

SUMMARY OF THE WHISTLEBLOWING POLICY OF ASIA ASSET FINANCE PLC

The company recognizes whistleblowing as a crucial tool for maintaining high corporate governance standards and ensuring public trust. This policy outlines how employees and other parties can report concerns about misconduct that violates the company's standards or corporate policies. It encourages internal reporting of issues such as fraud, harassment, misuse of company funds, regulatory breaches, and other serious concerns that could damage the company.

Key points of the policy:

- **Purpose:** To prevent and identify fraud, unethical behavior, and any activities that could harm the company's reputation.
- **Scope:** Applies to all employees, including full-time, part-time, contractors, and third parties with business relationships.
- **Protection for whistleblowers:** Ensures anonymity and protection against retaliation for reporting in good faith.
- **Types of concerns covered:** Legal violations, criminal offenses, environmental damage, harassment, safety risks, financial malpractice, fraud, and violations of internal rules.
- **Reporting channels:** A confidential whistleblowing number (071-0870629) and email (whistleblower@asiaassetfinance.lk) are provided for reporting.

The policy aims to uphold the highest ethical and business standards, safeguarding whistleblowers and promoting a culture of transparency and accountability.

☐ Informant Protection:

- The identity and details of whistleblowers must remain confidential.
- Whistleblowers are assured protection from penalties or negative consequences, including financial repercussions.
- Award details given to whistleblowers for reporting issues must remain confidential and should not be shared with other staff or parties.

☐ Reporting Process:

- Board members, senior management, and employees are required to report any violations of the company's standards or legal regulations.
- Whistleblowers can report concerns via a dedicated email or anonymously.
- Serious crimes should be reported to local law enforcement.
- If a whistleblower is dissatisfied with an internal investigation, they can escalate the issue to a higher reporting level.
- Complaints must be detailed, specific, and include supporting information for proper assessment.
- The Audit Committee will select an independent, unbiased investigation panel based on the nature of the complaint.

□ **Communication and Awareness:**

- Regular training programs will be conducted to ensure all employees understand their responsibilities and rights under the whistleblowing policy.

Role of the Subject in Whistleblowing Investigations at Asia Asset Finance PLC

1. **No Retaliation:** Any employee who retaliates against a whistleblower acting in good faith will face disciplinary action, up to and including termination.
2. **Cooperation:**
 - The subject of the investigation must cooperate fully with investigators, including the Senior Internal Auditor or Compliance Officer.
3. **Non-Interference:**
 - The subject must not interfere with the investigation, such as by withholding or tampering with evidence or influencing witnesses. Threats or intimidation of witnesses are strictly prohibited.
4. **Rights of the Subject:**
 - The subject has the right to be informed of the allegations at the start of the investigation and to be notified of the investigation's outcome.

Review, Monitor and Update of the Policy

As the owner of the policy, Compliance officer shall be responsible to review the policy at least annually or more frequently as necessary. Any changes and amendments should be documented with rationale and to be presented to the Nominations and Governance committee for review and approval.