

**LAIBA SAEED**

**ID# 14604**

**PRINCIPLES OF MANAGEMENT**

**SUBMITTED TO SIR SUNIL**

**SOP (STANDARD OPERATING PROCEDURE) FOR A COMPANY**

**Business the Right Way**

Each of us is expected to embrace the principles of our Code and, Show respect in the workplace . Act with integrity in the marketplace. Ensure ethics in our business relationships. Perform work responsibly for our shareholders Our Code is at the center of everything we do. It reinforces our core values, and is the foundation of our strategic vision

**Responsibility**

Our Code applies to every employee and to our Board of Directors; it governs every business decision we make. Our Code governs all our decisions and actions, whether in our offices, plants or warehouses, in the boardroom or in the trade selling our products to customers.

**Follow Our Code**

All of your work must comply with our Code, our policies, and the law. Our reputation for acting ethically and responsibly is built one decision at a time, every day, by each of us. Our Code, together with our company policies, gives you the information you need to perform your job ethically.

**Lead by Example**

Each of us, especially leaders and managers, must act with integrity and inspire trust. While all employees are expected to act ethically, each manager and leader at PepsiCo has the increased responsibility of leading by example. We expect our leaders and managers to serve as positive role models and inspire others to embrace our Code by: Rewarding integrity, Encouraging ethical decision-making.

**Seek Guidance**

The Code, by its very nature, cannot describe every possible situation that you might encounter in your daily work. If you cannot find an answer in the Code, or if you have questions on how to interpret the Code, seek guidance. Likewise, if you are aware of something that may be a violation of our Code, our policies or the law, you must speak up and report it so it can be addressed.

**Report Violations**

Global Compliance & Ethics or the Pepsi Co Law Department: For issues involving actual or potential Code or legal violations, Accounting or auditing irregularities, theft, bribery and other corrupt business practices – Antitrust or insider trading violations, Human rights violations, Illegal discrimination or harassment.

**Speak Up**

You can contact Speak Up by phone or by web. Speak Up is a 24-hour, toll-free ethics hotline available to all PepsiCo employees, suppliers, consumers, contractors, subcontractors and agents to report suspected violations of our Code. The Speak Up line is available anywhere in the world: By phone using a special toll-free telephone number based on the country from which you are calling.

**Non-Retaliation**

You will not be retaliated against for raising concerns. PepsiCo is committed to protecting the rights of those individuals who report issues in good faith either through one of the reporting means described in our Code or to government authorities. Our company will not retaliate or permit retaliation against a person who in good faith:

**Respect in Our Workplace**

It is important to respect others and succeed together. Our success can be achieved only when we treat everyone, both within and outside our company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.

**Diversity and Engagement**

Each of us must respect the diversity, differences, talents and abilities of others. At PepsiCo, we define "diversity" as all the unique characteristics that make up each of us: personalities, lifestyles, thought processes, work experiences, ethnicity, race, color, religion, gender, gender identity, sexual orientation, marital status, age, national origin, disability, veteran status, or other differences. We strive to attract, develop and retain a workforce that is as diverse as the markets we serve, and to ensure an inclusive work environment that embraces the strength of our differences.

**Human Rights**

Always be alert to possible human rights violations. PepsiCo recognizes the importance of maintaining and promoting fundamental human rights in our operations and supply chain, and we are committed to respecting the rights of workers throughout our value chain. Our Code and business policies work together to support the principles contained in the International Bill of Human Rights and International Labor Organization Declaration on Fundamental Principles and Rights at Work. We operate programs and policies that: Promote a workplace free of discrimination and harassment, Prohibit child labor, forced labor and human trafficking, Provide fair and equitable wages, benefits and other conditions of employment in accordance with local laws, Provide humane and safe working conditions, including safe housing conditions, where applicable.

**Anti-Discrimination**

You should never discriminate or deny equal opportunity. Each of us should have the opportunity to reach our full potential and contribute to PepsiCo’s success. To accomplish this, you should never discriminate or treat employees or job applicants unfairly in matters that involve recruiting, hiring, training, promoting, compensation or any other term or condition of employment. Your employment decisions regarding employees and applicants must always be based on job-related factors

**Anti-Harassment**

You must not harass others in our workplace. PepsiCo seeks to provide a work environment that is free from harassment of any kind and/or any other offensive or disrespectful conduct. Our company complies with all country and local laws prohibiting harassment, and our Code prohibits harassment in the workplace. Harassment includes unwelcome verbal, visual, physical or other conduct of any kind that creates an intimidating, offensive or hostile work environment.

