

COMPANY RULES AND REGULATIONS

The following Rules and Regulations shall apply to all employees of the Company while in the Company's premises at all times and also applies in Company related duties outside the company.

1. Each employee must act in accordance with the company's policies, orders, rules, regulations, guidelines etc. applicable from time to time.
2. The Company expects each employee to maintain proper decorum. Employees are expected to conduct themselves on the job in a manner that contributes to operating effectiveness, productivity, safety and a harmonious work environment.
3. No employee shall be under the influence of or using alcoholic beverages including drinking such beverages during the work hours. Any employee arriving to work under the influence of alcohol or an illegal substance will not be permitted to work.
4. No employee shall drive a Company's vehicle or operate any equipment while under the influence of alcohol.
5. You are required to be at your appointed work place and ready to begin work at the appointed starting time. Irregular attendance or tardiness will not be tolerated and may result in termination.
6. Employees who will be late or absent from work must inform their Supervisor at least two (2) hours prior to normal starting time.
7. Under no circumstances should employees leave the assigned work area early without express permission from a Supervisor.
8. Employees who work late or on overtime must ensure that all lights, air-conditions and Equipments are shut off when they leave the work place.
9. If employees do not meet the company's expectations of perform corrective action may be taken. It is within management's discre measure would be appropriate under each circumstance.
10. Maintaining professionalism in the workplace by displaying respectful and courteous behavior.
11. Respecting colleagues and superiors, fostering a positive and inclusive work culture.
12. Non – Discrimination and Anti – Harassment : Circle Book is committed to providing a work environment free from discrimination and harassment of any kind, including sexual harassment. This policy applies to all employees, trainees , interns and all working staff regardless of position, level or department. Sexual harassment will not be tolerated.
13. Circle Book encourage all employees, trainees, Interns and all working staff who believe they have been sexually harassed to report the incident immediately to their supervisors, any member of management or head of legal of the company.
14. Communicating effectively to promote efficient teamwork and prevent misunderstandings.
15. Not violating confidentiality, protecting sensitive company and client information.
16. Not misusing company resources to ensure their appropriate and efficient use.
17. Remote/Hybrid Work: A flexible working hour policy is a company's set of guidelines that allow employees to have greater control over when and where they work. It typically permits variations in start and end times, as well as the option to work remotely, enabling employees to better balance their personal and professional lives

while maintaining productivity and meeting their job responsibilities. Such policies can enhance job satisfaction, promote work-life balance, and accommodate diverse employee needs.

18. Equipment: Employees should utilize company equipment such as computers, printers, and company vehicles exclusively for work-related tasks. Unauthorized usage or personal use of these resources can result in unnecessary expenses and potential damage.
19. Data and Information: Confidentiality is crucial concerning company data and information. Employees should responsibly handle and access sensitive data and follow data security protocols to protect the company's intellectual property.
20. Internet and Email: The company's internet and email systems should be used solely for work-related purposes. Personal or inappropriate use of these resources can lead to security breaches and productivity loss.
21. Company Vehicles: If employees are provided with company vehicles, they should adhere to the company's policies regarding vehicle usage. This includes ensuring proper maintenance, practicing safe driving, and using the vehicle exclusively for work-related purposes.
22. Facilities and Spaces: Employees should show respect for company facilities and shared spaces by keeping them clean and organized. Proper care should be taken to avoid damage or misuse of these areas.
23. Personal devices: Employees should be mindful of the policy concerning the use of personal devices in the workplace. It is crucial to ensure that personal devices, such as smartphones and tablets, do not disrupt work productivity or compromise the security of company data.
24. Productivity: The use of personal devices and social media should not divert employees from their work responsibilities. Maintaining a balance between personal and professional usage is critical to preserving uncompromised productivity.
25. Security: Employees should be aware of the security risks associated with personal devices and social media. Adhering to guidelines that protect sensitive information and data is essential to prevent potential breaches.
26. Taxation: Employees responsible for paying income tax as per government regulations.
27. Dress Code : May vary depending on company culture, ranging from casual to formal.
28. Leave : Annual Leave , Sick Leave and maternity leave entitlement as per Sri Lankan labor laws.
29. The company owns the intellectual property rights of all the software applications and new technical applications made in the company, and you must hand them all back to the company at any time you leave the service of company.

Failure to adhere to the established rules and regulations can result in consequences. Consequences for breaking the rules may include:

1. Verbal or written warnings to notify employees of their violation and provide an opportunity for improvement.
2. Probation or suspension, where employees may face temporary consequences to rectify their behavior or undergo further training.
3. Termination of employment may occur if violations persist despite previous warnings or if the offense is severe enough to warrant immediate termination

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