First Paramount Modaraba
An Islamic Financial Institution

Code of Conduct for Employees

V1 February 12th, 2016
Document review

Review of the document

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<td>Ahtram-Ul-Haq</td>
<td>January 20\textsuperscript{th}, 2016</td>
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Validation

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<tr>
<td>Syed Wajih Hasan</td>
<td>CEO</td>
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Authorization

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<td>February 12\textsuperscript{th}, 2016</td>
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Objective:

The First Paramount Modaraba's objective in establishing this "Code of Conduct" is to promote ethics, honesty and professionalism within the Modaraba and among its employees. The Modaraba believes in being an integrated organization and that the action of every employee affects its entire organization and reputation. Every employee is obligated to strive for the extension of the Modaraba's interests within legal limits, and responsible of preventing damages or loss of the Modaraba's interests. The Modaraba expects all employees to abide by this Code in carrying out their duties and functions so as to preserve public trust and to ensure the Modaraba's sustainable growth and development.

Scope:

This policy and its related procedures and measures are applicable to all employees (including senior executives and officers).
1. Morality and integrity

1-1. The Modaaraba dedicates itself to abide by commercial ethics and firmly believes in the values of an integrated organization. This guideline has been introduced to outline applicable legal requirements and Modaaraba policy required of the Modaaraba and all employees. Any Modaaraba employee with any query concerning ethics or legal matters is advised to consult with his or her division head or the Modaaraba’s Compliance department for guidance.

1-2. Ethical standards shall not be confined to legal compliance. Each individual shall be obligated to conduct all businesses ethically and to avoid any activity that would lead to a conflict of interest.

1-3. The principles governing ethics and integrity are comprised of:

1-3-1. Conduct all business with integrity and truthfully recording the process of all business dealings.

1-3-2. Ensuring proper confidentiality of all commercial information when executing a mission and retaining complete commercial and operational records, as well as respecting the commercial assets and intellectual properties of the Modaaraba, each client and each strategic partner of the Modaaraba.

1-3-3. All Modaaraba accounting ledgers, invoices, records, accounting entries, capital and assets must be securely cataloged and safeguarded to ensure that all Modaaraba transactions and business dealings can be fairly and accurately reflected. It is strictly forbidden to fabricate, falsify or create misleading claims or to fabricate or falsify any accounting entries, records, financial reports or any other related documents, or to make any misleading claims or records, or intentionally hide or cover the state of the Modaaraba’s transactions; nor it is permitted to open, maintain or access any illegitimate accounts with any bank or a third party institution with which to conduct account transactions related to the company.
1-3-4. It is forbidden to destroy, alter or forge any pertinent records that may likely be linked to an investigation, litigation or legal related settlement proceeding.

1-3-5. When coming across incidents involving alleged unethical conduct or suspicions of violation to this rule, all personnel are obligated to inform the Modaaraba’s management.

2. Respect for individuals and customers:

2-1. The Modaaraba respects the privacy and integrity of every employee and upholds strict standards of privacy and confidentiality for individual personal data. Treatment of customers and commercial data concerning other individuals shall also be bound by this principle of confidentiality.

2-2. Each employee should endeavor to deal fairly with the company’s customers, suppliers, competitors and other employees. No employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

2-3. The Modaaraba is to maintain open communication channels that would encourage all employees to participate in Modaaraba affairs and to express their opinions to supervisors of all levels.

3. Avoidance of conflict of interest:

3-1. Prior to engaging in any business, investment or related activity that may lead to a conflict of interest between personal and professional relationships, the employee must fully disclose such conflict of interest to, and the potential conflict must be subject to review by, the CEO & Chairman. All Modaaraba personnel are obligated to file a report with the Human Resources Division of the Modaaraba citing any probable conflict of interest that might concern the individual or the Modaaraba.
3-2. Employees should avoid incidents that may involve a probable conflict of interest - for instance, an employee moonlighting at an affiliated Modaaraba; or an employee negotiating or conducting business transactions with the Modaaraba which would benefit such employee or the employee’s family or relatives personally. Employees are prohibited to (a) take for themselves personally opportunities that are discovered through the use of corporate property, information or position, (b) use corporate property, information or position for personal gain and (c) compete with the company.

3-3. Any action that may possibly transfer the Modaaraba’s resources or interests to employees, their relatives or friends is, in principle, prohibited. If such action is considered as beneficial for both the individual and the Modaaraba, it may be exceptionally permitted and proceeds only after obtaining the Chairman’s approval. Please file a report.