**Health and Safety**

No matter where you work or what you do for our company, you are expected to put safety first. We are committed to safeguarding the health and safety of our employees, visitors, contractors, consumers and communities. Our health and safety policies and procedures are designed to help you to work safely, whether at our facilities, in the marketplace or on the roadways. You should always speak up and raise a concern if you: Are asked to do a task you consider unsafe, Are asked to do a job you think you are not properly trained to perform and that may harm you or others, See someone performing a task that you think is unsafe or that the person is not properly trained to do

Substance Abuse

You should not work under the influence of alcohol or drugs. If you work under the influence of drugs or alcohol, you pose an unacceptable safety risk to yourself and others. Drugs may include illegal drugs, controlled substances or misused prescription medication. You are expected to perform your job duties free from the influence of any substance that could impair job performance. We therefore prohibit: Working under the influence of alcohol, illegal drugs or controlled substances on or off PepsiCo premises.

**Anti-Violence**

You must never threaten anyone or display violent behavior in our workplace. PepsiCo’s safety programs include a zero-tolerance policy for workplace violence. You are prohibited from engaging in any act that could cause another individual to feel threatened or unsafe. This includes verbal assaults, threats or any expressions of hostility, intimidation, aggression or hazing. Our company also prohibits the possession of weapons in the workplace. To the full extent permitted by local law, this prohibition extends to company parking lots as well as our facilities

**Integrity in Our Marketplace**

We should treat all those in the marketplace with whom we come into contact with fairness and integrity. This includes our consumers who purchase our products, our customers who sell our products, the communities we serve, as well as our competitors and our suppliers. Underlying this commitment to integrity is our obligation to comply with all applicable laws wherever we do business.

**Product Quality**

You should never compromise product quality. We are committed to producing high quality products across all of our brands. We maintain consumer trust by manufacturing superior products, starting with the purchase of our raw ingredients and continuing until the finished product reaches the consumers’ hands. We are also committed to developing new products in an ethical and responsible manner, and to following applicable ethical standards and guidelines relating to research.

**Responsible Marketing**

If you are involved in marketing, always market our products responsibly. Our brands touch millions of lives each day. Our product marketing must reflect our company’s high ethical standards, and be truthful, understandable and in compliance with all laws. If you are involved in marketing, you should never: Overstate or misrepresent the qualities of our products or packaging, Use misleading or untruthful statements in our advertising or labels, Make claims about our products, product ingredients, or health.

**Our Customers**

We must treat our customers fairly. Integrity in the marketplace requires each of us to treat our customers ethically, fairly, and in compliance with all applicable laws. When dealing with our customers, you should always: • Earn their business on the basis of our superior products, customer service and competitive prices • Present our services and products in an honest and forthright manner • Avoid unfair or deceptive trade practices • Communicate our sales programs clearly • Deliver on your promises

**Our Suppliers**

All interactions with our suppliers must meet our high ethical standards. We hold our suppliers to the same standards of integrity to which we hold ourselves. An unethical or illegal act of a supplier may hurt PepsiCo's reputation as a world-class company and cause a loss of goodwill in the communities we serve. Therefore, all suppliers must comply with our Supplier Code of Conduct as a condition of doing business with us. Our suppliers include any third-party vendor, consultant, contractor, service provider or supplier of raw materials, ingredients or packaging components.

**Our Competitors**

Always compete with integrity and follow applicable antitrust and competition laws. PepsiCo is committed to outperforming our competitors legally and ethically within the framework of a free enterprise system. Therefore, you should: Never comment on competitors’ products or services in an inaccurate or untruthful manner, Only use legitimate means of obtaining competitive information, Respect the confidential information and intellectual property rights of our competitors and other third parties, Always comply with antitrust and competition laws When dealing with competitors, you should never enter into any agreement, whether formal or informal, written or verbal, to set prices or other terms of sale, coordinate bids, allocate customers, sales territories, or product lines, or engage in any other activity that violates applicable antitrust or competition laws. You should never discuss such topics with a competitor, even in an informal setting such as a trade show or customer event.

**Business Activities**

Our Code requires each of us to make ethical business decisions and to avoid conflicts of interest. Permitting corruption in our business activities is completely inconsistent with PepsiCo’s focus on doing business the right way. Our commitment to integrity extends to all of our business relationships and to all interactions with government officials.

**Conflicts of Interest**

You should avoid a conflict, or an appearance of a conflict, between your personal interests and our company’s interests. Our company’s conflicts of interest policy is straightforward – we all have an obligation to act in the best interest of our company at all times. Conflicts of interest may arise when you: Engage in activities that compete with, or appear to compete with, our company’s interests, Let your business decisions be influenced, or appear to be influenced, by personal or family interests or friendships, Use company property, information or resources for personal benefit or the benefit of others ,Hire, supervise or have a direct or indirect line of reporting to a family member, romantic partner, or close friend, or have the ability to influence that person's employment opportunities or compensation.

**Anti-Corruption**

Your business decisions should never be influenced by corruption. Corrupt arrangements with customers, suppliers, government officials, or other third parties are strictly prohibited. “Corruption” generally refers to obtaining, or attempting to obtain, a personal benefit or business advantage through improper or illegal means. Corruption may involve payments or the exchange of anything of value and includes the following activities: Bribery, Extortion, Kickbacks.

**International Trade Controls**

If you are involved in the import or export of goods, you must comply with trade regulations. As a global company, PepsiCo transfers goods, services and technologies across national borders. Our business transactions are subject to various sanctions or trade controls and laws, including: Government-imposed export controls, trade restrictions, trade embargoes, legal economic sanctions and boycotts, Anti-boycott laws that prohibit companies from participating in or cooperating with an international boycott that is not approved or sanctioned by the U.S. government, Sanctions by different governments around the world that restrict activities with certain countries, entities, or individuals.

**Political Activities**

You are prohibited from using company resources for personal political activities. PepsiCo encourages its associates to participate in their communities, which may include political activities. However, you may not use company funds or resources, or receive company reimbursement, for personal political activities, including contributions to political candidates or parties. You should avoid even the appearance of doing so.

**Public Disclosures**

Our financial reporting obligations rely on PepsiCo’s accurate business records. Our investors and the general public rely on our company, and the law obligates us, to report accurately on our business, our earnings and our financial condition. The disclosures we make in our public communications, regulatory disclosures and reports submitted to the U.S. Securities and Exchange Commission and to other governmental agencies must always be full, fair, accurate, timely and understandable.

**Records Management**

You should maintain business records in accordance with our Records Management Policies. A company the size of PepsiCo generates a large volume of records and documents each day. The business records that you work with must be maintained, retained and destroyed in accordance with all legal and regulatory recordkeeping requirements. To manage your business records properly, you should: Comply with our records management policies for all documents, files, electronic records and emails, Follow the retention periods specified in the Records Retention Schedule for your sector, country or function.

**Company Resources**

You have an obligation to protect PepsiCo’s resources. PepsiCo relies on you to use company resources honestly and efficiently. Resources include physical property, such as facilities, supplies, equipment, machinery, spare parts, raw materials, finished products, vehicles and company funds. They also include intangible assets, such as company time, confidential information, intellectual property and information systems. You should use company resources only for legitimate business purposes and protect them.

**Confidential Information**

You must protect the confidential information of our company and our business partners. During your employment, you may acquire certain information about PepsiCo, its customers, suppliers or business partners or another third party that is confidential, competitively sensitive and/or proprietary. You should assume that company information is confidential or competitively sensitive unless you have clear indication that PepsiCo has publicly released the information.

**Privacy**

If you access personal information in the course of performing your job, keep it secure and use it only as authorized. Personal information broadly refers to any information that identifies or relates to an identifiable person. If you access this type of information or the systems that process it, you must comply with all applicable policies and laws regarding the processing of such information.

**External Communications**

You are not authorized to speak on behalf of our company. If you are contacted and asked to discuss company business with any members of the press, investors or market analysts, do not provide any information. Instead, you should politely advise the outside party that you are not authorized to discuss the subject, and refer them to the spokespeople designated in our Media, Public Speaking and Publication Policy and our Disclosure Policy for your sector or region.

**Email, Internet and Information Systems**

You must use company email and all internet based applications and accounts responsibly and protect the security of our information systems. Our information technology systems constitute a critical component of our business operation and are provided for authorized business purposes. Your use of these systems must comply with our Information Security Policy and Acceptable Use Standards. You may engage in reasonable incidental personal use of phone, email and the internet**.**