



Code of Ethics & Professional Conduct

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1. Ethics and Conduct

This Code of Conduct is designed to guide all employees of the Company regarding conduct within and outside the workplace which may concern you in relation to your position in the Company. Its purpose is to preserve one of the strengths of the Company, which is its reputation for integrity and fair dealing.

You may already have relationships within related industries when you join your Company, or they may develop during your career. You may also have other outside relationships or financial interests which, while primarily personal, may also touch on your business life. While every situation affecting you cannot be exhausted here, the principles of good conduct are universal. Thus, it will not be difficult for you to perceive those situations which are clearly in conflict with the best interests of the Company. However, situations do arise in which the ethical course is less clear.

The Code of Conduct attempts to clarify some of these questions and to establish an atmosphere of mutual understanding between the Company and its employees. It is intended to help in preserving and perpetuating good business and personal relationships.

2. Principles of Conduct

i. Protecting You and Your Company's Good Name

Each of you is expected to avoid any investment, interest or association – direct or indirect – which might reflect or be seen to reflect unfavorably on your Company's good name and reputation or on your own. This ranges from activities which are clearly illegal to matters of personal conduct which may be less easy to define.

The laws of the country must always be adhered to.

Because it is difficult to spell out exactly what is appropriate under all circumstances, consult your supervisor or department head on any aspect of this Code of Conduct which seems unclear, or in any situation where you believe the Code might be contravened.

The responsibility for disclosing areas of possible conflicts rests squarely on your shoulders. It is also your responsibility to make sure that the Management is kept up to date, i.e. in the case of management change, the onus for full disclosure is still on you.

As a matter of principle, you may be asked to sign a letter indicating that you understand the Code and will conform to it, and you will be expected to disclose or report any conflict of interest, actual or perceived.

3. Definitions

The areas in which possible conflicts of interest are most liable to arise are in relationships with customers, competitors and suppliers particularly the latter.

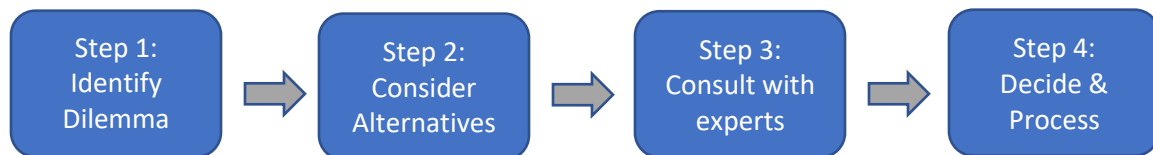
- **A CUSTOMER** is any company, firm or person purchasing goods or services from your Company.

- **AN EMPLOYEE**, for the purpose of this Code, refers not only to you as a paid employee of the company, but also to all members of your family and household by blood or marriage and to any company, firm and trust of which you or they are direct or indirect shareholders, partners or beneficiaries.
- **A RELATIVE** includes any member of your family and household by blood or marriage.
- **A SUPPLIER** is any company, firm or person supplying goods or services to your Company, including any landlord.
- **A COMPETITOR** is any company, firm or person having any competitive interest whatsoever, direct or indirect, in any aspect of your Company's business activities.

4. Ethical Decision-Making Framework

The Code of Conduct reflects the expectations for all employees at Company. The Company recognizes that individuals face situations daily where their actions depend on a variety of considerations. Not all situations have a right or wrong choice. To help employees determine the best choice for the situation, employees may use the following four-step problem solving process:

Step 1:



When faced with a situation, identify the dilemma and assess its potential risk to the Company, your colleagues, others and yourself. In assessing potential risks, you may ask yourself the following questions that may help you determine the appropriate plausible alternative actions:

- Are my actions illegal, unethical or not in compliance with the standards of our profession?
- Am I compromising my integrity or the integrity of the firm or the integrity of our clients?
- Am I being fair and honest?
- Am I personally uncomfortable about the course of action?
- Could the intended action appear inappropriate to a third party?
- Am I treating others the way I expect others to treat me?
- Could someone's life or reputation be endangered by my action?
- Would I be unwilling or embarrassed to tell my family, friends, or colleagues?
- Would my reputation or the reputation of the firm be harmed if the action was publicly known or reported such as in newspapers or another broadcast medium?

