



DESCRIPTION	
TITLE:	Code of Conduct and Ethics Policy
POLICY NUMBER :	HR/1/2017/CS
COMPILED BY:	COMPANY SECRETARY, LDDB
EFFECTIVE DATE:	<i>Immediate</i>
REVIEW YEAR:	Every 3 year
APPROVED BY:	<i>27th BOD.</i> <i>15th May, 2018</i>

PURPOSE

The Code of Conduct and Ethics Policy sets out the ethical principles and professional standards of conduct for LDDB staff and others employed for specific job and time, expected to adopt in the course of their employment, and in the performance of their duties.

SCOPE

This policy applies to all staff and volunteers and is additional to the legal, moral and duty of care obligations required.

POLICY STATEMENTS

LDDB is committed to maintaining a Code of Conduct and Ethics that outlines the standards of behavior expected of staff; their rights; and ethical standards expected of them to promote sound professional behavior in order to safeguard the welfare of stakeholders and the integrity of LDDB.

Our organizational values, moral imperatives and ethical principles will form the basis for the development of this code.

Failure to adhere to the Code of Conduct and Ethics can result in disciplinary action that may lead to the termination of employment and/ or volunteer/consultancy work with LDDB.

Procedure:

The Chief Executive Officer in consultation with Board of Directors (BoD) will issue and maintain a Code of Conduct and Ethics that will apply to all LDDB staff and volunteers.

Performance Standards:

- (i) All staff fully understands and complies with the Code of Conduct and Ethics.
- (ii) All staff and volunteers have access to the Code of Conduct and Ethics.
- (iii) Alleged breaches of the Code of Conduct and Ethics are reported to a staff members or volunteer's immediate supervisor.

Consultation Process and Implementation Responsibility:

BoD, CEO, Administration and staff



Our Values:

LDDB's values are centered around teamwork: the core belief that everyone can help each other grow. Our actions and decisions are guided by our core belief and values:

- Everyone can help each other grow
- Having empathy with others and a passion to enable them
- Being resourceful and creative in finding practical solutions
- Showing thoughtful concern for the rights and interests of others
- Being committed and having enthusiastic drive

Code of Conduct

1. Expectations

It is expected that you will:

- Treat livestock stakeholders, partners, co-workers and people from other organizations with respect and dignity;
- Be fair, reasonable, equitable and responsive in your dealings with others;
- Perform your duties with professionalism and integrity;
- Be conscientious in the performance of your duties and exercise honesty, integrity and sensitivity in your work;
- Be alert to areas in which services could be improved or in which difficulties are experienced;
- Strive to continually improve your work for provision of services to general public;
- Provide an environment that is free from harassment or discrimination on the grounds of gender, marital status, sexual preference, pregnancy, race, age, impairment, religious or political conviction.

2. Conduct towards Clients

It is expected that you will:

- Immediately report any incident that appears to involve mistreatment of or cruelty;

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- Not engage in mistreatment of, cruelty or inappropriate behavior in any form; not sexually harass or discriminate on the grounds of gender, marital status, sexual preference, pregnancy, race, age, impairment, religious or political conviction;
- Not strike or use physical force against anyone except trespasser when required;
- Never swear, shout or be verbally abusive in any way;
- Display a positive attitude towards your co-workers, farmers and people; respect right and opinion and encourage others in decisions which affect them;
- Give others an opportunity to gain knowledge and learn new skills; ensure that stakeholders are informed of their rights and responsibilities and what they can do if they have a grievance with an individual or LDDb;
- Maintain confidentiality on matters of a personal nature that relate to others;
- Not take advantage of anyone in financial or other matters.

3. Compliance with Policy and Lawful Directions

It is expected that you will:

- Comply with LDDb's policies and procedures;
- Obey any lawful direction given by your supervisor or any other person having the authority to give direction;
- Adhere to legislative and contractual obligations placed on LDDb.

4. Conflict of Interest

It is expected that you will:

- Not allow private interests to adversely affect your performance or impartiality;
- Not give preference to any person or organization as a result of any private association with that person or organization
- Make an immediate disclosure to your supervisor when it is considered that a conflict of interest might arise for you or staff
- Advise your supervisor or manager where any benefit has been offered or received from an outside source;
- Not seek to unduly influence any person to obtain promotion, transfer or other advantage.

5. Dress Standards

It is expected that your dress and personal presentation will:

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- Enhance the community perception of Clients.
- Be appropriate to the work setting, giving full effect to occupational health and safety requirements.
- Enhance the professional and business standing of LDDDB.
- Comply with LDDDB's Dress Code Policy.

6. Use of medicine and Smoke

It is expected that you will:

- Attend the workplace free from the influence of illicit drugs and alcohol or anything that may affect your performance in the workplace;
- Notify administration of any medication that you have prescribed that may affect your performance.
- Report concerns about working with other staff/others you perceive to be at safety risk due to drug/ alcohol use as soon as possible;
- Recognize that LDDDB has a smoke-free policy and that smoking is limited to designated areas and recognized breaks.

