



Staff Code of Conduct Policy

1. Purpose

The purpose of this policy is to define the standards of professional conduct expected from all staff members at the Institute of Corporate & Taxation (ICT). It aims to create a workplace that is ethical, respectful, and productive, where staff demonstrate integrity and professionalism in all duties and interactions.

2. Scope

This policy applies to all staff, including full-time, part-time, contractual, and temporary employees at ICT. It covers conduct on institute premises, during online engagements, at institute-related events, and in any situation where a staff member represents ICT.

3. General Expectations

All staff are expected to:

- Demonstrate honesty, integrity, and professionalism in all tasks.
- Treat colleagues, students, and visitors with respect, fairness, and courtesy.
- Follow ICT policies, procedures, and applicable laws.
- Maintain confidentiality of sensitive institute, staff, and student information.
- Avoid conflicts of interest and report any potential conflicts promptly.
- Contribute to a safe, inclusive, and harassment-free environment.

4. Unacceptable Behaviour

Examples of misconduct include:

- Harassment, bullying, or discrimination of any kind.
- Dishonesty, fraud, or falsification of records.
- Misuse of institute resources, including technology or funds.
- Violating confidentiality agreements or sharing sensitive information without authorization.
- Engaging in activities that conflict with the interests of ICT.

5. Reporting and Investigation

Staff members are encouraged to report any breaches of this policy to:



+92 51 200 0150
+92 330 888 0211



INFO@ICT.NET.PK
WWW.ICT.NET.PK



HEAD OFFICE :
PLOT NO 63, SERVICE ROAD
NORTH, I-10/3, ISLAMABAD



- Immediate supervisor or manager
 - Human Resources department
 - Designated Compliance or Ethics Officer
- All reports will be treated confidentially and investigated fairly. Staff involved in investigations will be kept informed of the process and outcomes.

6. **Consequences of Misconduct**

Violations of this policy may result in:

- Verbal or written warnings
- Mandatory training or counselling
- Suspension or termination of employment
- Other disciplinary measures as deemed appropriate by ICT management

7. **Final Authority**

The management of ICT holds the final authority on the interpretation and enforcement of this policy. Management reserves the right to review, update, or amend the policy as needed to maintain a professional, ethical, and safe workplace.



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