



1. **Preamble.** NRTC ethical principles and code of conduct elaborates company's mission, values, and principles aligned with standards of professional conduct. Code of conduct serves as a reference for NRTC personnel in decisions making. It defines parameters to act in daily operations, provide core values and overall company culture.
2. **Basic Principles.**
  - a. Honesty, authenticity, business discipline
  - b. Humility, respect, mutual understanding, loyalty
  - c. Consistency of our activity and expression, clarity
  - d. Cost-Conscious (avoiding waste)
  - e. Meeting customer expectations best
  - f. Practicing in compliance with the mission and achieving the vision
  - g. Adopting the spirit of institutionalism and ownership
  - h. Encouragement to the flexible thinking and acting against the event for the innovation and different thoughts, common sense and team spirit
  - i. Conducting productive activity in order not to damage environment by meeting the standards identified for the subject,
  - j. Protecting labour health and security are our fundamental principles
3. **Codes of Conduct.** The Board of Directors' Members and Employees of NRTC to:
  - a. Create working environment where each person acts respectfully with each other with kindness, sincerity, mutual tolerance in all activities and facilitate a clear exchange of ideas.
  - b. Act righteous and objective within the frame of vocational (professional) perspective for the relationships concerning business.
  - c. Comply with all acts, regulation, instruction, rules and settlements to which NRTC is subjected, and supervise for providing all NRTC employees to comply also within the framework of his/her duty, in their studies and private lives.
4. **Preventing Conflict of Interest**
  - a. Conflict of interest is the general designation of the cases in which the personal interest of the Board of Directors' members and employees of NRTC do not coincide



with the interest of NRTC, NRTC Board of Directors in principle cannot carry out commercial transaction and compete with the affiliated partnerships.

- b. The Board of Directors' members and employees of NRTC cannot be within the approach that arises conflict of interest with NRTC. In such cases, the situation is reported to the Board of Directors' and Institutional Management Committee.

#### 5. **NRTC Relations with the Third Parties**

- a. NRTC evaluates and chooses the institutions, distribution, business partners, suppliers, customers with which it desires to make a deal by applying proper method complying with the principles of transparency and equality by looking out for the interest of NRTC to offer best service in a very proper way.
- b. It is unacceptable for the Board of Directors' members and employees of NRTC to make individual agreements with the potential companies that NRTC may deal with, weakening the potential advantages of NRTC during the bargaining period and attempt to conduct activities causing this or transact financial transactions.
- c. NRTC expects that its suppliers should also have similar principles as the baseline, provides support on this matter and believes that a continuous cooperation will be established under these principles.
- d. Protecting Pak Armed Forces and NRTC interests forms a basis in all commercial activities of NRTC, and creating the competitive environment is sought within the context of applicable act, regulations and instructions in all kinds of transactions.

#### 6. **Rewards and Deductions**

- a. The Board of Directors' members and employees of NRTC (including their mother, father, brother, sister, child, and spouse) cannot claim or accept rewards, deduction and advantages, individual service or support from third parties, even for the purpose of charity that has the attribute that may affect the selection and decision of NRTC.
- b. Individual gifts and rewards offered by the authorities to which it is impossible to return it back will be recorded to the inventory account of NRTC and be maintained. In this context, it is inadmissible to undertake all kinds of transportation and accommodation costs, attending to social, cultural, sporting activities not relating to



the business by the third parties. If such an undertaking takes place it is required to make a payment to the third party according to the price prevailing in the market or to begin transaction for NRTC to bear it.

- c. Invitations (for example, lunch during meeting hours, cocktail arranged after lunch or a dinner during activities undergoing a few days) may be accepted which are related directly with the business interviewing or activities that have the attribute of joint study. Presentation material may be presented in small measure that may contribute for the publicity of NRTC.
7. **Personal use of NRTC Assets.** The Board of Directors' member and employees of NRTC cannot use NRTC's know-how, NRTC's goods and personnel for their personal purposes, other than services of NRTC. They preserve the goods belonging to NRTC and its customers, partners and suppliers.
  8. **Occasions for NRTC.** It is not acceptable for the NRTC employees to use the opportunities in relation with the activity fields of NRTC, NRTC authorities and facilities for their personal purpose and to compete with NRTC.
  9. **Confidentiality.** The Board of Directors' members and employees of NRTC protect the confidentiality of the information consigned to them by NRTC and/or belonging to NRTC except for the information that is required to be disclosed by the applicable laws or belonging to public. They cannot use this information for the personal interest of themselves or others.
  10. **Conducts against Official Institutions and Authorities.** It is not considered as a proper behavior to provide benefits in cash for the officials employed in public institutions for the purpose of providing job or other facilities.
  11. **Conducts before the Public Opinion.** Disclosures to be made in front of the public are conducted for the purpose to receive assurance of not harming the benefits of NRTC and that comply with its mission by interviewing with the authorities in advance.
  12. **Investor Relations.** NRTC makes reporting and gives information in accordance with the provisions of Securities and Exchange Commission of Pakistan.
  13. **Promotion for Reporting of Improper Behaviors.** The Board of Directors' Members and Employees of NRTC have the mission of right to ask, receive information related with the



principles and rules described in this document and to notify the infringements to NRTC Management. It is unacceptable for the person encountered bad and poor behavior who notified the actual infringement and it cannot be tolerated also the condemnations made against the truth and by hiding his/her real identity. NRTC employees should inform their managers in case where is the notification is not responded or having encountered any form of negative behavior.