

Hemas Holdings PLC Workplace Guidelines

What does it mean?

The Workplace Guidelines sets out our position on what we expect from our employees as workplace ethics and how we aim to be a just and fair employer upholding the values that have shaped us into a blue-chip Sri Lankan conglomerate from our humble beginnings in 1948.

Our Base Values

Integrity

Open-society

Simplicity: to be humble, simple and cost-conscious

A sense of urgency

Boldness in thought; in taking challenges and leading by example

It is not a comprehensive set of regulations, but a broad statement. Detailed guidelines are set out in other policies 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.

Employment at Hemas

Our Position on:

Recruitment: All recruitment would be done on merit, organizational culture and attitude.

Learning and personal development: We invest in training to build the competencies of our staff which will enable them to contribute to the sustainable growth of Hemas Group, whilst achieving their personal growth.

Compensation, rewards & recognition: We ensure that our compensation packages are comparable to relevant industry-levels and our Increment Policy is reviewed annually.

Working environment:

All employees are provided with a conducive work environment.

Welfare and recreation:

Hemas benefit society looks after staff welfare, whilst sector sports clubs look after staff recreational activities.

More information pertaining to ‘Employment at Hemas’ and specifically on the following topics, can be found on the Hemas Group Intranet, under the ‘Policies’ tab.

Health and Safety

OHS Policy: We are committed to creating a zero-accident work environment and therefore Occupational Health and Safety (OHS) is given due focus across the organization, especially in manufacturing and in our Hospitals. A comprehensive OHS Policy is in place which address among others, specific practices relating to;

- *Maintaining a hazard-free environment*
- *Healthy housekeeping practices*
- *Conducting awareness programmes on Health and Safety*

Conduct at the workplace

Our position on:

Living our values: Your behavior should reflect all values of the Hemas Group and not compromise our public image and be purely focused on work related matters. Allegiance to the organization is of utmost importance.

Integrity & anti-corruption: We believe in competing fairly, without misrepresenting facts, or soliciting business unethically. We choose suppliers only on merit. Unsolicited gifts/hospitality may only be accepted as stipulated in the Hemas Way. We believe that transparency is critical to the sustainability of the Group.

Hemas Group has zero tolerance towards any form of corruption and all employees are expected to conform to the Group’s Code of Conduct in all internal and external dealings

Commitment & reliability: Meeting deadlines and commitments to co-workers and to all our stakeholders, is of utmost importance. When a commitment cannot be met, an alternate plan needs to be made promptly.

Conflicts of interest with Hemas: Avoid unauthorized business relationships with competitors, and personal interests to influence business decisions. Do not help family, friends or third parties to compete with the Group.

Insider information: Official information which is not available to the general public may not be disseminated to any person or be used personally to deal in publicly traded securities especially Hemas shares.

Safeguarding the Group’s assets: Proper use of the Group’s funds, property, assets and equipment and the confidentiality of our proprietary information and intellectual property is expected at all times even after the cessation of employment.

Maintaining records: Records of all stakeholders of the Group should be maintained and retained accurately, and kept confidential

Communication, within and outside the workplace

Our position on:

Open-door communication: We promote an open-door policy across the organization with mutual respect for everyone. We encourage listening, healthy debate, diverse opinions and use of professional and courteous language among employees and with our external stakeholders.

Whistle-blowing: We ensure an environment for complaints to be made without fear of reprisal.

Use of Hemas name and trademark: Our name and trademark should only be used with authorization and only to promote the business interests or ‘official position’ sanctioned by the Group, especially when endorsing third party products or services.

Use of telephone, internet and email: Use of these resources must only be for business purposes, and if used for private purposes, employees are expected to use restraint and good judgment. Sexually explicit material or other content inconsistent with our values should never be accessed or disseminated. Usage will be monitored.

More information pertaining to ‘Communication within and outside the workplace’ can be found in the detailed guidelines set out below, which are available on the Hemas Group Intranet, under the ‘Policies’ tab

- Corporate Logo usage guideline
- Media communications Policy

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

Employee sign-off:

Employee name:

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