INTEGRITY CODE

A code of life for every Orelian

We are committed to the highest ethical standards.

compliance of the Orel

Our colleagues are our family

We treat our suppliers as our partners

No amount of new business can compensate the tarnishing of the good name and repute of our company.

However, we will not push the boundaries of fair play in our quest to gain market share.

We will strive to be efficient, innovative and dynamic. We will work as a team to promote our products and services.

The laws and regulations of Sri Lanka and the laws of any country where we are required to carry out duties bind us.

We shall conduct ourselves properly, ethically and professionally and with honesty, integrity and courtesy conforming to the requirements of the law.

We are expected to exercise restraint in the usage of such resources for personal use.

We shall use information technology resources including internet and e-mail solely in connection with the business of our company and extend the same duty of secrecy to them.

We shall also respect the right, title, interest or ownership of intellectual property of third parties transacting with us.

The secrecy of intellectual property that constitutes confidential information.

The functions and such access does not confer any right, title or interest on employees. We must at all times protect the confidentiality of corporate assets.

Intellectual property includes without limitation trademarks, service marks, trade dress, logos, trade names, corporate content, domain names.

We shall refrain from divulging or discussing confidential information with any unauthorized persons including our family members (sibling, children). We must at all times protect the confidentiality of confidential information that is provided to the company.

Conidential Information can only be disclosed to persons who are authorized to receive such confidential information.

We shall accept customer feedback graciously and direct customer complaints to the relevant personnel to be addressed appropriately and to ensure improvement of our products and services.

We will strive to make all supplier payments on time.

We will always ensure that selection of suppliers are based on merit by consideration of factors such as price, quality, delivery, capability, reputation for service and their overall relationship with our company. We will not engage in personal activities during work hours.

We shall keep accurate and complete records of funds spent.

We shall not engage in personal activities during work hours.

We shall not discriminate amongst colleagues based on race, religion, origin, ethnicity, sex, age, disability, marital status.

We shall not create an intimidating or offensive work environment for our colleagues. We will refrain from making inappropriate sexual advances or inappropriate physical contact or publish, transmit, or distribute any derogatory, racist, sexist or ethnic comments or jokes to or about our colleagues.

Sexual harassment will not be tolerated.

We shall not directly or indirectly solicit favours (monetary or otherwise) from our customers.

We shall not solicit or accept favours, gratuities, or gifts from suppliers or customers.

We shall not engage in personal activities during work hours.

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We shall not discriminate amongst colleagues based on race, religion, origin, ethnicity, sex, age, disability, marital status.

We shall treat each other professionally.

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