Step 2:

Consider the alternative actions and the potential outcomes and consequences of each action. You might consider:

- What are the facts; what additional data/information would be helpful?
- What section(s) of the Code of Conduct may be applicable in this situation?

- What policies and/or laws may apply?
- Who should be consulted?

Step 3:

If you are unsure about your alternatives, you should consult with your HR, Immediate Superior or Head of Department. You might consider:

- Which key leaders in your Branch/Department should be made aware of the situation?
- Which subject matter expert(s) would be in a position to provide valuable insight into this situation? Does the situation warrant discussions with Risk Management, Ethics, Human Resources, Legal, or other senior leadership in the Company?

Step 4:

Decide on the best course of action and follow the applicable policy or procedure.

5. Conflict of Interest

A “conflict of interest” occurs when an individual’s private and personal interests interfere (or even appears to interfere) in any way with the interests of the Company as a whole. A conflict situation can arise when an employee performs or has such interests that may make it difficult to perform his/her company work objectively and effectively.

Conflicts of interests also arise when an employee or a member of his/her family, receive improper personal benefits as a result of his/her position, actions and decisions in the Company. Loans to, or guarantees of obligations of such persons are of special concern.

i. Common Sources of Conflict

The most common conflicts of interest generally arise when an employee:

- Accepts gifts of more than token or nominal value from an actual or potential customer, supplier or competitor.
- Has a significant direct or indirect financial interest in, or relationship with, an actual or potential customer supplier or competitor.
- Conducts business on behalf of the company with a customer, supplier or competitor in which a shareholder, director, partner, employee or agent is a relative of the employee.
- Is concerned with the selection of candidates, or with other personnel procedures, in which a relative may be involved.
- Misuses information obtained in the course of employment.

ii. Financial Conflicts

Potential Conflict is Still Conflict

A conflict of interest exists when your duty to give your commercial loyalty to your Company is prejudiced by actual or potential personal benefits from another source. Conflict also exists if you take advantage of your position in the Company for personal financial gain.

Conflict of interest may arise in your dealings with customers and competitors but are most frequent in relationships with suppliers.

- Any financial interest in the shares of a corporate customer, supplier or competitor which is not publicly traded or any interest in a partnership or sole proprietorship constitutes a potential conflict of interest.
- Any interest of 5% or less of any class of shares listed on a securities exchange, or regularly traded over the counter, is not regarded as significant and thus does not constitute a conflict of interest. If there are other complicating factors, they should be reported.

iii. **Personal Relationships**

Employees must avoid any relationships that adversely affect or is likely to adversely affect their judgment or actions in performing their duties for the company. These relationships include, but are not limited to, family members with whom the employee has a direct or indirect reporting relationship or a romantic or sexual relationship or any other relationship with another employee with whom the employee has a direct or indirect reporting relationship.

If an employee is in a relationship as described above, the employee shall disclose such fact to head of the relevant Branch/Department, so that the Branch/Department management may assess the nature and extent of any concern and decide on appropriate measures to address same.

Employees who are aware of the existence of any relationships between other employees which adversely affect, or is likely to adversely affect the parties to such relationship in performing their duties for the company, are encouraged to report such fact to Head of the relevant Branch/Department, so that appropriate action can be taken. However, employees are cautioned that such reports should be made in good faith and without malice.

Company's view on consensual relationships

A consensual relationship is one in which two employees who may or may not differ in power within the Company are engaged by mutual consent in an emotionally (romantic) and/or physically (sexually) intimate relationship. Such relationships are of special concern because of the potential for conflict of interest and/or abuse of power.

Decisions, which must be made free from bias or favor, come into question when made by an employee who has a romantic/sexual relationship with an employee who may benefit from or be harmed by the decisions. The mere appearance of bias or impropriety resulting from a consensual romantic/sexual relationship may seriously disrupt the professional work environment.

Additionally, these relationships may be less consensual than the more "powerful" person believes.

- Be perceived in different ways by each of the parties, especially in retrospect.
- Undermine the real or perceived integrity of the supervision or decision making.
- Change over time. Complaints may surface if behavior that was once welcome becomes unwelcome.
- Give rise to third-party complaints when one party appears to have an unfair advantage and/or more access to the senior individual.
- Have unintended, adverse effects on the climate of a professional work environment, which may be impaired for others, either during the relationship or after a break-up.

