



**LANKA CREDIT AND BUSINESS FINANCE PLC**

**THE  
EMPLOYEES'  
CODE OF CONDUCT**

**Prepared by:- the Human Resource Department**

**Approved by:- the Board of Directors**

**Date of Approval:- 26<sup>th</sup> August 2024**

**VALUES:**

**The values of the LCB finance PLC which are set out below which shall form the guiding principles of the company in all its business operations.**

- 1. To foster and maintain the highest ethical standards at all levels of the company or its agencies when dealings with the customers, stakeholders and competitors.**
- 2. To be courteous, honest and professional in all business dealings.**
- 3. To avoid discrimination on the grounds of religion, sex, ethnicity, social**
- 4. To compete for business, only on the basis of quality, price and efficient service to its customers, subject to statutory and regulatory requirements**

**All actions and relationship of employees should therefore be guided by these principles.**

**CEO/ Executive Director**

## **THE CODE OF CONDUCT**

### **Dealings with Politically Exposed Persons**

1. The company is a public company owned by shareholders who hold various political beliefs. As such, no employees should utilize working hours or company assets or resources as contributions directly or indirectly to any political party or candidate or to any other related purpose.

### **Compliance with Regulation**

2. All employees shall comply with Regulatory Requirements laws, rules, including insider trading laws, internal policies, procedures and this code of conduct.

### **Dress Code**

3. All the employees are expected to wear decent office attire while on duty of the company.

### **Anti-Corruption/ Money Laundering Obligation**

4. Employees shall ensure that their activities do not contravene any applicable anti-corruption / anti money laundering and anti-Terrorist Financing Laws rules Directives and Regulations.

### **Accepting Gifts**

5. Employees shall refrain from directly or indirectly soliciting, accepting or receiving any gift, rewards payment or other advantage from any person / customer / Service provider as a reward or inducement to commit a fraudulent or an illegal act exposing the company to sustain a financial or a reputational loss.

## **Conflict of Interest**

6. The company's reputation for integrity is its most valuable asset. This reputation must be guarded by employees' conduct, which assures that there shall be no conflict or even the appearance of a conflict between the self-interest of any employee and the employee's duty to the company, its shareholders, and its customers.

## **Use of Company's LOGO**

7. Employees shall refrain from using company's logo and trademarks or T shirt (with the name of the company) for non-official purposes.

## **Abuse of the position in the Company**

8. An employee's position with the company must never be used, directly or indirectly for the private gain to the employee, the employee's family or any other person.
9. No employee or a member of his/her family shall receive improper personal benefits as a result of his/her position in the company or services provided to the customers or supplier or service providers for and on behalf of the company

## **Protecting Confidential Information**

10. Confidential information regarding the company, its customers, employees, or suppliers must not be disclosed to any person except such disclosure is authorized in writing by CEO / Executive or legally mandated. Every employee is obliged to protect the confidentiality of such information under the Oath of Secrecy executed at the time of the appointment

## **Dealing with Competitors**

11. Under no circumstances should an employee enter into arrangements with competitors or others, affecting business, pricing or marketing or any other matter without the prior approval from CEO / Executive Director.

## **Declaration of Personal Interest and acting on behalf of the Company**

12. Each employee must disclose to his or her superior any substantial personal or family ownership or beneficial interest in customers, or suppliers and no employee may act on behalf of the company in any transaction involving persons or organizations in which such ownership or interest exists.

13. Existing account relationship should have no bearing on the award of contracts, orders, and commitments to vendors and suppliers. Purchases on behalf of the company are to be made solely on the basis of price, quality and services as per approved policies and procedures of the company

#### **Dealing fairly with Customers Etc.,**

14. All employees shall endeavor to deal fairly with the company's customers, suppliers, competitors and fellow 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.
15. An employee may not accept any personal fee or other form of remuneration from any outside source in connection with any transaction conducted for or on behalf of the company.

#### **Protect the assets of the Company**

16. All employees shall protect the company's assets and ensure their efficient use. Theft, carelessness and waste should not be committed and all company's assets should be used for legitimate business purposes of the company. This provision also applies to intangible assets such as logo and trademarks.