3-4. All employees are prohibited to provide or disclose openly Modaaraba confidential information without securing proper authorization from the Modaaraba. It is strictly forbidden to trade confidential or insider information for individual gain, or to benefit others or put the company’s interest in jeopardy.

3-5. All employees are forbidden to engage in any of the aforesaid activities through an agent, partner or any representative only to circumvent this guideline.

3-6. All personnel that participate in the review, evaluation and selection of vendors should avoid any circumstance that has the potential to bias a fair decision.

3-7. Unless otherwise approved by the board of directors in advance and in compliance with all applicable laws, employees are not permitted to take out or accept company loans on behalf of oneself or one’s relative, or demand the company to issue liability guarantee.

3-8. Unless for Modaaraba’s business, advanced authorization shall be sought prior to accessing any of the company’s services, equipment, facilities, properties or any other form of resources. All employees should protect the Modaaraba’s assets and ensure their efficient use. The Modaaraba’s assets, whether tangible or intangible, are to be used only by authorized employees or their designees and only for the legitimate business purposes of the Modaaraba.
4. Gratuity and business reception:

4-1. All employees are prohibited to accept from or give to any customer, supplier or contingent party related to the company any kickbacks or any other form of illicit gain.

4-2. All employees are strictly forbidden to accept gifts from the company's vendors valued at over one thousand Rs.1,000), or any cash, or any equivalent in monetary goods, i.e. gift certificates, check, stock certificate and the like.

4-3. All employees are forbidden to accept lavish entertainment or reception.

4-4. For the purpose of maintaining a normal business relationship, gifts that are to be presented to business counterparts should be imprinted with the company's logo.

4-5. It is prudent to conform to the general practice of common business decorum when accepting or arranging any type of business reception, and all employees shall refrain from being excessively lavish and refrain from incurring significant or unnecessary expenses.

5. Full, fair, accurate, timely and understandable disclosure:

5-1. It is crucial that all books of account, financial statements and records of the FPM reflect the underlying transactions and any disposition of assets in a full, fair, accurate and timely manner.

5-2. All employees who are involved in the Modaaraba's disclosure process are required to know and understand the disclosure requirements applicable to the Modaaraba that are within the scope of their responsibilities, and must endeavor to ensure that information in documents that the Modaaraba files with or submits to the Securities Exchange and Commission, State Bank of Pakistan, and other regulatory body, or that is otherwise disclosed to the public, is presented in a full, fair, accurate, timely and understandable manner.

5-3. It is critically important that financial statements and related disclosures be free of material errors. Employees are prohibited from knowingly making or causing others to make a materially misleading, incomplete or false statement to an accountant or an attorney in connection with an audit or any filing with any governmental or regulatory entity (such as the SBP and SECP).
5-4. No individual, or any person acting under his or her direction, shall directly or indirectly take any action to coerce, manipulate, mislead or fraudulently influence any of the Modaaraba’s auditors if he or she knows (or should know) that his or her actions, if successful, could result in rendering the Modaaraba’s financial statements materially misleading.

6. Safeguard Associated with the Implementation of Code of Conduct and Reporting of Fraudulent Act:

6-1. All employees are to comply with applicable governmental laws, rules and regulations, and the Modaaraba’s regulations and procedures.

6-2. Employees, suppliers, customers or other related stakeholders can report illegal activity or major misconduct by FPM managers or staff ("whistleblowing report") through any of the following channels:

6-3. For the person reporting a violation of the Code of Conduct or engagement in fraudulence as well as any other related employee involved in all subsequent investigations of the violation, the Modaaraba will provide safeguard measures ensuring them against any unfair retaliation or treatment.

6-4. Those found violating or breaching the Code of Conduct is to face adequate corrective action by the Modaaraba depending on the severity of the incident. It is the responsibility of each employee to carefully read, understand and comply with this Code of Conduct and, as needed, to seek clarification on any point. Questions regarding any legal or ethical requirements should be directed to the director of the Human Resources or the Modaaraba’s legal division.
7. Waivers and amendments:

7-1. The Modaaraba may waive application of this Code of Conduct to employees in certain limited situations. Any waivers of the provisions of this Code of Conduct for executive officers may be granted only in exceptional circumstances by the board of directors. The Modaaraba will promptly disclose to its shareholders any such waivers granted to any of its executive officers and the reason for such waiver.

7-2. Amendments to this Code of Conduct shall be promptly disclosed by the Modaaraba. It is each individual’s responsibility to maintain familiarity with this Code of Conduct as the company reviews and revises its content from time to time.