

**SERVICE
REGULATIONS
(BYE-LAWS)**

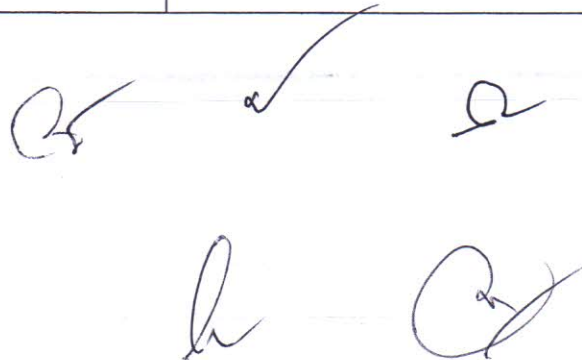
OF

Teletalk Bangladesh
Limited

December, 2011

Honorable Directors of BoD, Teletalk Bangladesh Ltd. (TBL)
who framed the Service Regulations (Bye-Laws) of TBL-2011 as
per Para no. 68(a) of Articles of Association of TBL.

Sl. No.	Name of the Directors	Signatures
1.	Md. Rafiqul Islam Additional Secretary Ministry of Post and Telecommunications	
2.	Kazi Shofiqul Azam Joint Secretary, Budget-1 Finance Division, Ministry of Finance	
3.	Md. Sayed Ahmed Joint Secretary , Legislative & PA Division Ministry of Law, Justice & Parliamentary Affairs	
4.	Abbas Uddin Khan -FCA Council Member, The Institute of Chartered Accountants of Bangladesh	



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1. SHORT TITLE AND COMMENCEMENT-

- 1.1 These Regulations (Bye-Laws) may be called the Employees (Conduct) Regulations(Bye-laws) of Teletalk Bangladesh Ltd. (TBL).
- 1.2 They shall come into force immediately after the approval by the Board of Directors (BoD) of TBL

2. DEFINITIONS-

- 2.1 In these Regulations, unless there is anything repugnant in the subject or context,
 - a) "Employee" means any person employed in TBL and who is holding any position in the organogram.
 - b) "HoD" means Head of the Department.
 - c) "Member of family" means-His/her spouse, Child or Step-Child, Parents, Grand Child, whether residing with the TBL employee or not.

3. OBLIGATIONS-

Every employee shall:

- 3.1 Conform to and abide by these Regulations, procedures & policies;
- 3.2 Observe, comply with and obey all lawful orders and directions which may from time to time, be given by the Company and any person or persons under whose jurisdiction, superintendence or control he/she may be;
- 3.3 Serve the Company and discharge his/her assigned duties faithfully honestly and diligently;
- 3.4 Use his/her utmost endeavors to promote the interests of the Company;
- 3.5 Observe proper decorum and show courtesy in all matters to all concerned and the members of the Public; and
- 3.6 Maintain strict secrecy regarding the affairs of the Company.