#### **Borrowing from other financial Institutions / financial Obligations**

17. An employee shall not borrow money from any bank, lending institution, suppliers or customers without the written permission of the management.
18. If permitted such employees shall, maintain their financial obligations with other banks and financial institutions in a manner that will not bring any disrepute to themselves and the company.

#### **Maintain Savings account with the Company**

19. Every employee is expected to maintain a savings account with the company. Permission of CEO/ Executive Director will be required for any employee to open a current account in any Bank. All employees are expected to maintain their Bank accounts if permitted in a manner that will not bring any disrepute to themselves and to the company.

**Statements to News Media**

20. No employee of the company shall make either verbal or written statements concerning the company to Print media / social Media/ electronic media without the prior authority of the CEO/ Executive Director

**Standing Guarantor for Financial Transactions**

21. Employees are not allowed to stand as guarantor to others (friend, relatives) for financial transactions as financial discipline is an integral part of employment.

**Matters which might affect adversely to the reputation of the Company**

22. Senior Management of the company must be informed of matters which might affect adversely to the reputation of the company or be a threat to its assets if it comes to the employee's notice.

**Reporting questionable behavior**

23. An employee must report to CEO/ Executive Director any work-related event of questionable, fraudulent or of criminal nature and violations of laws, rules, regulations or the code of business conduct and ethics of the company which such employee becomes aware of, whether such activity involves an employee (s) , outsiders or any combination thereof.

**Co-operation with Investigations**

24. Every employee shall co-operate fully with internal and external investigations. The company will not allow retaliation for such acts made in good faith.

**Bio Data of Employee and Qualification**

25. All employees shall provide true and accurate information to the company when joining as an employee of the company. Such information includes but not limited to personal information, Academic and professional qualifications, previous employment details, etc.

**Recording Attendance**

26. An Employee should not engage in submitting false claims/ Impersonation/ false clocking in/out.

**IT system & Pass word protections**

27. An employee should not engage in any manipulation of computer systems including maintaining password confidentiality and security.

**Compliance with directions of superiors**

28. All Employees should comply with all lawful and reasonable directions given by the superiors in relation to the conduct of Business operations of the Company.

**Attendance**

29. Employees should be punctual and regular in attendance.

**Leaving work place during working hours**

30. An employee should not leave the place of work during working hours without permission from the next higher authority.

**Leave Utilization**

31. Every employee shall utilize their quota of leave subject to the prior approval of the next higher authority as follows: -
- **Casual Leave** could be availed of for 2 days at a stretch. A leave application covering the related period should be submitted immediately on reporting for duty and approval obtained.
  - **Medical leave** should be supported by the submission of a Medical Certificate within 48 hours from the date of absence, from a Registered Medical Practitioner
  - Utilization of **Privilege leave** is subject to the prior approval of the leave application by the executive to whom the employee is reporting to.

**Cost Conscious**

32. Be cost conscious and avoid wastage and extravagance when attending to the duties assigned to employees

### Condition of appointment

33. All employees should adhere to the terms and conditions and job description / terms of reference stipulated in their letter of appointment / service agreement t/ Service contract addressed to them.

### GENERAL CONDITIONS:-

- None of the policies contained or referred to in this Code constitutes or grants of a legal right of any nature to any employee of this company, nor do they confer any right or privilege upon any employee or any particular group of employees.
- Violations of the code can result in disciplinary action, leading to termination of service.
- All questions of interpretation or application arising from this code should be referred by the employee to Manager Human Resources or to an authorized / delegated executive for clarification.

### EMPLOYEE's DECLARATION

**I have read and understood this code of conduct and I do hereby agree to abide by the foregoing code of conduct, during the course of my employment at Lanka Credit and Business Finance PLC**

**I do acknowledge receipt of a copy of this document.**

|                    |
|--------------------|
| <b>Signature</b>   |
| <b>Name</b>        |
| <b>Designation</b> |
| <b>EPF No:</b>     |
| <b>NIC Number</b>  |
| <b>Date</b>        |

*(Provide copy of the signed document to the employee)*

LCB Finance PLC



