

**Saudi Pak Leasing Company
Limited**

STAFF CODE OF CONDUCT

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INTRODUCTION

The code of conduct applies to all Saudi Pak Leasing Company staff. The code outlines in one document the guidelines for staff conduct. It provides guidance on how to exercise good judgment in ethical matters, and it includes practical examples to illustrate how the rules can be applied. This Code also applies to Contractual staff employed by the Company.

OBJECTIVES

To establish a standard set of rules and regulations for the entire staff whereby all Company employees will adhere to and adopt such rules and regulations as a standard code of conduct for all employees.

COMPLIANCE WITH THE CODE

You must take personal responsibility for being familiar with the Code and you must be aware that failure to comply with the Code will result in disciplinary action by the Human Resource Department (HR). Supervisors have additional responsibilities to support employees in maintaining required standards of behavior and conduct through:

- Leading by example and assisting employees to understand the Code; and
- Raising and resolving instances of a breach of the code immediately upon direct observation or upon a concern being raised

PERIOD OF OPERATION

This policy in respect of employee's conduct, rules and regulations will remain in force until amended.

CODE OF CONDUCT (RULES & REGULATIONS)

Conduct Standards

This section of the Staff Code of Conduct sets out the conduct standards of behavior in the workplace with which you must comply. An employee, who is guilty of one of the following, or similar forms of misconduct, may be given a verbal warning at the first occurrence thereof. The issuing of a severe or written warning may be alternative forms of disciplinary action for misconducts depending on the evidence, circumstances and seriousness of each situation. An employee may even be dismissed for repeated minor forms of misconduct. Each transgression will be dealt with on own merit in all instances.

1. Compliance with all Company Rules, Regulations and Policies

You are required to observe and comply with all Company Rules, Regulations, Policies and Procedures at all times during the course of your employment with Saudi Pak Leasing Company Limited (SPLC).

2. Professional Conduct

Your personal and professional behavior must conform to the standards that could reasonably be expected of such persons employed or associated with the Company including a commitment to professional standards.

- Absence from the workstation or leaving the department during working hours without permission
- Intentional interfering with or obstructing other employees in the performance of their duties
- Unauthorized use and/or negligence in the use of and/or use for purposes not related to the business or job function and/or abuse of internet, e- mail and computer hardware and software facilities.
- Late coming or overstaying in restrooms at tea or lunch breaks
- Not wearing prescribed formal attire
- Failing or neglecting to advise your employer of your absence
- Wasting time or loitering in toilets or on company premises during working hours

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- Placing of notices on notice boards without permission from HR
 - Unauthorized soliciting or collecting contributions for any purpose whatsoever on company premises
 - Negligence or gross negligence in the performance of your duties or tasks

3. Respect and Support

3.1 Respect and Support for Others

In accordance with the SPLC values and behaviors, you must at all times treat other employees, clients, customers with respect, courtesy, fairness and equity, including making decisions that are procedurally fair and avoiding behavior which might create an unsafe or unhealthy environment. Examples of behavior that is unacceptable include:

- Causing unnecessary distractions to fellow employees or causing unnecessary confusion in the work place by, inter alia, unnecessary shouting, catcalls or demonstrations of any nature
- Disruptive behavior
- Horseplay, scuffling, running or throwing objects at any time on company premises
- Addressing abusive and/or obscene language at a fellow employee or Management representative, or a client, or in a client's presence
- Insubordination or blatant disrespect to management or clients

3.2 Equity and Diversity

Equality of opportunity and its underpinning principles, equity, diversity and social justice form the basis of all employment and policies, practices and benefits at SPLC.

Therefore, you must treat all staff members, clients, customers and other third party individuals in a fair, respectful and equitable manner regarding all aspects of the Company's business. Staff must ensure they contribute positively to an environment free of discrimination, harassment and sexual harassment. This requires the implementation of fair and transparent practices and decisions, not influenced by irrelevant and unlawful attributes, such as:

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- Direct or indirect discrimination on grounds including, but not limited to, race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, sexual orientation, age, disability, religion, conscience, belief, political opinion, culture, language
 - Harassment or victimization based on grounds included, but not limited to, race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, sexual orientation, age, disability, religion, conscience, belief, political opinion, culture, language

4. Conflict of Interest

A conflict of interest is a serious matter even if it appears to be based only on existing or potential perception. An **actual conflict of interest** is one where there is a real conflict between an employee's work duties and responsibilities and their private interests. A **potential conflict of interest** arises where an employee has private interests that *could* conflict with their work duties. A **perceived conflict of interest** can exist where a third party could form the view that an employee's private interest could improperly influence the performance of their duties, now or in the future. Actual, potential or perceived conflicts of interest must be identified, reported and appropriately managed. You must act with honesty, fairness and propriety at all times. You must not ask for or encourage commissions, the giving of gifts or benefits connected with performing your duties. You must not use your access to or knowledge of the Company policies, systems, processes or people to obtain advantages.