Equally important, such relationships have the potential to undermine the Company's sense of community, mutual trust, and support.

For these reasons, the Company has adopted a policy to prohibit consensual relationships and to place all employees "on notice" that the Company views consensual relationships as unwise and of a high risk.

Sanctions

Failure to comply with the Policy governing Personal Relationships including consensual relationships may result in disciplinary action up to and including dismissal, depending on the particular situation.

6. Healthy Work Environment

At Company, diversity means embracing differences and cultivating an inclusive organization that reflects our marketplace and leverages the diversity of employees, customers, suppliers and community partners. It is the Company's policy to comply fully with all laws providing equal opportunity to all persons without regard to race, colour, religion, gender, sexual orientation, age, national origin, disability, marital status, citizenship status or any other protected category under the law of the country.

Make sure you understand the health, environmental and safety laws and regulations in the country in which you work and comply through adherence to applicable Company policies and procedures. Conduct your work in a manner that protects the health and safety of your co-workers and the environment. Report risks and violations to the Human Resources.

Make sure you have identified the fire warden(s), first aid officer(s) and any other personnel responsible in your Branch/Department and understand procedures implemented on site such as emergency evacuation procedures, process to identify health hazards, assess risks and to implement control measures, etc.

i. Harassment and Workplace Violence

Harassment includes but is not limited to, racist, sexist or ethnic comments, jokes, gestures, or any action or statement creating an intimidating, hostile or offensive work environment. We all deserve to work in an environment that is free from violence or hostility. Any form of threatening, hostile or abusive behaviour by employees in the workplace, or by any persons on company property will not be tolerated and immediate and appropriate action will be taken against offenders. This may include termination and referral for criminal prosecution.

You may not damage company property, possess or use any weapon or any component of a weapon (e.g. ammunition) on company property. You must not use any tool, equipment or other material as a weapon or as a component of a weapon. You must report any instance of violence, hostile behaviour.

ii. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Company is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. The Company will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

iii. Discrimination

Discrimination is facilitation or denial of hiring, compensation, training, promotion, suspension, termination, retirement or other employee related issues, based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation or any other personal characteristic or belief.

The Company will operate a zero-tolerance policy for any form of discrimination in the workplace, treat all incidents seriously and promptly investigate all allegations of discrimination.

iv. Security Inspection

To ensure safety, security and wellbeing, the Security Division may inspect your belongings (including parcel or bag) in your control or possession, any motor vehicle driven by you or any locker, desk or other receptacle used by you time to time. You are required to cooperate with Security officers or other officers authorized by Company to do so.

7. Corporate Gifts

Most of the gifts and services offered to an employee are because of his or her position in the Company. As a result, you must exercise great discretion in accepting any offers of gifts or services. Acceptance of such offers may lead the donor to believe that he or she can expect preferential business treatment from you in return.

- All gifts offered or received should be reported to your manager. If the gift is not acceptable, your manager will return it or donate it to a local charity.
- Money in any form is not acceptable under any circumstances.
- Traditional seasonal or holiday gifts are acceptable if they are of reasonable or token value, openly presented and accepted. Such gifts will preferably be of a promotional rather than a personal nature. You may accept only one such gift from the donor in any given year.
- Advertising novelties (Calendars, paperweights, diaries, etc.) may be accepted.
- No advantage in any form should be sought from a customer or a Supplier.

8. Entertainment

i. Guidelines for Social Activities

You will be expected to exercise the greatest discretion in accepting and offering entertainment. This is unquestionably the “grey area” of a business relationship; the one where preferential treatment in return

is often implied but never spelled out. Because this perception is current and widespread in all societies, it is most important for you to be seen to avoid such situations.

Company (-) neither expect nor offer preferential treatment as a result of “social” business relationships; you are expected to represent this policy.

