



OPERATIONAL POLICY FRAMEWORK

CODE OF BUSINESS ETHICS AND CONDUCT

The CCI strives to embody the highest standards of ethical behavior and transparency in both its internal and external dealings, and is committed to act at all times in a manner consistent with CCI local law and regulations and internationally-accepted standards. The CCI Code of Business Ethics and Conduct (the “Code”) sets forth the standards with respect to ethical behavior, legal compliance, and business and professional conduct. The employees are expected to perform their duties in good faith, with honesty and integrity, and in furtherance of the mission, goals and purposes of the organization.

We strictly prohibit bribery, fraud and all other corrupt business practices and expect employees at all times to obey the law and maintain high ethical standards as stated in our Code of Business Conduct.

The reputation of CCI depends on its employees’ adherence to these values and to the principles and standards set forth below.

Compliance, Monitoring & Reporting

The CCI management is responsible for communicating this Code of Ethics to all its Stakeholders including members of the board of directors, standing committee members, vendors, consultants as well as staff, staff interns and staff volunteers and for ensuring its adherence at all times.

1. Stakeholders have a responsibility to understand and follow the Code and may be required to certify periodically that they have reviewed it. In the event of a violation of the Code, CCI management will determine the appropriate action to be taken, which may include disciplinary action up to and including dismissal. The Code may be revised from time to time with notification to employees.
2. Stakeholders should refer any questions they have about compliance with this Code to the Chairperson, Finance & Audit Committee, who will serve as CCI’s designated ethics officer.
3. Reporting may be done through official email feedback@pajcci.com / info@pajcci.com or via call on **021 99332677**. For visits or meetings in this context, request can also be shared via our website <http://pajcci.com/VisitorForm.aspx>.



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- 1. Compliance with Laws** – Stakeholders are expected to adhere to all laws, regulations, and other official directives governing their own or CCI's. In the case of conflict or discrepancy between the laws, stakeholders should seek guidance from the Chairperson, Finance & Audit Committee
- 2. Loyalty** – Stakeholders must at all times place loyalty to CCI and its mission above private gain and avoid any act or omission that might tarnish CCI's reputation.
- 3. Impartiality** – In the selection of vendors and program partners and the assessment of their performance under contracts and grants, committees should act fairly and impartially, making decisions solely on the merits and without improper bias.
- 4. Integrity and Transparency** – Employees are expected to deal ethically, honestly, and transparently with CCI's program partners and funders, board members, and fellow employees, making sure that information shared and representations made are complete, accurate and clear.
- 5. Respect for Company Property** – Employees are responsible for the proper use of CCI's resources and property.
- 6. Financial Stewardship** – Employees are responsible to account accurately and fully for CCI's funds and other resources.
- 7. Duty to Report** – Stakeholders must report any illegal, unethical, or wasteful activity of which they become aware in the manner directed by CCI policies.
- 8. Striving for the Highest Ethics** – Stakeholders should avoid actions creating even the appearance of violations of any laws, ethics or standards of conduct in this Code.
- 9. Conflict of Interest** - Not to accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some benefit from the organization.
- 10. Anti corruption** - Reporting any known or suspected instances of attempted or actual bribery, fraud or instances of other corrupt practices in the company in line with this policy and whistle blowing policy. Any stakeholder who discovers or suspects bribery or fraudulent activity should normally raise any concerns through Secretary General or put in writing to Chairperson, Finance & Audit Committee. In case of donor fund, grant and charity fund, the written documents should be vet properly by Finance & Audit Committee of the Board and passed on to Chairman of the Board.