5. Integrity and Professional Responsibilities

5.1 Corrupt, Improper and Criminal Conduct

You must discharge your duties with honesty and integrity and refrain from any corrupt, improper or criminal conduct. The following are examples of such misconduct:

- Lending money to fellow employees for gain during working hours
- Unauthorized meetings
- Fraud

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- Using another person's identity card or permitting another person to use your identity card to enter company premises
 - Bribery
 - Dishonesty
 - Theft of company property and/or a fellow employee's property
 - Unauthorized possession of company property and/or a fellow employee's property
 - Falsification of the Employer's records
 - Threatening behavior
 - Refusal or failure to obey a lawful instruction
 - Misuse or removal from the Company premises without proper authorization, of employee lists, company records or the conveying of any confidential company information to third parties, which shall include information in respect of wages and other substantive conditions of employment
 - Deliberately making false reports or making false entries on any official company documents or records, e.g. log sheets
 - Immoral conduct or indecency on company premises and/or whilst on duty and/or whilst representing the Company
 - Misappropriation of Company property
 - Misrepresentation
 - Unauthorized use of another employee's password of any nature whatsoever

5.2 Confidentiality

Your employment contract requires that you keep SPLC's confidential information secret and take appropriate steps to prevent its unauthorized disclosure. These obligations apply equally to other people's confidential information (be they clients, customers or industry partners) which is provided to you as a result of your employment.

- Misuse or removal from the Company premises without proper authorization, of employee lists, company records or the conveying of any confidential company information to third parties, which shall include information in respect of wages and other substantive conditions of employment.

GLOSSARY

Adhere - *Believe in and follow the practices of, to stay attached.*

Blatant - *Completely lacking in subtlety; very obvious.*

Bribery - *An act of implying money or gift giving that alters the behavior of the recipient. It is the gift bestowed to influence the recipient's conduct. It may be any money, good, right in action, property, preferment, privilege, emolument, object of value, advantage, or merely a promise or undertaking to induce or influence the action, vote, or influence of a person in an official or public capacity.*

Catcalls - *A shrill whistle or shout of disapproval, typically one made at a public meeting or performance.*

Code of conduct - *A set of rules outlining the responsibilities of or proper practices for an individual, party or organization.*

Conform - *Comply with rules, standards, or laws; behave according to socially acceptable conventions or standards.*

Contractual staff - *A person employed in Contractual Service of Company, who will be employed for a period of eleven (11) months as per Service Rules 2012.*

Diversity - *The condition of having or being composed of differing elements, especially, the inclusion of different types of people (as people of different races or cultures) in a group or organization.*

Discrimination - *The prejudicial or distinguishing treatment of an individual based on his or her membership - or perceived membership - in a certain group or category. It involves the group's initial reaction or interaction, influencing the individual's actual behavior towards the group or the group leader, restricting members of one group from opportunities or privileges that are available to another group, leading to the exclusion of the individual or entities based on logical or irrational decision making.*

Equity - *Something that is fair and just.*

Entire staff - *Permanent and Contractual employees of the organization.*

Ethical - *Dealing with morals or the principles of morality; pertaining to right and wrong in conduct; being in accordance with, the rules or standards for right conduct or practice, especially the standards of a profession.*

Fraud - *An intentional deception made for personal gain or to damage another individual.*

Gross negligence - *An indifference to, and a blatant violation of, a legal duty with respect to the rights of others.*

Harassment - *It is behavior intended to disturb or upset, and it is characteristically repetitive. An intentional behavior which is found threatening or disturbing.*

Horseplay - *Rough, boisterous, or rowdy play.*

Inter alia - *Among other things.*

Integrity - *Concept of consistency of actions, values, methods, measures, principles, expectations, and outcomes, regarded as the honesty and truthfulness or accuracy of one's actions.*

Late coming – *An employee attending office after 9.15 am, as per Service Rules 2012.*

Loitering - *To stand idly about; linger aimlessly.*

Misappropriation - *To appropriate dishonestly for one's own use; embezzle; to appropriate wrongly*

Misconduct - *A wrongful, improper, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts.*

Obstructing other employees - *Prevent or hinder, be or get in the way of an employee.*

Overstaying - *Staying at office premises after hours, unless asked to.*

Prescribed formal attire - *Dress Pants, collared shirts and closed shoes as per Dress Code Policy.*

Misrepresentation - *To give a false or misleading representation of usually with an intent to deceive or be unfair.*

Scuffling - *Move in a hurried, confused, or awkward way, making a rustling or shuffling sound.*

Sexual harassment - *Intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors.*

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Social justice - *Justice exercised within a society, particularly as it is exercised by and among the various social classes of that society.*

Transgression - *A violation of a law, command, or duty; the exceeding of due bounds or limits.*

Working hours - *9.00 am to 05.30 pm from Monday to Friday as per Service Rules 2012.*