In general, you may offer or accept entertainment if:

- Your manager has approved it.
- The entertainment is reasonable in nature, frequency and cost.
- The entertainment does not violate the other party’s own rules or code.
- The entertainment does not have the purpose, effect of appearance of causing either party to do business or change the terms of business because of it.

ii. Moderation and Discretion

It is impossible to cover all the offers of entertainment and other services which could conflict in any way, actual or perceived, with the Code of Conduct. The following examples are therefore meant to serve primarily as guidelines:

- Business meals are acceptable if they do not exceed accepted Company and community standards of what is appropriate for persons of a certain rank and standing.
- You may, for example, invite a prospective customer to dinner provided the event is not unusually lavish or extravagant by accepted Company and community standards.
- Depending on circumstances you may provide lodging and meals to executives visiting a Company from elsewhere, provided the purpose of the visit is the conduct of business.
- If ever in doubt of the premise behind an invitation by a supplier for a restaurant dinner, offer to pay for the meal.

iii. Avoid Embarrassment

Offer of Entertainment or service offered are unacceptable when:

- The entertainment or service offered either exceeds, or could be perceived to exceed, accepted community standards of appropriate conduct.
- The form of entertainment violates the law or could prove publicly embarrassing or be misconstrued by any third party.
- The offers of entertainment are frequent, or one party is unable to reciprocate, thereby inducing a sense of obligation.

iv. Relationships with Suppliers

- No employee may receive money or any other benefit from a supplier in return for advice on purchases by the Company (-) or for any other activity for the supplier.
- Any employee who owns, directly or indirectly any financial or other significant interest in any actual or potential customer, supplier or competitor may not occupy a position in the Company in which he or she could influence decisions with respect to that party.
- Companies in the Company do not condone or sanction solicitations or hidden “commissions” in any form. No employee may accept such a commission, or other goods or services from any supplier.
- No employee may accept any discount on personal purchases of the supplier’s product if the discount can be construed as being offered because of the business relationship. Nor may any employee accept any personal benefit for dealing with a supplier.

9. Self-Dealing

i. A Matter of Ethics

“Self-dealing” covers any area of conduct which, while it may not directly prejudice Company business, could seem to interfere with your relationship to the Company or with the exercise of your good judgment in the Company’s interests. Self-dealing need not be illegal to be unacceptable.

- You may not use your own financial gain or disclose for the use of others any inside information about the Company obtained through your employment in the Company.
- Outside work such as freelance self-employment may, in some instances, compromise your relationship to the Company and could thus constitute self-dealing.
- In any of the situations described above relating to gifts, entertainment, financial conflict or self-dealing, or in any situation resembling those described, it is your responsibility to make sure that your manager is informed of and has approved your activities.

ii. Non-Personal Conflicts

We encourage the involvement of employees in public and voluntary service organizations such as hospitals, schools, charities and community Companies. However, direct or indirect conflict with Company interests may sometimes arise and employees must be sensitive to situations in which the Company’s interests may pull one way and outside interests another.

iii. Business Conduct & Ethics

The Business Conduct & Ethics of the Company covers the following aspects:

- conflict of interest;
- corporate opportunities;
- confidentiality;
- fair-dealing;
- protection and proper use of company assets;
- compliance with laws, rules and regulations (including insider trading laws); and
- encouraging the reporting of any illegal or unethical behavior.

iv. Corporate Opportunities

Employees are prohibited from:

- (a) taking for themselves personally, opportunities that are discovered through the use of corporate property, information or position;
- (b) using corporate property, information, or position for personal gain; and
- (c) competing with the Company.

Employees owe a duty to the Company to advance its legitimate interests when the opportunity to do so arises.

v. Social media

Social media such as Facebook, LinkedIn and Instagram exist both within and outside of the Company entities and can be used for both business and personal purposes. Ultimately, you are responsible for what you post or publish in any form of social media.

Therefore, you are expected to adopt the following guidelines when dealing with social media:

- Be true to yourself and others
- You should be mindful of how you present yourself and how you treat your audience. Express your perspectives and show your personality, but always respect the audience.
- In personal social media, particularly if you might be identified as a Company employee, be sensitive to the fact that your communications may be considered a position of the Company.
- Remember, anytime that you can be identified as a Company employee, even in a non-business context, you are impacting the way your audience views the Company.

10. Confidentiality

Confidential information can be described as sensitive, classified or proprietary in nature and is not freely available in the public domain. Such information may consist of details about, but not limited to, our clients, our organization, or other parties, which has been gained through employment with the Company.

Confidential information must be used responsibly, controlled, and protected to prevent arbitrary and careless disclosures and shall not be used for personal advantage or for the benefit of third parties.

