

Staff Circular No; -2020/03

18th September 2020

**DISCLOSURE OF CONFIDENTIAL INFORMATION**

**OF THE COMPANY**

1. Attention of all staff members is drawn to the “Oath of Secrecy” executed prior to the assumption of duties by them, to maintain the confidentiality of information and data relating to our customers and those of the company that they handle during the normal course of attending to the business activities of the company
2. Staff members have also been provided with a copy of the Board Approved “Code of Conduct” of the company. They have acknowledged receipt of this document and have agreed to abide with its requirements which includes among others, the requirement to maintain the confidentiality of Information of the company and our customers.
3. The Communication Policy and Information Technology Policy approved by the Board of Directors also deals with the handling of confidentiality information of the company.
4. Therefore, all staff members should note that disclosure of any information data relating to the company and the customers , photographs of official function held at any location , contents in internal (memos) correspondence, contents in correspondence received from customers, contents in operational circulars, matters connected to relationships with our customers, market strategies, relationship with our service providers or such other data deemed confidential, expressing personal opinions verbally relating to any activities or any data of the company in public, publishing statements through the printed media or social electronic media or through any other mode of communication relating to the company as described above is **PROHIBITED** unless such a disclosure is approved by the CEO/ Executive Director in writing. Please note that providing data and information to the regulatory authority (CBSL), to the Financial Intelligence Unit (FIU), under Legal compulsion and to meet statutory requirements are exempted from this prohibition.
5. Accordingly, please note that any violation of the policies and procedures of the company relating to the maintenance of confidentiality of information and data, belonging to the company and that of our customers, will be treated as an act of misconduct warranting disciplinary action against such employee.
6. Branch Managers are required to bring the contents in this circulars and, the requirements on this subject in the Manuals referred to herein, to all staff members and ensure compliance.
7. If any violation is detected it should be reported to the Manager Human Resources immediately, for necessary action as per disciplinary procedures of the company.

**Signed**

**CEO/ Executive Director**