

Name of the Policy	:	Whistle Blowing Mechanism
SBU	:	Human Resources
Date of policy	:	1 st April 2024
Date of Revision	:	

Printcare commits to the highest standards of openness, integrity, and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and other members of Printcare, to voice concerns in a responsible and effective manner.

We expect all employees to carry out their duties faithfully, diligently, and ethically. When an individual discovers information which they believe shows serious malpractice or wrongdoing, within the department, informal group organization, then he/she can communicate this suspicious act using the “Whistle Blowing” policy.

The term “Whistle-Blowing” is most commonly used to describe when an employee discloses wrong doing within the Organization.

Employees can raise their concerns to their immediate supervisor or head of department. IN situation where the individual id uncomfortable in approaching the said people, they can raise the concerns to the GM-HR, any head of department or the Managing Director.

If the disclosure is extremely severe in nature or notifying the said people is not possible or inappropriate, employees can notify their concerns to the audit committee via ac.chairman@printcare.lk or through posting them to Ms. Anusha Coomaraswamy / Ms. Devika Weerasinghe, Independent Non-Executive Director, Printcare PLC, No 77, Nungamugoda Rd, Kelaniya.

This policy intends to assist individuals who believe that they have discovered malpractice or impropriety. These concerns could include;

- Financial malpractices or improper or fraud.
- Breach of legal obligation or Status
- Not adhering to organization’s Health and Safety procedures
- Deviating from laid down processors and procedures
- Improper conduct or unethical behavior
- Human rights violations such as discrimination and harassment
- Public disclosure of confidential information of the Organization
- Damage to the environment

The Company treats all whistle blowing disclosures in a confidential and sensitive manner. The identity of the individual making all the allegations will be kept confidential so long as it does not hinder any investigation.

If a concern is raised anonymously, due to the difficulty of assessing whether or not the particular anonymous letter is genuine or malicious, the report will be taken into

consideration and investigation will be carried out. Although, a full investigation may be impeded if we cannot obtain further information from you.

This mechanism should not be used to question the financial or business decisions of the Company nor should it be used to consider any matters which have already been addressed under any other procedures.

Once the “whistle-blowing “procedures are in place, it is reasonable to expect all employees to use them rather than “air their complaints” outside the Company.

If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.