

To All Staff,

Employee Leave Policy

This circular establishes the company's leave policy effective from 1 April 2015.

- Employees are entitled to 14 days of annual leave, 7 days of sick leave, and 3 days of casual leave per calendar year.
- Leave balances will not carry over to the next year unless approved by the HR department.
- All leave requests must be submitted via the HR portal at least 7 days in advance, except for sick leave, which requires a medical certificate for absences exceeding 3 days.

This policy is effective until further notice or amendment.

Dileepa Wijesundera,

Group Chief Executive Officer