

**PAKISTAN REINSURANCE COMPANY LIMITED**

**Statement of Ethics and Business Practices**

The following specific guidelines are prescribed for the Company's Staff:-

1. Staff has a prime responsibility to the Company and is expected to avoid any activity that could interfere with that responsibility.
2. Staff should not engage in activities or transactions which may give rise to, or which may be seen to be giving rise to, conflict between their personal interests and the interests of the Company.
3. The Company purchases equipment, material and services for various aspects of its operations. The staff members are forbidden from holding any personal financial interest, directly or indirectly, in any deal of supplying goods or services to the Company.
4. Staff should not engage in any outside business or activity that might interfere with their duties and responsibilities to the Company.
5. Staff should not keep or make copies of correspondence, documents, papers and records, list of clients or customers without the consent of the Company and all such information should be surrendered to the Company when the individual leaves the Company's employment. Company information and records should be kept on Company premises only.
6. No funds or assets of the Company should be contributed directly or indirectly, to any political party or organization or to any individual who either holds public office or is a candidate for public office.
7. Staff should neither give nor receive payments that are intended to influence a business decision or to compromise independent judgment nor should any staff member receive money for having given Company business to an outside agency.
8. All funds, assets, receipts and disbursements should be properly recorded in the books of the Company.
9. Funds and assets received or disbursed should be fully and accurately reflected in the books and the records of the Company. No false or fictitious entries should be made or misleading reports pertaining to the Company or its operations should be issued.
10. Staff to exercise good judgment so as to act in a manner that will reflect favorably on the Company and the individual.

11. All employees work towards achievement of corporate objectives, individually and collectively as a team and conduct themselves at work and in society as respectable employees and responsible citizens.
12. All employees and management personnel strictly adhere to the Company rules and regulations and observe the best codes of conduct and abide by all laws of Pakistan.
13. Staff should take reasonable care to ensure the health and safety of himself/herself and others who may be affected by his/her acts or omissions at work.
14. Staff should not tamper with or misuse any item provided by the Company to secure the safety, health and welfare of its staff and for the protection of the environment.
15. No staff member shall seek, accept or permit himself/herself to accept any gift or favour, the receipt of which will place him/her under any form of official obligation to the donor. As part of building relationship with customers, suppliers, etc. staff members may receive occasional gifts, provided that the gift is of nominal value (e.g. pens, notepads, calendars, diaries, key chains or such promotional material) and the gift is neither intended nor perceived by others to be intended to improperly influence business decisions.
16. Staff will maintain an environment that is free from harassment and in which all employees are equally respected. Workplace harassment is defined as any action that creates an intimidating hostile or offensive work environment. Such actions include, but are not limited to, sexual harassment, disparaging comments based on gender, race or religion.
17. Responsibility of staff towards Customer:-

Ceding Companies approaching PRCL are its most valued customers, our relations with them are reciprocated together we share risks associated with insurance business. We have inculcated in us positive and courteous attitude in dealing and disposing of ceding companies cases.

If we don't offer prompt and quick service, somebody else will grab it.

The above list is, however, not exhaustive and any modification thereto will be notified accordingly. In case of doubt, the advice of the Management should be sought.

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