7. Use of Official Information

It is expected that you will:

- Not use information gained about LDDDB's operations to improperly gain any kind of advantage for yourself or for another person or organization;
- Not pass on information gained about LDDDB's stakeholders, farmers or customers to other people or organizations without the necessary consents being obtained.

8. Contact with the Media and the Public

It is expected that you will:

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- Not contact or discuss issues pertaining to LDDB with the media without the appropriate authorization
- Not comment publicly on issues pertaining to LDDB without authorization.

9. Use of LDDB Property and Equipment

It is expected that you will:

- Use LDDB property and equipment for its intended purpose;
- Ensure that LDDB property and equipment is properly cared for and maintained;
- Not give away, lend, destroy, or otherwise dispose of LDDB property unless the action is authorized, regardless of the age of the property or damage to the property.

10. Use of LDDB Vehicles

It is expected that you will:

- Not drive the vehicles when under the influence of any drugs;
- Only drive the vehicles when authorized by LDDB and legally licensed to do so.
- Use the vehicles for their authorized purpose.
- Not allow unauthorized drivers to drive LDDB vehicles.
- Ensure that the vehicles are regularly and properly cleaned and maintained.
- Do not smoke in the vehicles.
- Drive the vehicles with care and safety at all times and in accordance with LDDB policies and the road traffic code;
- Promptly settle any fine incurred as a result of traffic and parking infringements occurring while you are a driver of an LDDB vehicle.
- Report all damage to the vehicle in your control and vehicle malfunctions to Admin Officer or Officer Incharge as soon as practicable, no matter how small.
- Report any driving convictions to Admin Officer at the time of the offence

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11. Rights

You have a right to:

- Work in an environment which, as far as is practical, is free from exposure to hazards;
- Refuse to work where there is a risk of imminent and serious injury or harm;
- Be given clear expectations of required performance;
- Object to directions which you believe, on reasonable grounds, are illegal, improper or against your particular religious' beliefs or philosophy;
- Work in an environment that is free from harassment or discrimination on the grounds of gender, marital status, sexual preference, pregnancy, race, age, impairment and religious or political conviction;
- Equal opportunity in employment and to have applications for positions treated on merit;
- Raise grievances in an atmosphere which is not threatening and without fear of retribution in accordance with the Staff Workplace Issues Policy and Procedures;
- Have all grievances and allegations made by or against you dealt with in a confidential and prompt manner.
- Participate in public life, including joining trade unions, political parties and interest groups;
- Be given adequate training and equipment to do the job;
- Be treated with respect and dignity and receive clear and honest communication from supervisors and managers;
- Have information about you kept confidential unless you give permission for it to be passed on;
- Fairness and equity in the way management administers the policies and procedures of LDDb;

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- Access the Board to express a grievance when the internal Workplace Issues process has been properly followed and your grievance:
- Asserts that the Chief Executive Officer has breached a Board policy to your detriment, and /or;
- Asserts that the Board has not provided adequate protection of your human rights and provide verifiable evidence of this.

Access to the Board is via the Chairperson and the Board reserves the right to appoint an independent third party to mediate the matter or to investigate and recommend an appropriate course of action.

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Code of Ethics

Ethics are a set of principles by which behavior can be judged to be right or wrong. Our Code of Ethics sets the minimum standards of behavior expected of LDDB staff and volunteers.

Guidelines on the Code of Ethics for LDDB staff and volunteers

The guidelines are intended to ensure that staff and volunteers of LDDB will deliver services in accordance with 'Our Purpose' and the following principles:

1. Every employee should perform their duties with professionalism and integrity.
2. Effectively and efficiently do his/her job.
3. Fairness and equity must be observed by our staff in dealings with public and stakeholders.
4. Real or potential conflicts of interest are to be avoided.

1. Duty of Care

Staff and volunteers are expected to practice both General Duty of Care and Occupational Duty of Care at all times. General Duty of Care refers to avoiding doing anything that would forcibly cause harm to any person. Duty of Care is a requirement that a person, acts reasonably towards others and the public with reasonable attention and caution to avoid acts or omissions that could expose people, for whom there is responsibility, to a reasonably foreseeable risk of injury or harm.

2. Financial Probity and Accountability

Staff and volunteers must ensure that in financial matters, including the handling of monies, they are fully accountable for all transactions or advice. Staff and volunteers undertaking financial responsibilities, must observe all relevant legislative and regulatory requirements, and LDDB's financial policies and procedures.

3. Diligence

Staff and volunteers must perform their duties diligently in order to contribute effectively to achieve the desired performance of their workplace. Any staff member who is negligent, careless, indolent, inefficient, or incompetent in the discharge of her/his duties will face disciplinary action.

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4. Punctuality

Staff must be punctual in attendance, be on duty for the whole of normal working hours and must inform their manager if they will be absent from work.

