

Freelancer Registration

CODE OF CONDUCT

All registered freelancer 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.
- 2 **Relations with Fellow Freelancers:** Dealings with fellow freelancers must be conducted in a positive and professional manner and in utmost courtesy and fairness; **property rights, work results, confidential data** and vendor/client relations of fellow freelancers ought to be respected; and no engagement in harmful, disparaging or predatory tactics will be entertained.
- 3 **Relations with Principals:** Freelancer shall represent Principals in a fair and businesslike manner in accordance with their contract, their property and other rights; and provide full and accurate business records.
- 4 **Relations with Employees:** Freelancer 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:** Freelancer 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:** Freelancer shall promote communication with foreign countries, based on international cooperation. They would not harm Pakistan's image, while conducting business abroad.

Declaration

We have read the 'Code of Conduct' applicable to registered freelancer of PSEB and I agree to abide by it in complete letter and spirit.

Name: _____

CNIC No.: _____

Signature: _____



Freelancer Registration

Date: _____