

Code of Conduct

Code of Conduct is a statement and description of required Behaviours, Responsibilities, and Actions expected from employees of DIGITAL BROADCAST (PRIVATE) LIMITED. The purpose of this policy is to align employee conduct with the Organizational Values and Ethics that reinforce DIGITAL BROADCAST (PRIVATE) LIMITED Vision, Mission, Values, Procedures and Policies.

The Code of Conduct policy focuses on Professional, Legal, Ethical and Social Behaviours and is applicable to all employees as part of DIGITAL BROADCAST (PRIVATE) LIMITED. Compliance with this Code is a mandatory obligation for all employees to each other and to DIGITAL BROADCAST (PRIVATE) LIMITED. Breach of this Code or any requirements mentioned in this manual may result in disciplinary action.

1.POLICY

1.1. Equal Employment Opportunities

DIGITAL BROADCAST (PRIVATE) LIMITED shall provide equal employment opportunities to qualified individuals regardless of Race, Color, Ethnicity, Caste, Gender, Origin, Ancestry, Religion, Age, Disability, or Marital status in consistent with laws of the Islamic Republic of Pakistan.

1.2. Harassment at Work

Any kind of Harassment is strongly condemned by DIGITAL BROADCAST (PRIVATE) LIMITED at workplace based on characteristics protected by law, such as Gender, Race, Color, Ethnicity, Caste, Ancestry, Religion, Age, Disability or Marital status. The parameters explained in this policy ensure to prohibit harassment of any of its employees by anyone, including any Supervisor, Co-worker, Vendor, Client or Customer. To ensure complete practice of this policy, "workplace" also includes organization sponsored social events, work related travel or similar situations connected with employment.

DIGITAL BROADCAST (PRIVATE) LIMITED takes allegations of Harassment seriously, respond promptly to complaints and does not tolerate retaliation against individuals alleging or cooperating with an investigation of Harassment. Where it is determined that inappropriate conduct has occurred, DIGITAL BROADCAST (PRIVATE) LIMITED acts promptly to eliminate the conduct and impose corrective action.

1.3. Abuse and Violence

DIGITAL BROADCAST (PRIVATE) LIMITED requires all of its Employees, Departments or concerns to abstain / refrain from any sort of abuse, which could be Verbal, Physical, Sexual, and Emotional. "Workplace violence" refers to physical acts of violence or threats to harm a person or property. Abusive behaviours, whether verbal, psychological or physical, are also considered violence. More specifically: Verbal abuse can be using unwellcome, embarrassing, offensive, threatening or degrading language. Psychological abuse is an act, which provokes fear or diminishes a person's dignity or self-esteem. Violence against any Person, Property or Organization in any form, including but not limited to assault or battering, is prohibited.

1.4. Apolitical, Non-Sectarian Policy

DIGITAL BROADCAST (PRIVATE) LIMITED is a Non-Sectarian, Apolitical, Profit oriented business group working across Pakistan and internationally without regard to sectarian or political considerations in areas where we work. It is, therefore, necessary for all DIGITAL BROADCAST (PRIVATE) LIMITED employees, both individually and collectively, to abstain from any activity that may be perceived as aligning them or DIGITAL BROADCAST (PRIVATE) LIMITED “for” or “against” a sectarian or political cause, issue or faction.

Adherence to this policy is one of DIGITAL BROADCAST (PRIVATE) LIMITED major strengths. Employees at all levels are required to comply with this policy in order to preserve and enhance this organization's reputation and effectiveness.

Individuals may, of course, speak out as individuals on matters of personal concern, and this policy in no way abrogates that right. Care must be taken, however, to assure that such statements neither are made, nor are likely to be interpreted as being made, on behalf of DIGITAL BROADCAST (PRIVATE) LIMITED.

1.5. Alcohol and Drugs Policy

DIGITAL BROADCAST (PRIVATE) LIMITED maintains a work environment free from the Harmful effects of Alcohol and Drugs. In recognition of the serious consequences to DIGITAL BROADCAST (PRIVATE) LIMITED, all its employees are subject to the following:

a. Any employee who unlawfully Manufactures, Distributes, Dispenses, Possesses, Uses or is Impaired by a controlled/prohibited substance (like Alcohol, Sedatives, Weed etc) whether on or off the DIGITAL BROADCAST (PRIVATE) LIMITED property, will be subject to strict disciplinary action (even immediate termination).

b. DIGITAL BROADCAST (PRIVATE) LIMITED intends to vigorously enforce this Alcohol and Drug Abuse Policy. DIGITAL BROADCAST (PRIVATE) LIMITED reserves sole right to conduct a Drug test of any employee suspected of Violation of this policy.

1.6. Conflict of Interest Policy

DIGITAL BROADCAST (PRIVATE) LIMITED policy requires that each employee should be free of any personal interest that could influence his or her judgment or action in the conduct of organizational business or affect his or her responsibility to DIGITAL BROADCAST (PRIVATE) LIMITED. An employee must avoid situations that create or give rise or could give rise to a conflict of interest.

