



(A Non –Profit Company setup under section 42 of the Companies Ordinance 1984)
A subsidiary of Pakistan Industrial Development Corporation (PIDC)

Code of Conduct

- a. All employees will duly come to the office, dressed neatly and properly. Employees are expected to be hard working, punctual and conscientious. Employees are expected to arrive at work and attend meetings on time and to notify their Group Leader in case of sickness or any other reason for absence beyond their control. Habitual absence without permission, late attendance and continuous negligence and inefficiency at work constitutes misconduct at PHSADC and may warrant disciplinary action by the Management. All employees will follow under mentioned dress code:-
- (1) **Office Dress.** Lounge suit with tie / safari suit /combination with tie / shalwar kamiz with waist coat of any sober colors. Company staff when working in display center / warehouse or handling weapons and equipment will wear overall combination as per company policy. No chapels with any dress are allowed. Head dress with any dress is optional.
 - (2) **Official Functions / Reception / Exhibition / Meeting of BOD including AGM.** Lounge Suit / Sherwani. Spouse of company staff may accompany to attend the official function / reception (if invited) at no expense to the company exchequer.
 - (3) **Lower Staff**
 - (a) **Driver.** Shirt and trouser with head gear as per the company policy. Two set of PHSADC uniform will be provided by PHSADC policy, the life of uniform will be six months. No washing and ironing allowance is permissible.
 - (b) **Peon / Office Boy.** Shirt and trouser / Shalwar kamiz with waist coat. Two set of PHSADC uniform will be provided by PHSADC policy, the life of uniform will be six months. No washing and ironing allowance is permissible.
 - (c) **Weapons Archives and Library.** Lounge suit with tie / safari suit /combination with tie / shalwar kamiz with waist coat of any sober colors. Archives and library staff when handling weapons will wear overall combination as per company policy. No chapels with any dress are allowed. Head dress with any dress is optional.
 - (d) **Warehouse Staff.** Overall combination as per the company policy. One overall combination uniform will be provided by PHSADC policy, the life of overall combination will be six months. No washing and ironing allowance is permissible.

Pakistan Hunting & Sporting Arms Development Company

Ministry of Industries & Production, Government of Pakistan

Plot No.73-74, Small Industrial Estate, Kohat Road Peshawar.

Tel: +92-91-9330251-9330252 Fax: +92-91-9330032

Email: info@phsadc.org web; www.phsadc.org

- (4) **Dress for Lady Staff Members.** Suitable dress as per our culture and traditions.
- b. During office hours, personal visitors will be kept to a minimum. After office hours or on Sundays, visitors will only be allowed in the reception or at best to display area. Personal visitors are not allowed to handle weapons or use computers or workstations under any circumstances. Employees can use another employee's workstation only with prior permission of the employee or HR.
 - c. Firing and testing at the PHSADC range is only limited for proofing and to the international buyers. no private guest is allowed at the range.
 - d. PHSADC employees are however permitted to participate in any shooting and hunting competition / event, subject to the approval of chairman / COO.
 - e. No employee will make any personal/professional commitment, which may be detrimental to the interest of PHSADC.
 - f. No employee will divulge confidential information, likely to affect PHSADC adversely, to any unauthorized person/organization.
 - g. No employee will take part in active politics.
 - h. No employee in any capacity will issue false, scandalous or incorrect Press or Public statement against PHSADC or its management, which may damage the goodwill and public image of PHSADC.
 - i. No employee will do private or personal work on PHSADC's premises without the permission of the Management.
 - j. No employee will misuse any amenity or amenities provided by the Management in his / her or another employee's favour.
 - k. All employees in the presence of visiting delegation, international buyer, client and stake holders, will behave in such a manner so as to enhance the goodwill and image of PHSADC.
 - l. No employee will accept presents/gifts of any sort from any person/party connected in any way with PHSADC's business, which are in excess of Rs. 1,000 in value excluding promotional giveaways.
 - m. Employees will submit details of personal / business expenses duly approved by respective General Manager / Group Leader, whenever such details are required under any PHSADC policy or procedures.
 - n. Employees are expected to manage subordinates in a fair and reasonable manner and encourage harmony and co-operation in the workplace.
 - o. Organization's stationery, files or any other property will not be used for private and unofficial reasons.

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- p. Employees are expected to use good judgment, adhere to high social and ethical and international standards and avoid conflicting situations.
- q. No employee will behave or act in a manner which is discriminatory or harassing to other employees based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, or any status protected by provincial and federal laws.
- r. The employee will return all the documents, equipment, cash or any other item to the superior on completion of his/her service.
- s. No weapon, ammunition, accessory, equipment, drawing or weapon, associated equipment, items on display and weapons and ammunition testing equipment will be taken out of the display center and warehouse, except brochures and promotional material, without the permission of Chairman / CEO / COO.
- t. All members of PHSADC must understand the basic premise in formation of the company of having national interest and international significance. All initiatives of PHSADC are directed towards up-gradation of dormant capabilities to an internationally recognized ability to participate and deliver in the international market of hunting and sporting arena.

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