



THE LAYTON RAHMATULLA BENEVOLENT TRUST

# Code of Conduct Policy



## **Code of Conduct Policy – Employees**

### **Confidential Information**

Employees will not either during his / her association / employment with the LRBT or after retirement / resignation / termination of such employment, divulge to any one any information relating to the matters of the LRBT.

### **Conflict of Interest**

Employees of the LRBT should not indulge in any activity which is likely to bring them in conflict with the interests of the LRBT or bring the LRBT in disrepute. However, if an employee is likely or has any conflict of interest; he / she must advise the LRBT in writing of such interest.

### **Gifts**

Employees must not accept any gifts or inducements from any person outside the LRBT, which could compromise the employee of the LRBT.

Details of offers of gifts or financial inducements from existing or potential suppliers or contractors of the LRBT must be recorded in writing by the employees.

### **Insider Dealings**

All employees of the LRBT are deemed to occupy a fiduciary position in relation to the LRBT, hence all laws in force in Pakistan relating to insider dealings or fiduciary positions will be applicable on them.