

## Company Registration

### CODE OF CONDUCT

All registered members of PSEB are bound to conform to the Code of Conduct:

- 1 **Relationship with Client:** Dealings with clients must be conducted in an ethical manner; terms of agreements should be clearly and precisely expressed and fulfilled in good faith; work undertaken should be carried out promptly and efficiently and client's interests properly safeguarded and confidentiality maintained. Tasks should be completed according to delivery date committed to client.
- 2 **Relations with Fellow Members:** Dealings with fellow members must be conducted in a positive and professional manner and in utmost courtesy and fairness; proprietary rights, work results, confidential data and vendor/client relations of fellow members ought to be respected; and no engagement in harmful, disparaging or predatory tactics will be entertained.
- 3 **Relations with Principals:** shall represent Principals in a fair and businesslike manner in accordance with their contract, their proprietary and other rights; and provide full and accurate business records.
- 4 **Relations with Employees:** shall strive to employ high caliber staff and offer fair and equal opportunities for growth and development. Relevant training and constant upgrading of the employees has to be provided in line with job responsibilities. Also, employees have to be informed of their obligation to keep important data confidential. And of the fact that any professional misconduct constituting of unauthorized disclosure of confidential nature or violation of copyright laws will cause employers to take disciplinary action.
- 5 **Relations with Public:** shall promote effective use of information technology as an instrument for social and economic good and act as good corporate citizens and fulfill their responsibilities to the community.
- 6 **Relations with International Community:** shall promote communication with foreign countries, based on international cooperation. They would not harm Pakistan's image, while conducting business abroad. Any fraudulent activities will result in cancelation of registration by PSEB.

### Declaration by Head of Organization in Pakistan\*

- a. We confirm that the information provided by us in this form is correct and it is open to verification by PSEB.
- b. I/we do agree to update PSEB immediately in case of any change in connectivity information provided in this form.

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

CNIC No.: \_\_\_\_\_

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

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