

Hemas Holdings PLC

Social Responsibility Guidelines

What does it mean?

Social Responsibility is embedded in the traditions and values of Hemas Group. While pursuing profit, the Group recognizes the need to; engage with all stakeholders, respect the environment and give back to the society in which we operate. The Social Responsibility Guidelines are not a comprehensive set of regulations but a broad statement that reflects our aim to create a sustainable future for all our stakeholders and be a responsible corporate citizen.

More detailed guidelines are set out in policies and procedures that refer to specific sustainable business practices and are available for perusal on the Hemas Group Intranet, under the 'Policies' tab. The Group reserves the right to amend all policies/codes of best practice at its discretion.

Community

Hemas Outreach Foundation (HOF)

Refer Guidelines on Hemas Outreach Foundation

Hemas Outreach Foundation is an approved charity by the Government of Sri Lanka governed by a board of trustees; HOF implements Hemas community based initiatives; manages community investments and donations to uplift the educational, moral and psychological wellbeing of children under project 'Piyawara'.

Donations and sponsorships to third parties for projects outside the scope of 'Piyawara' and other community initiatives of the Group are not encouraged unless otherwise approved by the Head of each Sector. Such initiatives should be informed to the Group Sustainability Manager.

Communicating

All activities related to social responsibility will be published within the sustainability segment in the Annual Report of the Group, and communicated to the staff via email by the Group Sustainability Manager.

Fund raising for charity

Staff members are not encouraged to collect cash or other items in kind, unless otherwise approved by the sector head.

Community based initiatives outside the scope of Piyawara

Other community based social projects may be carried out with the approval of the sector head, depending on the requirement of the local community. The Group Sustainability Manager must be kept informed and updated on such projects.

Ethical practices in Marketing

Due caution must be exercised in disseminating information to the public; and ensure all advertising respects cultural sensitivities and do not harm the reputation of Hemas.

Use of Social Media / Blogs

All employees are expected to act responsibly in publishing and updating information online – including email, blogs and social media; with due regard for their own privacy, the privacy of other persons, and respect for the values, code of conduct, proprietary information, intellectual property and Goodwill of the Group. Logos and Trademarks of the Group should not be used online unless authorized to do so. Any opinion expressed in your personal capacity regarding matters pertaining to Hemas, must be accompanied by a disclaimer stating that: “the opinions expressed are my own and do not represent the official stance of the Hemas Group”.

I have read and understood the above, and will abide by it.

Employee sign-off:

Employee Name:

Issued By: Hemas Holdings PLC 75, Braybrooke Place Colombo, Sri Lanka	Approved By	No of Pages 3
	Issue Date	Revision Date 27/04/2012
Relevant for	All Hemas Employees	
Guidelines will be implemented by	Group Sustainability Manager	