

To All Staff,

Employee Code of Conduct and Disciplinary Regulations

This circular introduces the Employee Code of Conduct effective from 1 May 2019.

- Employees are required to adhere to professional behavior, including punctuality, respect for colleagues, and compliance with company policies.
- Breaches may result in disciplinary action, ranging from warnings to termination, as determined by the HR committee.

This circular also repeals any prior disciplinary guidelines issued before 2015. This policy is effective until further notice or amendment.

Gayani Perera,

Chief Human Resource Officer