

#### The Orel Corporation Integrity Code has been formulated to ensure that all Orelians are aware of the high moral standards that all of us are expected to live up to. No one at Orel Corporation is exempt from

A way of life for every Orelian

observing this Code. The most important thing to note is that these guidelines for conducting ourselves in the business world should not be seen as a list of rules and regulations, but more as the spirit that should be adopted in conducting ourselves.



#### Protecting the company's goodwill and brand image

We will always represent our products and services accurately and fairly to ensure the protection of our good name and repute of all our brands.

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

**Customer feedback** 

addressed appropriately and to ensure improvement of our products and services.

We shall accept customer feedback graciously and direct customer complaints to the relevant personnel to be

### No bribes please!

No solicitation!

requirements of the law.

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.



quality, delivery, capability, reputation for service and their overall relationship with our company. We will not engage

suppliers who employ child labour or suppliers who intentionally violate labour laws.

#### We shall not solicit monetary payments, loans, kickbacks, gifts or bribes or any other form of money or its value directly or indirectly from a supplier.

No improper payments

No solicitation! We shall not directly or indirectly solicit favours (monetary or otherwise) from our customers. Disclosure of any relationship with suppliers

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 shall strive to make all supplier payments on time.

#### independence in carrying out one's duties, we are expected to avoid creating personal friendships with suppliers.

No bribes please!

We shall make full disclosure to one's reporting officer if there is a personal or family relationship with a supplier. We shall disclose any potential cause for conflict of interest that we may have with any supplier. In order to maintain



at our competitors is

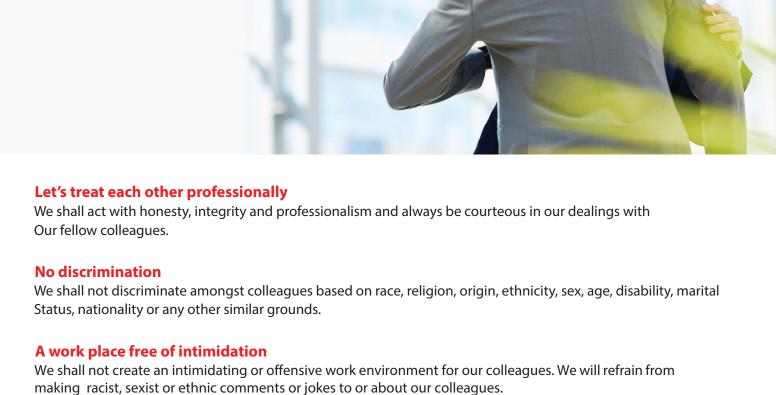
## Our colleagues are our family

Let's compete, but fairly!

We are all expected to play our part in driving the growth of our company, either directly or indirectly. To that end, we will strive to be efficient, innovative and dynamic. We will work as a team to promote our products and services.

We shall not engage in any unlawful, unethical or immoral practices to promote our products and services. 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.



#### **Sharing information with colleagues** We will provide timely, relevant and accurate information when requested by our colleagues. We shall avoid Suppression of relevant information from each other unless such information is of a confidential nature.

Sexual harassment will not be tolerated

Be aware of health and safety of our colleagues

That we do not endanger the health or safety of our colleagues.

We shall keep our relationships professional We will refrain from getting involved in any kind of personal relationship with a colleague as it may eventually affect the working environment.

Promoting the interests of

our company

We will abstain from making inappropriate sexual advances or inappropriate physical contact or publish, transmit

We will ensure a healthy and safe work place for each other and be mindful of our acts and omissions to ensure

Or display sexually oriented gestures, pictures, jokes or statements to colleagues.

**Avoid situations of conflict of interest** 

No competition with our brands

party to take precedence over the interest of our company.

We will, at all times act in the best interest of our company. We will strive to avoid conflicts of interest with our company. A conflict of interest occurs when we permit a personal interest, family interest or an interest of a third

We shall not directly or indirectly carry on, or be engaged in, be concerned with, be interested in any business that competes with our portfolio of brands. We will not enter any unauthorized business relationship of any form with

- Business plans Acquisitions, divestiture, merger or joint venture Matters discussed at meetings Confidential communications to Employees

information on a need to know basis. If any one of us is in doubt, we should obtain authorization and clarification

Confidentiality also includes taking measures to protect the confidential information in the care or custody of the

We shall refrain from divulging or discussing confidential information with any unauthorized persons including

If there is a legitimate business that needs disclosure of confidential information to an external party, we must

names, inventions, patents, specifications, undisclosed information, processing instructions, trade secrets, research

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

We shall use information technology resources including internet and e-mail solely in connection with the business

manufacturing processes, technical data, designs, copyrightable works, website content and domain names.

Confidential Information can only be disclosed to persons who are authorized to receive such confidential

Research and development of products or services, trade secrets, inventions and patents

from our reporting officers on the suitability of divulging information to any third party.

Employee. We must ensure that such confidential information is not misused and/or stolen.

**Intellectual property** Intellectual property includes without limitation trademarks, service marks, trade dress, logos, trade names, corporate

and development, know-how, formulas, clinical and laboratory studies, compositions,

Protection of our company's reputation We shall conduct ourselves properly, ethically and professionally and with honesty, integrity and courtesy conforming to the highest moral and ethical standards as our actions reflect on the reputation of our company.

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

# Compliance of the Orel

integrity code

competitors. We will disclose to our respective superior if any immediate family member (i.e. spouse, parents, siblings or children) either owns or operates any business that competes with any of our brands. No concurrent employment We shall not work on a full-time basis for another employer whilst employed at Orel Corporation. **Protection of corporate assets** We shall not misuse the assets of the company and ensure to use such assets only for its intended purposes. The company assets will be used efficiently and properly for the benefit of the company. We will always prevent the misuse, loss and unauthorized use of company assets and ensure that company assets are not used for our own personal benefit. We will adhere to the following: We will ensure that expenditures are for legitimate business purposes and in accordance with corporate policies We shall not use company premises or resources for personal work or any external business We shall keep accurate and complete records of funds spent We shall not engage in personal activities during work hours Confidentiality We shall ensure that confidential information of the company is kept secret even after cessation of employment with Orel Corporation. Confidential information is any information that is not publicly known which an Employee may receive or is privy to as a result of being employed. This includes but is not limited to information relating to: Employees (including non-executive directors), consultants, suppliers, distributors and customers Products and services Costs and pricing

#### Strategies - Unpublished financial accounts and accounting information

Performance of the company

Business methods, practices and processes

Manufacturing technology and processes

**Business methods** 

ensure that a non-disclosure agreement is executed before providing confidential information to such a party. We shall also ensure the protection of confidentiality of any confidential information concerning an external party that is provided to the company.

colleagues, friends, family members or business acquaintances.

We as employees will only be granted access to intellectual property for the purpose of performing our duties and functions and such access does not confer any right, title or interest on employees. We must at all times protect the secrecy of intellectual property that constitutes confidential information.

our company and extend the same duty of secrecy to them.

**Use of Information Technology resources responsibly** 

**Compliance with laws and regulations** The laws and regulations of Sri Lanka and the laws of any country where we are required to carry out duties bind us. Accordingly, we shall ensure strict compliance with all the relevant laws and regulations.

This code shall apply to all of us who are employed at Orel Corporation. It constitutes the company's pledge to guarantee the highest standards of integrity amongst employees and the relationships between employees, customers, suppliers, shareholders and others in the communities where we live and work. We are expected to read this code carefully. Any queries, clarifications and issues concerning compliance requires to be addressed to the reporting officers or respective Heads of Departments or to the Legal Department.