5. Wastage and Extravagance

Staff and volunteers must strive to attain value for money and avoid wastage or extravagance with usage of LDDB's resources. Facilities and other physical resources must be used for their appropriate purpose and maintained appropriately. If possible, staff and volunteers should identify improvements to systems and procedures to achieve effective and efficient use of LDDB's resources.

6. Courtesy to Clients and the Public

Staff and volunteers must be courteous and polite at all times in dealings with clients and the public.

7. Criminal Offences

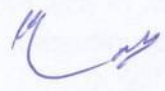
Any criminal offence or driving conviction of which a staff member or volunteer has been found guilty either prior to commencing, or during employment with LDDB, except where the offence is covered by a prescribed spent convictions scheme, must be advised to their manager who shall report it to the Chief Executive Officer. If a staff member or volunteer is charged with any criminal offence punishable by imprisonment or is subject to legal proceedings in a civil court, the staff member or volunteer must immediately advise their manager who shall report it to the Chief Executive Officer.

8. Gifts and Favors

It is unacceptable for officer and staff to encourage gifts or favors for services provided in connection to their official duties for themselves or their family. When a gift or favor is received, officer or staff must declare it to administration or CEO. If staff and volunteers believe that a gift is given to induce favored treatment, their manager must be advised immediately, who shall report to the Chief Executive Officer. Gifts from the supplier or other officers/officials connected with LDDB will remain the property of LDDB even received by any individual employee.

9. Invitations

Staff invited in official capacity by other organizations to attend events, may accept invitations in consultation with their manager if their attendance will be regarded as mutually reciprocal or will enhance networking. In accepting invitations, officers and staff must be aware that they are representing LDDB.



10. Fairness

LDDB employees must treat all people fairly, with sensitivity and involve them in decisions that affect them. Must be responsible for any decisions made and ensure

that they have observed the legal requirements, established the facts and avoid improper exercise of powers.

11. Political Participation

LDDB employees may participate in a political activity without effecting their official duties. They must report to the Chief Executive Officer when they are endorsed as a member for a political party.

12. Outside Employment

Before engaging in outside employment or in the conduct of a business, trade or profession, staff and volunteers must consult with their manager to ensure the outside employment will not adversely affect their ability to perform their contract of employment, or give rise to a conflict of interest. No LDDB employee is allowed to contest election on party ticket or as independent candidate.

13. Work Environment

LDDB aims to foster and maintain good working relations. Officers and Staff must respect, and seek when necessary, the opinions of others and acknowledge their contribution. Female staff must be addressed with respect and dignity on equal rights and privileges.

14. Participation in Seminars

Staff must obtain the prior approval of the Chief Executive Officer, before presenting at seminars organized by professional conference organizers during normal working

hours. Any payment or fee received for seminar participation must be paid to LDDB, unless you have obtained exemption, in writing, of this requirement from the Chief Executive Officer.

15. Occupational Health and Safety

LDDB is committed to a healthy, safe and secure work environment and staff and volunteers are expected to become familiar with Occupational Health and Safety Regulations and legal obligations that impact on the way in which they undergo their duties. No smoking is permitted in LDDB's facilities, including offices, workplaces and motor vehicles.

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16. Access and Equity

LDDDB will ensure that all stakeholders, officers and staff regardless of race, culture, religion, gender or language are equally able to benefit from, and participate in, its activities. Employees should assist in identifying and eliminating any barriers to full access and equity so that LDDDB can communicate more effectively with other departments and institutions.

17. Copyright and Intellectual Property

LDDDB retains the copyright of any work or intellectual property produced by an employee during employment. They may retain the copyright or intellectual property of work only upon approval by the Chief Executive Officer, or if they can substantiate that LDDDB's time, name, information or resources were not used in its production.

18. Patronage or Favoritism

Employees must ensure that they do not use their position or power to influence a personal gain for themselves, their family or friends.

19. Confidentiality after Leaving LDDDB


LDDDB employees who leave LDDDB should not use confidential information obtained during employment to advantage a prospective employer or disadvantage LDDDB in its operations.

20. Reporting of Unethical Behavior

An employee must report any unethical behavior or wrongdoing by any other staff member or third party to an appropriate senior officer, without the fear of reprisal. Unethical behavior may include any action that a staff member believes is a violation of the law, policy, or regulation, or represents gross mismanagement, or is a danger to health and safety.

21. Violation of Code of Conduct and Ethics Policy

Violation of any of the provision of Code of Conduct and Ethics Policy will invoke disciplinary action which may result in dismissal from service.



Livestock and Dairy Development Board



CERTIFICATE OF APPROVAL

It is to certify that the **CODE OF CONDUCT AND ETHICS POLICY**, containing **eleven (11) pages**, has been Principally approved by the 27th Board of Director Meeting held on 15th May, 2018 and the same was confirmed by 28th BoD meeting held on 6th September, 2018.

Kabir Khan
Company Secretary

Dr. Muhammad Afzal
Chairman (BoD)