

# **Code of Conduct – Ethics & Business Practices**

## **1. Objective**

Weaves Corporation Limited's objective in establishing this Code of Conduct is to foster a culture of ethics, honesty and professionalism within the Company. We are an integrated organisation, and we believe that individual actions affect the performance and reputation of the entire Company. The Company expects all team members to follow this code in carrying out their duties to maintain public trust and to ensure the Company's sustainable growth and development.

## **2. Standards**

This Code of Conduct is integral to Weaves Corporation Limited's way of work and is the basis of how the organisation conducts business. It is the standard for conduct and ethical business practices and will be reviewed on an annual basis.

## **3. The Code**

All team members must:

- 3.1. Conduct the Company's business with honesty, integrity and in a professional manner.
- 3.2. Avoid any action that is objectionable or viewed as unethical or unlawful by the customers/public at large or the Company itself.
- 3.3. Understand and comply with the legal requirements and internal policies and procedures of the Company that apply to the duties assigned to the team member.
- 3.4. Avoid any activities that could involve or lead to involvement in any unlawful or unethical governance practice.
- 3.5. Avoid any activities in the capacity of being an office bearer of any political party.
- 3.6. Abstain from gambling, betting and wagering contracts.
- 3.7. Ensure personal conduct towards team members and customers of the Company be exemplary and behave with decorum.
- 3.8. Safeguard the confidential information of the Company and that of its customers.
- 3.9. Avoid actual or potential conflicts of interest.
- 3.10. Provide accurate and reliable information in records submitted.
- 3.11. Promptly report to the Company any violation of law or ethical principles of the Company and its policies.

## **General Guidelines**

### **4. Confidentiality**

4.1. Team members may not disclose any information related to the Company, its customers or its team members which is not in the public domain, during employment as well as after separation from the company. Such information may include but is not limited to employee data, customer data, the Company's production information/manuals, technical information, confidential research work, print designs and embroidery patterns, operating manuals, marketing plans and strategies and other confidential financial or business information of the Company.

4.2. The team member will not make unauthorised copies, nor pass on to anyone outside the Company documents/material/information/policies/manuals, electronic and physical data or computer programs etc.

4.3. All designs created and any work undertaken while employed at Weaves Corporation Limited is the sole property of the Company and must remain confidential.

## **5. Conflict of Interest**

5.1. A conflict of interest exists when a personal interest or activity (e.g. favouring a personal connection, financial interest) interferes or appears to interfere with the duties that team members perform or owe to Weaves Corporation Limited

5.2. Team members must declare any potential and/or existing conflict(s) of interest and ensure that they are not involved in any financial decisions resulting from such situations. This includes but is not limited to conducting the business of the Company with a personal connection and having a financial interest that may compete with the Company's interests.

5.4. Employment with the Company is and should be a full-time occupation. For this reason, other employment or business associations should not be taken up. However, team members are encouraged to serve in non-profit organisations by participating as director/trustee or officer on their own time and resources. If a team member is involved in any outside activities which include, but is not limited to, acting as an officer, team member, proprietor, partner, agent, independent contractor, or advisor or any in similar capacity, they must obtain written authorisation from People & Culture. Depending on the case, they may be asked to discontinue the aforesaid employment on an immediate basis.

5.5. Any team member must declare acquiring any kind of services from Weaves Corporation Limited enlisted vendor/contractor in advance to the line manager and people relations head.

## **6. Incorrect Information**

6.1. Team members must share complete and correct information with the relevant stakeholders which may affect the company's objectives. This may include but is not limited to the following:

- Personal information such as previous employment data and educational certificates
- Information required internally for decision making
- Customer data

6.2. Team members will be guilty of a severe offence if they intend to deceive the Company by using any receipt, account or other document (financial or otherwise) which is false or erroneous or defective in any way and which, to their knowledge, is intended to mislead the Company.

## **7. Whistle Blowing**

7.1. If a team member believes someone has acted or may be acting in violation of the principles set out in the Company's Code of Conduct, they must immediately raise the issue to their line manager, People & Culture or a member of leadership.

