



TRINIDAD AND TOBAGO UNIT TRUST CORPORATION

CODE OF ETHICS

I, _____, an employee of the Trinidad and Tobago Unit Trust Corporation, do hereby declare and agree as follows: -

1. I shall honestly and faithfully conduct myself and diligently perform all duties devolving on me while in the employ of the Unit Trust Corporation.
2.
 - a) I shall maintain regular and punctual attendance.
 - b) I shall, in the event of illness or incapacitation or any other reason, notify the Head of Department or, if not available, the next senior official on duty, within the first hour of the required reporting time or at the earliest possible opportunity.
3. I shall observe the strictest secrecy with regard to all business and affairs of the Corporation, its customers, agents and officers, which shall be disclosed to me or which may come to my knowledge. Further, I shall observe the Declaration of Secrecy, which I signed on assumption of duty.
4. I shall not, without the written approval of the Executive Director, make available to the press or to any unauthorized person, any information, documents or papers concerning the Corporation and its business, which may come into my possession, or make copies of such documents or papers.
5. Unless expressly authorized by the Corporation, and during my employment with the Corporation, I shall not be engaged personally in any full time employment and trade or other business or undertake any full time responsibilities in any office whatsoever.
6. I shall not, during my employment with the Corporation, have any financial involvement with a customer or any involvement in any trade or other business whether for personal gain or that of a third party, where a conflict of interest with the Corporation shall arise.
7. I shall not engage in unacceptable practices in my official capacity, private and social relations that may result in disciplinary action up to and including termination of employment such as:-

- i) theft, forgery or inappropriate removal or possession of property.*
- ii) fighting or threatening violence in the workplace.*
- iii) gross misconduct, abusive language, boisterous or disruptive activity.*
- iv) possession of dangerous or unauthorized materials such as explosives or firearms.*
- v) possession of narcotics or use of illegal substances etc.*

8. I shall observe the dress code and wear the uniforms provided to members of staff.

9. a) I shall not engage in any discriminatory practices with respect to customers or employees of the Corporation or engage in any acts of harassment.

b) I shall not hold political office, county council, municipal or borough council or parliamentary office while in the Corporation's employ unless approval is obtained in writing from the Corporation which is not to be unreasonably withheld.

10. I shall not accept gifts, fees, gratuities or consideration of any kind in respect of services rendered in my official capacity.

Nothing hereinbefore set out shall be construed as being an exhaustive itemization of the acts and/or conduct, the non-observance of which may give rise to a breach of the terms and conditions of employment with the Corporation.

In the event that I shall be in breach of any terms expressly stated hereinbefore, such a breach is hereby declared to be a fundamental breach of this agreement and shall constitute good cause for termination of employment, notwithstanding any other course of action that may be available to the Corporation.

Signed:

Date:.....

Witness:

Date: