



UK Pakistan Tech Forum

UPTECH

OFFICIAL DOCUMENT

Code of Conduct

Binding on all members under the authority of the UPTECH Constitution

ISSUED BY

UK-Pakistan Tech Forum Ltd

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Issued: 23 May 2026



1 Introduction

The Code of Conduct for UK-Pakistan Tech Forum is a foundational document established under the authority of our organisation's Constitution. It outlines the principles and standards that all members are expected to uphold in their professional and personal conduct.

As a binding document, adherence to this Code is mandatory for all members, ensuring consistency, integrity, and professionalism in our collective endeavours. By adhering to these ethical and behavioural guidelines, we demonstrate our commitment to excellence, integrity, and mutual respect within our community and in our interactions with others.

All members are required to give an undertaking to the effect that they would abide by the UPTECH Code of Conduct. The Code of Conduct also specifies the procedure for the action to be taken against concerned members for any breach of this Code.

2 Core Principles

- **Integrity** Members will consistently demonstrate honesty and ethical behaviour in all actions and decisions.
- **Respect & Equality** Treat all members with dignity, equality, and cultural sensitivity, without discrimination based on any criteria.
- **Competence** Members will accurately represent their skills and experience and continuously strive to maintain professional competence.
- **Loyalty** Act with unwavering loyalty towards the Forum and maintain confidentiality when entrusted with sensitive information.
- **Impartiality** Provide objective advice, disclosing any potential conflicts of interest promptly and transparently.
- **Ethical Conduct** Members will not pursue personal gain at the expense of the Forum and actively work to enhance its reputation.
- **Non-discrimination** Refrain from engaging in discriminatory practices in any professional activities.
- **Continuous Development** Commit to lifelong learning, actively seeking opportunities to develop skills and knowledge, and encouraging fellow members to do the same.
- **Professionalism** Adhere to recognised professional standards, offering services and advice diligently and responsibly within their areas of expertise.

3 Communication & Group Rules

The following rules apply to all official UPTECH communication channels, including WhatsApp groups:

- No personal attacks in group chats; violation may result in temporary or permanent ban.
- Avoid posting irrelevant content or off-topic discussions.
- No political, religious, sectarian, or biased content.
- Obtain prior approval from Management before sharing advertisements.
- Inform Group Admin or Management of any mobile number changes within 3 days.
- Keep discussions aligned with the group's objectives.
- Refrain from posting after 11:00 PM unless urgent matters arise.
- Address grievances privately with Management, not publicly in the group.



4 Disciplinary Procedure

All members of the Forum are expected to adhere to the Code of Conduct. In the event of a member wishing to file a complaint against other members for violating the Code, the following procedures apply:

4.1 Filing a Complaint

All complaints must be submitted in writing and sent to the Management Committee of the Forum. Any member is eligible to lodge a complaint.

4.2 Investigation

Upon receipt, the complaint will undergo investigation by a Committee vested with the authority to summon any member(s) deemed relevant to the matter.

4.3 Right to Respond

Should the Committee determine potential misconduct, the implicated member(s) will be afforded a 7-day period to respond to the allegations.

4.4 Disciplinary Actions

Should the member(s) be found guilty, disciplinary actions may include caution, reprimand, suspension, or expulsion from Forum membership.

4.5 Dismissal of Complaint

If the complaint lacks merit following the Committee's evaluation, the complainant will be duly informed.

4.6 Fair Hearing

In instances where the matter is referred to the Disciplinary Committee, formal proceedings will be arranged for a fair hearing of the charges.

4.7 Escalation

If the Committee finds the response inadequate or no written representation is received, the matter will be escalated to the Disciplinary Committee.

5 Confidentiality of Proceedings

For caution and reprimand, the Forum will disseminate details of the circumstances and outcome to all members without disclosing the member's identity. In cases of suspension or expulsion, the Forum will, at its discretion, inform members confidentially.

6 Right to Appeal

Affected members retain the right to appeal the committee's decision within 7 days, submitting a written appeal. The Executive Committee will then review the appeal. The verdict rendered by the Executive Committee on the appeal(s) shall be final and non-negotiable.

7 Contact

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