7.2. Concerns can be shared on the confidential People & Culture e-mail address (compliance@weaves.com). Weaves Corporation Limited will ensure complete confidentiality of the informant and the information shared to protect the interest of the team member.

7.3. Team members shall be alert and vigilant with respect to fraud, theft or illegal activity committed within the offices/stores. If any such activity comes to the attention of an team member, they must immediately report the same to their line manager, the People & Culture team or a member of leadership. Failure to report any such activity will be subject to Disciplinary Action.

7.4. Each case reported by team members at the email address will be investigated by People & Culture. If the finding confirms the violation, the case will be forwarded to the relevant committee. To ensure that false complaints are avoided, anonymous complaints may be dealt on a case-to-case basis.

## **8. Zero-Tolerance**

8.1. Weaves Corporation Limited is a law-abiding corporate organisation and is compliant with “The Protection against Harassment of Women at the Workplace Act 2010”.

8.2. Weaves Corporation Limited has a zero-tolerance policy for harassment of any nature. Harassment may be defined as any unwelcome and inappropriate verbal or physical conduct on any grounds including but not limited to race, religious beliefs, gender, age, physical or mental disability or marital status. Unwelcome remarks or behaviour towards an individual or group where there is an abuse of power to threaten or demean them, creating a hostile work environment and/or interfering in work falls within the definition of harassment.

8.3. Employment discrimination can be defined as the unfair treatment of team members based on prejudices due to a person’s race, colour, religion, national origin, age and/or disability. This discrimination may manifest as the behaviour towards a team member, blocked opportunities, biased evaluations etc.

8.4. If team members believe that they are being subjected to discrimination or harassment, they should immediately report it to their respective People Manager/Leader or People & Culture committee.

8.5. Weaves Corporation Limited also has a zero-tolerance policy towards workplace violence. This could be any act that may cause another individual to feel unsafe or threatened, including but not limited to verbal or physical assault, threats, intimidation, bullying or any expression of hostility. Team members are also prohibited from carrying weapons on the work premises, including retail outlets, regional offices and the Head Office.

8.6. If a team member notices anything they believe could be unsafe for them or any other team member of Weaves Corporation Limited or if they are facing workplace violence of any kind, report it to People & Culture immediately.

## **9. Maintaining Office Decorum**

9.1. **Office Timings:** All team members at Weaves Corporation Limited must observe their respective work timings.

9.2. **Substance Abuse:** Team members must not consume, possess or report to work under the influence of alcohol, illegal drugs or controlled substances on the Company premises. It is essential that all team members are aware of the severity of the consequences of these actions which may range up to dismissal of service.

9.3. **Breaks:** Weaves Corporation Limited trusts its team members to use their best judgment in taking breaks from work. This means they must not take advantage and engage in long breaks and as a result, neglect their responsibilities at work.

9.4. **Dress Code:** Weaves Corporation Limited prides itself on the professional environment it maintains and the positive image team members exhibit as representatives of the Company. This image is affected by the manner of dress we use within our offices and in the offices of outside parties that we do business with. Therefore, team members are expected to dress appropriately.

9.4.1. Retail team members are to wear company-provided uniforms at work.

9.5. **Workplace language:** Team members should use appropriate language at the workplace to maintain respect for office decorum. Usage of profanity, crude or vulgar language is not acceptable.

9.6. **Bullying:** Bullying such as acts or verbal comments that could psychologically or 'mentally' hurt or isolate a person in the workplace are strictly not allowed which includes but is not limited to negative physical contact, repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people. It also includes an assertion of power through aggression.

## 10. Gifts and Hospitality

10.1. At certain times of the year, it may be customary to receive and give customer or supplier gifts. However, the practice requires careful consideration by the team member and their manager as it may create a sense of obligation, cloud professional judgement or appear to do so. Before any gift is exchanged, team members should consider its value and determine if it is permissible under this Code. Team members must not provide, offer, or receive any gift or hospitality that serves to, or appears to, inappropriately influence business decisions, or gain an unfair advantage.