This policy is not intended to detail every situation that could give rise to a conflict of interest. A person with ordinary good judgment should know whether or not a particular activity involves an actual or potential conflict. Where there is a doubt, the matter should be brought to the attention of the Human Resource Department who will take action as appropriate.

No employee, during his / her employment with DIGITAL BROADCAST (PRIVATE) LIMITED, may serve as Board of Director, Employee, Partner, Consultant, Agent or representative of any organization where the potential for a conflict of interest exists/ may exist.

1.7. Involvement with Other Organizations

No employee shall have, directly or indirectly, a significant financial interest in, involvement with or obligation to, any business organization, which does or seeks to do business with DIGITAL BROADCAST (PRIVATE) LIMITED, unless the interest or obligation has been fully disclosed in writing to the employee's line manager, Human Resource Department and Departmental Head(s). It will help determine that the employee's duties for DIGITAL BROADCAST (PRIVATE) LIMITED will not require him to make decisions or take actions that could be influenced by such interest, involvement or obligation.

1.8. External Affiliations

A conflict of interest may also exist when an employee engages in an Independent Business Venture, Enrols into University / College, provide Products / Services for another organization to the extent that the activity prevents the employee from following the official timing / number of working hours and effort to the organization, required by his or her position. In such cases, the written approval of CEO, General Manager or respective Departmental Head(s) must be obtained.

1.9. Gift and Entertainment

No employee may accept, directly or indirectly, any gift or favour from an individual, private or public organization that exploit DIGITAL BROADCAST (PRIVATE) LIMITED in any way, except for promotional materials. The promotional materials may include Gifts and Entertainment Vouchers, Meals and Social Invitations that are in keeping with good business ethics and that do not obligate recipient or DIGITAL BROADCAST (PRIVATE) LIMITED. In addition, if a vendor offers Free or Reduced services or goods to an employee in exchange for a contract with DIGITAL BROADCAST (PRIVATE) LIMITED, this is considered as conflict of interest and must be immediately reported.

Payment of Commercial Transportation, Hotel Room or Other living and Traveling Expenses must not be accepted or permitted, except when travel and participation are as part of a group hosted by a supplier or customer representative, is business related and is promptly reported to management.

It is never permissible to accept a Gift in Cash, Cash Equivalents or Securities of any Amount. If there is any doubt as to whether it is proper or not proper to accept a Gift, Travel, Entertainment etc. respective Line Manager(s) should be consulted.

1.10. Misuse of Proprietary Information

Information (e.g. Future Business Plans, Commercial Ads details, Employee lists etc.) obtained as a result of employment that is not generally available to the public, may not be communicated to any individual(s) or organizations outside DIGITAL BROADCAST (PRIVATE) LIMITED during his / her employment period and till two years after retirement / separation from the services of DIGITAL BROADCAST (PRIVATE) LIMITED.

1.11. Misappropriation/ Embezzlement of Business

A conflict of interest may also exist when an employee, without the knowledge and consent of the DIGITAL BROADCAST (PRIVATE) LIMITED management, appropriates himself / herself to another person or organization to gain benefit of an arrangement of a business venture or potential opportunity. Any funds, intellectual property or physical assets of DIGITAL BROADCAST (PRIVATE) LIMITED used for any purpose other than DIGITAL BROADCAST (PRIVATE) LIMITED's business is considered as violation of Code of Conduct.

1.12. Resolving Questionable Situations

Any employee who is, or thinks he / she may be, confronted with a conflict of interest situation should immediately consult his Line Manager(s), Human Resource Department, Departmental Head(s) for the steps to be taken to correct or avoid the situation.

1.13. Slander and Defamation Policy

DIGITAL BROADCAST (PRIVATE) LIMITED Slander and Defamation policy provides an internal procedure to resolve work-related issues fairly. The work problems may be related to situations where employee feel that established Organizational Policies and Procedures have been violated or have not been consistently applied, or to other matters of serious concern to employees. This Slander and Defamation policy is only exercisable when it is established that grievance policy is not appropriate to follow.

It is also recognized, however, that situations may arise in which the staff member does not wish to go to the supervisor. In these cases, the staff member may arrange to discuss the problem with the Department Head(s) or Human Resource department. It is very important that staff members be assured that no matter whom they consult, their standing in the organization will not be jeopardized and supervisors will not retaliate against the employee for utilizing the slander and defamation reporting procedure. No anonymous applications can be entertained and allegations proven with intentions to disrepute or otherwise will be subject to disciplinary action if necessary.

1.14. Restriction on Work Outside DIGITAL BROADCAST (PRIVATE) LIMITED Policy

The primary responsibility of employees of DIGITAL BROADCAST (PRIVATE) LIMITED is the accomplishment of the duties and responsibilities assigned to one's position of appointment. External consulting or other outside employment that interferes with those duties and responsibilities is not acceptable. Outside employment must not create or result in conflict of interest or even the appearance of a conflict of interest, and it must not result in impairment of mental or physical capacity to perform the duties of university employment in a satisfactory manner.

No employee of DIGITAL BROADCAST (PRIVATE) LIMITED, shall undertake any form of outside employment or activity, whether remunerative (paid in some form or fashion) or volunteer, whether regular or sporadic, which prevents the performance of those primary responsibilities.