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**CENTER FOR AUTISM REHABILITATION AND TRAINING, SINDH (CARTS)**  
(Company set up under section 42 of the Companies Act, 2017)

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# Code of Conduct



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# CODE OF CONDUCT

This Code of Conduct is binding on all employees of the C-ARTS without any exceptions. All employees are required to obtain clear understanding and familiarize themselves with each Code.

## I. EMPLOYEE BEHAVIOUR

### 1. Compliance with the Applicable Laws

Compliance with all applicable laws, policies and procedures of C-ARTS is binding on all the C-ARTS employees. Each employee is expected to be familiar with the laws and policies as it applies to his/her job and management shall be responsible for providing of necessary instruction and advice as appropriate. Employees are expected to use good judgment and common sense in seeking to comply with all applicable requirements and to ask for advice from management when they are uncertain.

Any employee found guilty of a violation, will be liable to disciplinary consequences as per human resource policy.

### 2. Responsibility for the Image of C-ARTS

Image of the C-ARTS is determined by actions and by the way every employee presents and conducts himself/herself. Inappropriate behavior on the part of even a single employee can cause the C-ARTS considerable damage.

Every employee shall be concerned with the good reputation of the C-ARTS in all aspects of performing his/her job. Every employee must focus on maintaining the good reputation of and respect for the C-ARTS.

### 3. Respect for People

Each employee is entitled to fair, courteous and respectful behavior by his or her supervisors, subordinates and peers. C-ARTS will not tolerate discrimination or harassment based on race, sex, religion, regional/national origin, disability, age, family status or any other factor.

All employees shall conduct themselves in accordance with the letter and the spirit of these principles. Any person who believes he or she has been discriminated against or personally harassed should report the incident immediately to his or her senior or manager operations. They will arrange for the incident to be investigated impartially and confidentially.

### 4. Honesty and Integrity

Personal dignity, privacy, and personal rights of every individual shall be valued and respected. However, discrimination and harassment or offence shall not be tolerated. All employees shall perform their job duties and responsibilities honestly and ethically in dealing with employees internally and with C-ARTS stakeholders externally.



## **II. INTERACTION WITH OUTSIDE STAKEHOLDERS**

### **1. Offering and Accepting Advantages**

No C-ARTS employee may directly or indirectly offer or accept gifts, services or entertainment intended for the personal, in return for specific favorable decisions or behavior, either in monetary form or in kind.

‘Gifts’ will not refer to flowers and eatables like sweetmeats (mithai), chocolates etc, given by staff members in the C-ARTS as a whole, or institutional giveaways of nominal value.

Employees concluding contracts with consultants, intermediaries, agents, or third parties must ensure that no unjustified advantages is granted or accepted. No employee may use his/her job title to demand, accept or obtain advantages.

### **2. Avoiding Conflict Of Interest**

The C-ARTS considers it important to prevent its employees from compromising conflicts of interest or of loyalty in their professional activities. Such conflicts can come about if an employee is active on behalf of, or has interests in, another company or in any financial or non-financial activity. The few examples of conflict that must be declared and resolved include the following:

1. having a family interest in a transaction with C-ARTS or any supplier of the C-ARTS
1. hiring or encouraging others in the C-ARTS to hire a family member in any capacity who doesn't otherwise qualify on merit;
2. having an interest in a competitor or supplier of C-ARTS including acting as an officer, director, employee or consultant of any competitor or
3. making unauthorized use of the C-ARTS name or otherwise representing oneself as a representative of C-ARTS to the public, or public interest group regarding policies or positions;

Any employee wishing to know whether an outside business interest represents a conflict of interest must ask his senior for advice in advance.

## **III. HANDLING OF C-ARTS PROPERTY**

### **1. Exclusive Use of Assets**

Assets of the C-ARTS such as equipment, furniture & fixtures, autism material, spares, machinery, vehicles etc, are to be used exclusively for C-ARTS operations and activities, unless specifically authorized, as in the case of Company assigned laptops, mobile phones, etc.

### **2. Information Handling**

No employee shall be permitted without the consent of his/her superior to make copy of records, databases, recordings or reproductions unless this is done for the C-ARTS service activities and operations.



### **3. Records and Reports**

Open and effective cooperation requires accurate and truthful reporting. This applies equally to the relationship with employees, parents of children and other stakeholders. Any records and reports produced internally or distributed externally must be accurate and truthful.

### **4. Confidentiality**

Confidentiality must be maintained with regard to internal matters, which have not been made known to the public. The obligation to maintain confidentiality shall extend beyond the termination of the employment relationship.

### **5. Data Protection and Security**

C-ARTS propriety data and information, personal data of employees, children and others, may only be used insofar as this is necessary for predetermined and official purposes. High standards must be ensured with regard to data security against unauthorized access.

The use of the data must be transparent for those concerned and the rights of the C-ARTS must be safeguarded with regards to information and correction and, if applicable to deletion.

### **6. Electronic Media Usage**

C-ARTS provide access to and use of electronic mail and the Internet for business purposes. We do this to make it easier for C-ARTS employees to communicate with each other and with appropriate outside parties including suppliers and other institutions.

We must not use C-ARTS electronic media for any purposes that violate C-ARTS standards, policies or procedures.

## **IV. IMPLEMENTATION**

The management of C-ARTS shall ensure to communicate this Code of Conduct to all C-ARTS employees including its understanding and compliance by the employees on a regular basis.

The standards set out in the Code are general and do not address each and every situation which may confront employees at C-ARTS. Guidance on the application of the Code to particular situations should therefore be sought from management or from the Human Resources policy, as appropriate.



## V. COMMITMENT OF HIGHEST ETHICAL STANDARDS

As public sector employees we are required to ensure that our conduct meets the highest ethical standards when we are fulfilling our job description and work responsibilities;

We will:

1. abide by all applicable laws, rules and regulations, policies and procedures made effective from time to time at C-ARTS.
2. protect C-ARTS image and reputation through our behavior and conduct,
3. respect all C-ARTS employees and deal with them in a courteous manner.
4. deal honestly and ethically on behalf of C-ARTS in all matters.
5. refrain from offering or accepting advantages in return for favorable decisions.
6. ensure that services provided on behalf of C-ARTS are transparent, free from political and religious affiliations.
7. avoid actual or apparent conflicts with C-ARTS interests.
8. protect C-ARTS assets and promote their efficient and professional use.
9. not transmit information which incites racial hatred, violence, or other criminal acts at C-ARTS premises.
10. ensure the accuracy and integrity of C-ARTS all records and information and will protect C-ARTS confidential information by preventing of unauthorized access
11. use C-ARTS electronic media for professional purposes only.

We confirm that we have received, read, understood and will abide by the **C-ARTS Code of Conduct**.

Employee Name: \_\_\_\_\_

Job Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_