10.2. Team members are not allowed to accept gifts from companies or individuals with whom Weaves Corporation Limited does business. Examples are:

- Kickbacks in cash from customers, suppliers or contractors
- Gifts and services from customers, suppliers or contractors
- Invitations to elaborate functions by customers, suppliers or contractors
- Foreign holidays or tours arranged/paid by customers, suppliers or contractors
- Gifts with commercial value from travel agents, hotels or insurance companies

10.3. Team members can accept minor, inexpensive items including but not limited to calendars, diaries, mugs, desk pads, pens, etc. usually bearing a company logo. In no case should the speciality items be valued at more than **PKR 3,000**. If a team member doubts the value or the intent behind the gift received, they must consult the People & Culture committee.

10.4. If team members are offered gifts other than the minor items mentioned above, they must hand over the gifts to People & Culture committee which will consider the appropriate way of dealing with them.

10.5. Invitations from suppliers for social events, sports, theatre tickets, golf outings, non-business dinners etc. should generally be avoided.

10.5. Team members shall not present anything valued above PKR 3,000/- to any peer, senior or junior on account of a birthday, wedding, or any other event.

10.6. Team member will be guilty of an offence, who, without lawful authority or reasonable excuse:

- Solicits or accepts any personal advantage as a reward for doing or intending to commit any action related to the Company's affairs
- Shows or intends to show favours or disfavours to any person in relation to the Company's affairs
- Offers any advantage to anyone as an inducement or reward for or otherwise

10.6. The Dreamer is authorised to allow any exception.

## 11. Purchasing Activities

11.1. All personnel who are directly or indirectly responsible for the Company's expenditure vis-à-vis purchasing merchandise for the Company such as marketing materials for activations/recruitment programs, fabric, goods and accessories, etc. should act both professionally and ethically. The intent and appearance of unethical or compromising practices in relationships, actions and communications are unacceptable.

11.2. The following set of guidelines is mandatory for all members involved in purchasing activities:

- The team member should never use the authority or office for personal gain and shall seek to uphold and promote the standing of the Company
- Maintaining a standard of integrity above reproach, in all their business relationships both inside and outside the Company

## **12. Network Expansion**

12.1. Team members must adhere to the highest standard of ethical conduct and exercise extreme caution in arranging or supervising contractual work related to construction, erection, renovation installation of electrical/civil/mechanical work fittings or furniture etc. Team members must ensure that such relations are strictly in line with the term of the contract and no undue advantage is extended to or received from such entities. If any undue deviation or influence is felt, the same must be brought to the attention of the competent authority for redress.

## **13. Political Pressure**

13.1. Team members must refrain from bringing in outside pressure or influence to attain personal gains within the organisation; any such attempt will be subject to Disciplinary Action.

13.2. If a team member holds an official position in any political party, they must disclose to People & Culture. To continue employment with the Company, the team member must relinquish any such position.

13.3. Political freedom is the right of every individual however, this must be exercised outside the workplace.

## **14. Anti-Bribery & Corruption**

14.1. Team members must uphold the highest standards of ethical principles. Therefore, they must avoid bribery and corruption while conducting business of the Company as well as carrying out personal affairs.

## **15. Protecting Company's Resources**

15.1. All team members are responsible for safeguarding the Company's tangible and intangible assets including cash, business plans, customer information, physical property and services.

15.2. Copying, selling, using and distributing the Company's products and other forms of intellectual property are prohibited.

15.3. The use of e-mail, telephone, stationery and computers are primarily for business purposes. Personal communication is discouraged.

## **16. Computer, E-Mail and Internet Usage**

16.1. E-Mail should be used for internal and external business communication. Internet and e-mail should not be used for transmitting, retrieving or storing any communication of a defamatory, discriminatory or harassing nature or materials that are obscene or unsuitable. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, appearance or sexual preference will be transmitted.

16.2. Team members should be aware that emails are not confidential and may be accessed for monitoring purposes. Any breach of IT security protocol that involves private business use or unsuitable material will be considered as a disciplinary matter. Team members will be accountable for all activities performed under their Company's Email ID; therefore, they should not share their password with anyone.

16.3. To keep secure possession of any or every IT equipment in the possession of the team member for official use shall be sole responsibility of the team member. In case of any theft/loss, immediate intimation to be sent to IT and People & Culture the Company will investigate the matter and based on facts, will reach a conclusion. The matter may also lead to the involvement of police.

