



Ceylon Tea Brokers PLC

Policy on Whistleblowing

Table of Contents

1 Whistle Blowing Policy	3
1.1 Scope	3
1.2 Whistle Blowing Policy Aims	3
1.3 Contact	3

1. WHISTLE BLOWING POLICY

1.1 SCOPE

The 'Whistleblowing policy' means the reporting by employees of suspected misconduct, illegal acts, suspected fraud, corruption, collusion, coercion, and other serious infringements which does not comply with the company's code of conduct. The policy will firmly establish and ensure that all cases of suspected wrongdoing are reported and managed in a timely and appropriate manner.

The policy also confirms the responsibility of staff members to protect the integrity and reputation of the company at all times.

1.2 WHISTLE BLOWING POLICY AIMS

The policy aims to address and ensure that,

- i. All employees feel supported in speaking up in confidence and reporting matters they
- ii. suspect may involve anything, improper, unethical or inappropriate in the workplace or related to the workplace.
- iii. Encourage all improper, unethical or inappropriate behavior to be identified and addressed at all levels of the organization.
- iv. Provide clear procedures for the reporting of such matters.
- v. Manage all disclosures in a timely, consistent and professional manner.
- vi. Provide assurance that all disclosures will be taken seriously, treated as confidential and managed without fear of retaliation.
- vii. Fair governance and treatment is maintained at all levels in the workplace.

All complaints and allegation should be communicated in good faith by employee. The policy should not be used for malicious allegations or simply to cause anger, irritation or distress in the workplace.

1.3 CONTACT

In all cases involving whistleblowing, the employee should contact e-mail / telephone to Mrs. Shiromal Cooray Immediately.