



KEY ELEMENTS OF CODE OF CONDUCT

Our Ethical Foundation

Biafo Industries Limited operates on unwavering principles of integrity, accountability, and respect. This Code applies to all employees, directors, contractors, and partners worldwide, ensuring unified ethical standards across our operations.

Core Principles

- **Integrity First:** Honest communication and ethical decision-making in all business activities
- **Zero Tolerance:** For discrimination, harassment, bribery, or retaliation
- **Comprehensive Compliance:** With Pakistani law, international standards, and internal policies
- **Responsible Stewardship:** Of company assets, data, and resources

Employee Commitments

- Maintain a safe, inclusive workplace free from drugs, weapons, and violence
- Use company resources responsibly and avoid conflicts of interest
- Respect confidentiality of salary information and proprietary data
- Adhere to strict social media guidelines regarding company representation

Leadership Obligations

- Model exemplary conduct and ethical decision-making
- Ensure prompt investigation of all reported concerns
- Protect whistleblowers from retaliation
- Maintain accurate financial records and disclosures

Reporting Pathways

- Immediate supervisors or department heads
- Human Resources team
- Designated whistleblowing channels
- All reports are treated confidentially and investigated thoroughly

Accountability Measures

Violations may result in:

- Corrective coaching and written warnings
- Suspension without pay
- Termination of employment
- Legal action for severe offenses (fraud, corruption, harassment)



Supporting Documents

- Grievance Procedure Policy
- Whistleblower Protection Framework
- Disciplinary Action Guidelines