All employees should maintain the confidentiality of information entrusted to them by the Company or its customers, except when this disclosure is authorized or legally mandated. Confidential information includes all non-public information that might be of use to competitors, or harmful to the Company or its customers, if disclosed.

11. Fair-Dealing

All employees should endeavour to deal fairly with the Company's customers, suppliers, competitors and employees. None should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

12. Protection and Proper Use of Company Assets

All employees should protect the Company's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the Company's profitability. All Company assets should be used for legitimate business purposes.

13. Compliance with Laws, Rules and Regulations (including Insider Trading Laws)

In the course of performing the duties, you may come into possession of "material non-public information" about our clients and the companies with whom they do business. "Material non-public

information” is any information that would affect the prices of securities, either positively or negatively, that is not generally available to the investing public.

This information is generally referred to as “insider information.” Buying or selling securities using “insider information” is referred to as “insider trading.” It is illegal for any personnel employed by the Company to buy or sell any securities (i.e., shares, bonds) based on insider information, or to discuss such information with others who might buy or sell such securities.

The Company proactively promotes compliance with laws, rules and regulations, including insider trading laws. Insider trading is both unethical and illegal and will be dealt with decisively.

14. Substance Abuse — Illegal Drugs and Controlled Substances

Company is committed to maintaining a safe environment for all its employees. While on company time, company premises, or while operating company equipment or vehicles you may shall never use, transfer, sell, manufacture or possess illegal drugs (which includes any controlled substances that have not been prescribed for you by your doctor) or drug paraphernalia. You shall not report to work under the influence of any illegal drug (e.g. show any sign of having taken the drug or drug testing demonstrates that you have used or consumed an illegal drug or controlled substances that has not been prescribed by a SLMC certified medical practitioner) as that may hinder job performance, judgment or lead to misconduct.

14.1 Drug & Alcohol testing

You may be required to undergo drug and alcohol testing if and when required by Company.

14.2 Tobacco Smoking

Company premises may have official designated smoking areas for employees. Please check with your HR Department for details.

15. International Relationships

We must abide by the laws, rules and regulations of countries where we do business. We are committed to following not only laws in Sri Lanka that deal with foreign business transactions but also the laws of the host countries in which we operate. Prior to engaging in any international business, you should consider this and discuss the circumstances with your supervisor and the Legal Department.

16. Encouraging the Reporting of any Illegal or Unethical Behavior

The Company proactively promotes ethical behavior. The Company encourages employees to talk to supervisors, managers or other appropriate personnel when in doubt about the best course of action in a particular situation.

As a responsible corporate citizen, the Company adheres to Ten Principles including Labour principles where the following is recognized.

- Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2:** make sure that they are not complicit in human rights abuses;
- Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4:** the elimination of all forms of forced and compulsory labour;
- Principle 5:** the effective abolition of child labour; and
- Principle 6:** the elimination of discrimination in respect of employment and occupation;
- Principle 7:** Businesses should support a precautionary approach to environmental challenges;
- Principle 8:** undertake initiatives to promote greater environmental responsibility; and
- Principle 9:** encourage the development and diffusion of environmentally friendly technologies.
- Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.

Additionally, employees should report violations of laws, rules, regulations or the Code of Business Conduct and Ethics, to appropriate personnel. To encourage employees to report such violations, the Company ensures that employees are not retaliated against for reports made in good faith.

17. Grievances

Grievance as a wrong or hardship suffered, whether real or supposed (imaginary), which forms grounds for complaint. A grievance is a cause for a complaint and a complaint is a mechanism of expressing a grievance.

If any employee has a grievance on any aspect of the work life or the working environment, the employee can consult the immediate supervisor or seek an appointment with the Head of Department.

If the grievance is not settled at Branch/Department level, employees have the option to escalate the matter by seeking an appointment with Head of HR or the CEO.

18. Misconduct

Misconduct is an act or omission that is inconsistent with the fulfilment of an expressed or implied term of employment or if it has a material bearing on the smooth and efficient working of the Company. Any form of the aforementioned types of misconduct will be subjected to the disciplinary procedure of the Company.

An individual's standard of conduct and their employment are connected in the following ways:

- Inside and outside the workplace
- Within and outside working hours
- At work locations

The Code of Conduct may apply whenever there is a connection between the employee's behaviour and its effect on the workplace, other employees, clients and/or stakeholders and the reputation of the Company.

