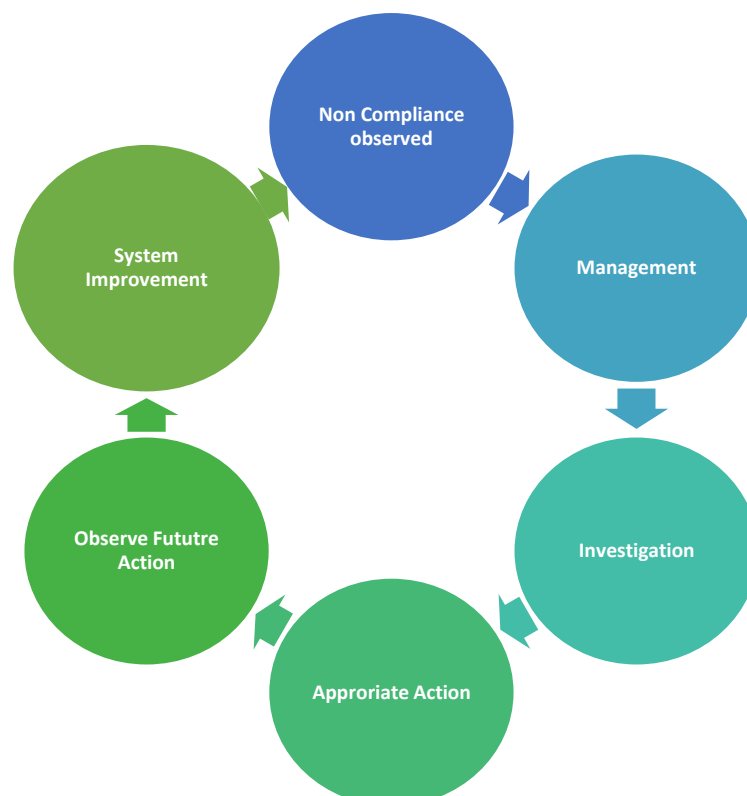
2.8 Health and Safety

HEALTH AND SAFETY OF OUR EMPLOYEES IS OF UTMOST IMPORTANCE

SCBS acknowledges its moral and legal responsibility to provide a safe working environment to its employees to ensure safe and smooth business activities. A comprehensive Health and Safety policy is in place which shows SCBS' commitment towards a healthy and safe environment.

Section 3 – Reporting the Non Compliance

Employees shall report any non-compliance directly to the CEO. Where appropriate this will be kept confidential. This is expected from employees that they will report the non-compliance in good faith and will raise genuine concerns.



Section 4 – Failure to Comply

Its employee's responsibility to fully understand and comply with this code of ethics and when needed seek guidance from the administration regarding any issue. SCBS expects its employees to be fair and just in their duties and avoid any misbehavior and dishonesty that may compromise the reputation of the company or the employee. Failure to comply with rules and regulations may result in appropriate disciplinary action, including the possibility of dismissal according to the severity of the failure, if warranted, legal proceeding and criminal charges.

NOTE

This document is intended to provide information in respect of SCBS Office policies, procedure, standards or guidance and will be periodically updated to reflect any changes due to business requirements or infrastructure. This document **MUST** be reviewed and approved by the designated SCBS Office approver(s) to ensure technical accuracy and business validity.



Signed By -----

Date April 9, 2019