



CENTURY INSURANCE COMPANY LIMITED

Registered Office & Corporate Department
3rd FLOOR, LAKSON SQUARE, BUILDING NO. 2, SARWAR SHAHEED ROAD, KARACHI - 74200 PAKISTAN

STATEMENT OF ETHICS AND BUSINESS PRACTICES

1. RELATIONSHIP WITH EMPLOYEES

- Century Insurance Company Limited (CICL) takes pride in the strong personal commitment of our people towards the progress and success of the Company. CICL's policy is to treat individuals in all aspects of employment solely on the basis of merit irrespective of race, religion, colour, age, gender, and marital status. CICL believes in individual's respect and their rights.
- **The Company is committed to the growth of its employees. This is achieved through building a culture of mutual TRUST, process of LEARNING & MOTIVATION.**
- CICL vision is based on inspiring and developing individuals as their success depends on their ability to make meaningful contribution to the progress of the Company.

2. RELATIONSHIP WITH COMPANY

- We strive to adhere to the Company's guidelines and objectives and to give our best efforts to improve its performance. We recognize the trust and confidence placed in us and acts with integrity and honesty in all situations to preserve that trust and confidence. Thus we avoid conflicts of interest and other situations that are potentially harmful in the progress of the Company.
- Uses Company's assets, facilities or services only for lawful, proper and authorized purposes. We intend to make best use of Company's equipment, system & technological methods in order to have fast and reliable communication and strong MIS system in accordance with Company's guidelines.

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3. RELATIONSHIP WITH BUSINESS COMMUNITY

- Each of us in CICL is responsible for how we are perceived by our clients and other business partners; it is essential that we maintain our reputation for honesty and fair dealing with these people and organisations.
- It is CICL's policy to respect the trade secrets and proprietary information of others. This is particularly pertinent if one has knowledge of trade secrets and proprietary information of a former employer. If any question should arise in this area, one should consult unit's legal counsel.

4. RELATIONSHIP WITH CLIENTS

- CICL's reputation has been built upon the trust and quality service we are providing. Our commitment to excellence in quality of service and building strong client relationship is essential to the continued growth and success of the Company. Also, vital for the success is to meet the challenges of the highly competitive market with our expertise, innovative and creative marketing.
- CICL's motto: **"The Clients satisfaction is Management's Top Priority"**.

5. RELATIONSHIP WITH GOVERNMENT AND THE LAW

- CICL supports free enterprise and a competitive market system. The Company's policy is to comply fully with all applicable laws irrespective of the extent to which they are enforced. The Company co-operates fully with all governmental and regulatory bodies and is committed to high standards of corporate governance. Penalties for non-compliance can be severe and can involve criminal offences.

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- CICL's financial policies for conducting business entrust transparency, integrity and following principles of accounting and finance as approved by regulations and applicable accounting codes. Any unsupportive or false entry, infringement of accounts for individual or company gain is strongly incoherent with our business codes and ethics.

6. RELATIONSHIP WITH SOCIETY

- CICL strives to operate as a responsible corporate citizen within both the local and global communities.
- CICL is an equal opportunity employer for all levels of employees and respects issues such as color, race, gender, age, ethnicity or religious beliefs
- CICL provides safe and healthy workplace protecting human health, environment.
- CICL pays its employees a remuneration that enables them to meet at least their basic needs, and provides employees the opportunity to improve their skills and capabilities.
- CICL respects employee's freedom of association.
- CICL works with governments and communities in which we do business to improve the educational, cultural, economic and social well being in those communities.

7. RELATIONSHIP WITH THE ENVIRONMENT

- Protecting the world in which we live is a vital concern and a continuing commitment. CICL is dedicated to contribute to the overall quality of life; we recognize and constantly reaffirm the value of a healthy and clean environment.

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8. RELATIONSHIP WITH THE SHAREHOLDERS

- CICL strive to serve the best interest of its shareholders – to provide consistent growth and a fair rate of return on their investment, to maintain our position and reputation as one of the leading insurance company, to protect shareholder investments and to provide full and timely information. By conducting our business in accordance with the principles of fairness, decency and integrity set forth here, we help to build shareholder value.

9. RESPONSIBILITY FOR COMPLIANCE

- In accepting employment with the Company, each of us becomes accountable for compliance with these standards of conduct, with all laws and regulations. Managers are responsible for communicating these standards to employees, for ensuring that they understand and abide by them, and for creating a climate where employees can discuss ethical and legal issues freely.

- E N D -

I have read and understood the above 'Statement of Ethics and Business Practices' and agree to abide by it.

<u>S. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Employee No.</u>	<u>Signature</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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