Following are examples of type of action and behavior (but is not limited to) that would be considered as misconduct:

1. Insubordination

- Refusal to obey a direct order
- Abusive behavior
- Unprotected union activity
- Disrespect for supervisors
- Refusal to accept transfer

2. Substance Abuse

- Intoxication and alcoholism
- Drug abuse

3. Unsatisfactory Performance

- Negligence
- Quality problems
- High wastage

4. Misconduct

- Damaging company property
- Dishonesty
- Theft
- Fights
- Gambling
- Discourtesy
- Horseplay
- Off-duty misconduct
- Sleeping and loafing while on duty
- Strike-related activity
- Sexual harassment

5. Other

- Safety rule violations
- Absenteeism without approval
- Late attendance

Failure to follow the Code may result in breaches of law, regulation, Company Standards and may even cause reputational damage to the Company. These violations may warrant disciplinary action, up to and not excluding termination of employment, and may even result in civil or criminal penalties as the case may be.

19. Disciplinary Procedure

Individuals covered under this Code are expected to maintain discipline at all times. Failure to adhere to this Code, any legal provisions of the Country or Company Policies and Procedures shall have significant consequences. Violations may also be subject to disciplinary measures, not excluding termination of services. Therefore, it is advised for employees to practice punctuality, proper utilization of leave,

adherence to all Company Policies, Procedures, Rules and Regulations imposed by the Company from time to time.

Company is committed to responding appropriately to ethics and compliance issues that may involve violations of law, professional standards and regulations, policy, or the Code. Determining whether a violation has occurred involves significant judgment and should be based on the individual facts and circumstances of the specific case at hand.

The disciplinary procedure

This could vary depend on the severity of the impact and gravity of the incident.

- Preliminary investigation
- Suspension [with or without pay if required]
- Show-Cause
- Reply by the employee
- Domestic enquiry
- Punishment

The Company may, based on the results of investigations, impose corrective action and/or disciplinary sanctions to address any violation. Examples of actions that may be taken for violations of a law, professional standards or regulation, policy, or a Code include, but are not limited to:

- Verbal warning
- Written warning
- Fine
- Suspension with or without pay
- Pay cuts
- Reduction/denial of bonus or other benefits
- Denial of promotion
- Demotion
- Delay increments
- Deny increments
- Transfer
- Dismissal

The above list of corrective actions and disciplinary sanctions is not exhaustive, and the Company may impose any other corrective actions and disciplinary sanctions as it deems fit. Where corrective and/or disciplinary actions have been taken against an individual, a memorandum describing the nature of the violation and the actions taken will be communicated to the Branch/Department and included in the individual's personnel file. Any violation will be taken into account in the performance evaluation of the individual concerned. Where the Company deems appropriate, it will report any violation to, and/or cooperate with law enforcement authorities.

20. Consult Your Manager

Each situation which holds the possibility of conflict of interest must be reviewed on its own merits. If there is any question at all as to the propriety of an investment or involvement of financial interest in

another company, firm or sole proprietorship, direct or indirect, you should consult your HR Department and Manager.

Other relationships which could compromise an employee's performance and integrity could include serving as a director of, or advisor to, a company in areas closely related to Company (-) business. Such situations should also be discussed with your HR Department and Manager.

Application of Leave

When applying leave, you must first speak to your supervisor and obtain verbal approval first and then make an online application on HR INFORMATION SYSTEM. It is your responsibility to ensure that the leave application is approved online prior to taking the leave.

Performance Evaluation

Company follows a biannual performance appraisal which involves you and your supervisor. You are expected to complete same by the deadlines set by HR.

Attire

All employees are expected to attire themselves in a professional manner and any queries with regards to the dress code must be directed to the supervisor or the HR.

Attendance

You are required to be at work by the time stipulated on your letter of appointment (LOA) or subsequent instructions given by the Management and continue to be working at office premises or elsewhere as required by the job, till the stipulated end time. Any deviation from this should be subject to necessary leave application and supervisor approval.

Data Integrity and cooperation

You are responsible to keep your HR informed of any changes pertaining to your relevant personal [i.e. Marital, newborn child status] and contact information [i.e. residential address, personal contact information, emergency contact person].