THE LAYTON RAHMATULLA BENEVOLENT TRUST

09.
Code of Conduct

S. No.	Description of Change	Approved by	Ratified by	Implementation Date
1	Initial policy release.	Board of Trustees 6 Nov 2020	-	1 Jan 2021
2	Amendment. Included Purpose, Scope, Review of policy and Use of LRBT Assets.	Chairman 31 May 2025	Board of Trustees 28 Jun 2025	1 July 2025

Code of Conduct

Purpose

This Code of Conduct outlines the standards of ethical and professional behavior expected from all LRBT employees. It aims to foster a respectful, safe and compliant work environment aligned with LRBT's mission and values.

Scope

This policy applies to all individuals engaged with LRBT including permanent and temporary employees, volunteers, interns, consultants and contractors, across all organizational locations and functions.

Code of Conduct - Employees

Confidential Information

Employees during or after their employment in LRBT shall not divulge any information relating to the working of LRBT, to any person, social media & other print and electronic media etc.

Conflict of Interest

Employees of LRBT should not indulge in any activity which is likely to bring them in conflict with the interests of LRBT or bring LRBT in disrepute. If an employee faces a situation which gives rise to or is likely to result in conflict of interest; he / she must advise LRBT management forthwith in writing.

Gifts

Employees shall not accept gifts or other material favors from any outside person (such as Vendor, Supplier, Contractor etc.) which could compromise employee's position in LRBT.
Details of any such offers must be communicated to Management promptly.

Insider Dealings

All employees of 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 are applicable to them.

Ethical Conduct / Whistle Blowing

Ethical conduct requires more than knowledge and observance of laws, regulations, and policies. Respecting colleagues, understanding and practicing the organizations' standards and values as well as policies, are key elements of ethical conduct.

Reporting criminal conduct and unethical behavior is the responsibility of all employees. An employee suspecting non-compliance with the organizations' policies and procedures should speak with his/her supervisor. If the supervisor is involved in the misconduct, the employee should speak with his/her next level of supervision. This information will be kept confidential.

Sexual Harassment / Exploitation

LRBT believes strongly in personal dignity of each individual. Therefore, any behavior comprising Sexual Harassment or Exploitation on the part of an employee is strongly condemned by its Management. Such behavior includes sexual harassment/exploitation, sexual violence towards any other staff member, client, patient, attendant, beneficiary etc. Sexual misconduct and/or retaliation of any kind against whistle blower will result in termination of employment. For the purposes of this policy, LRBT employees include all staff, volunteers, interns, consultants, temporary employees, field staff or temporary contractors. LRBT is committed to providing a work environment that is free of

discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race ethnicity, age, religion, or any other legally protected characteristic are not acceptable. As an example, sexual misconduct (both overt and subtle) that is demeaning to another person, is strictly prohibited.

An Inquiry Committee is constituted to enquire into complaints (incidents of sexual harassment at workplace). The Inquiry Committee consists of three members of whom at least one member shall be a woman. The Inquiry Committee will comprise of the following members:

- General Manager Operations – II — Chairperson
- Manager RD — Female Member
- Manager Human Resource — Member

Any member of Inquiry Committee particularly female member may be changed by Central Office on a case to case basis subject to availability of a suitable local female member (preferably a Doctor) at each LRBT Hospital.

In case a complaint is made against one of the members of the Inquiry Committee, that member should be replaced by another one for that particular case.

The Inquiry Committee upon receipt of a complaint will hold an inquiry and submit an Inquiry Report to the CEO for decision.

Workplace Harassment

LRBT expects every individual to be treated with fairness, respect, and dignity. Accordingly, any form of harassment based on an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter.

Employees must not refuse to work or cooperate with, harass, intimidate, demean, or isolate a coworker because of disability or disease.

Workplace Violence

LRBT is committed to providing a safe work environment. Any form of violence, threats of violence, intimidation or attempts to instill fear in others is not tolerated. Possession of a weapon at the workplace, or while conducting Trust business, menacing behavior or "stalking" are all strictly prohibited actions. Violations of this policy may lead to disciplinary action that may lead to termination and involvement of appropriate law enforcement authorities, if required.

Use of LRBT Assets

Employees are expected to use LRBT property, equipment and resources responsibly and solely for work-related purposes. Unauthorized use, misuse or removal of any LRBT property without prior approval is strictly prohibited and may lead to disciplinary action.

Review of Policy

This policy will be reviewed after every four (4) years to ensure its continued relevance, effectiveness and compliance with applicable laws and regulations. However, the policy may be reviewed earlier than the scheduled four-year period if there are significant changes in legislation, organizational requirements or any other circumstances that necessitate an earlier review.