16.4. To share any religious, political and obscene material on company WhatsApp groups are strictly prohibited

## **17. Official Spokesperson**

17.1. The Head of Corporate Communication is the official spokesperson of Weaves Corporation Limited (locally and internationally). No other team member except for the Dreamer is authorised to speak directly or indirectly to the media. If media persons approach team members at the Head Office and at official events, please refer them to the Corporate Communication department.

## **18. Social Media**

18.1. Weaves Corporation Limited is Pakistan's leading retail industry brand. As a responsible corporate Company, Weaves Corporation Limited understands and respects personal freedom. However, team members associated with the organisation must not use their personal or the organisation's social media to promote hate speech, discrimination, prejudice or comment on an individual's religious beliefs.

## **Conclusion**

### **19. Concluding Guidance**

19.1. During deciding about the propriety of a particular action, whether it is covered specifically or not by this Company Code of Conduct, team members should ask themselves the following question:

- *"Would I feel comfortable in explaining this action to my family or close friends or seeing my action reported on the front page of any local newspaper?"*
- *The Company and team members are best served when the answer is an unqualified "Yes".*

### **20. Implementation**

20.1. Weaves Corporation Limited will review and issue this statement of Ethics and Business Practice (Code of Conduct) and Employee acceptance annually. This will be circulated to all team members in general and to all team members in the Head Office/Regional Offices and Outlets.

## 21. Violation of Code of Conduct

21.1. If a team member violates the Code of Conduct and knowingly jeopardises the interest of the Company, then they may be subject to a punishment which may range up to immediate termination in accordance with the Company's policy.

21.2. The Company, in its sole discretion, shall determine what act or omission constitutes misconduct, breach of trust or negligence of duty.

### Code of Conduct Action Framework

List Inclusive but not limited to

| Violation Type                                   | Recommended Committee / Body          | Categorization of Offence if convicted | Possible Actions  |   |                  |  |
|--|---------------------------------------|--|---|---|------------------|--|
| Sexual Harassment                                | Anti-Harassment                       | Gross Misconduct                       | <ul style="list-style-type: none"> <li>• Termination / Separation &amp;</li> <li>• Bonus withhold</li> <li>• PF withhold (Employer Contribution)</li> </ul> |   |                  |  |
| Financial Misappropriation                       | Disciplinary                          |  |   |   |                  |  |
| Confidential Information Leak                    |                                       |  |   |   |                  |  |
| Manhandling                                      |                                       |  |   |   |                  |  |
| Stealing   |                                       |  |   |   |                  |  |
| Conflict of Interest                             |                                       |  |   |   |                  |  |
| Concealment of Facts                             |                                       | Disciplinary                           | Misconduct  | <ul style="list-style-type: none"> <li>• Separation</li> <li>• Final written warning</li> <li>• Annual Increment with-hold</li> <li>• Bonus withhold</li> </ul> |                  |  |
| Sharing of Passwords                             |                                       |  |   |   |                  |  |
| Office Decorum                                   |                                       |  |   |   |                  |  |
| Misuse of Company Property                       |                                       |  |   |   |                  |  |
| Political Pressures                              |                                       |  |   |   |                  |  |
| Authority Misappropriation                       |                                       |  |   |   |                  |  |
| Absence from office without information (3 Days) |                                       |  |   |   |                  |  |
| HSE Rules Violation                              |                                       |  |   |   |                  |  |
| Dress Code                                       | Line Manager /Leader/People & Culture |  |   |   | Minor Misconduct | <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Written warning</li> <li>• Comments in appraisal</li> </ul> |
| Casual attitude                                  |                                       |  |   |   |                  |  |
| General SOPs violation                           |                                       |  |   |   |                  |  |
| Workplace Language                               |                                       |  |   |   |                  |  |
| Social Media                                     |                                       |  |   |   |                  |  |

I certify that I have read and understood the foregoing Statement of Code of Conduct and I hereby agree to conduct all my duties in accordance with the standards outlined in this statement. I certify

to the best of my knowledge, information, and belief that I have not been engaged in any behavior which is unacceptable under this statement. I further certify that I am not aware of any possible conflict of interest as described in this statement.