



## **WHISTLE BLOWING POLICY – SEYLAN BANK PLC**

According to Banking Act Direction No. 11 of 2007 – Corporate Governance for Licensed Commercial Banks of Sri Lanka, the Board Audit Committees are responsible for establishing proper communication channels to raise concerns about any irregularities, serious misconduct, or infringements by employees or stakeholders of the Bank.

In line with this, Seylan Bank has developed the “Whistle Blowing Policy” to provide guidelines and a whistleblowing mechanism that upholds high standards of corporate governance. The Whistle Blowing Policy ensures that employees and stakeholders can report misconduct that may have financial or reputational implications for the Bank through appropriate channels, without fear of adverse consequences. This policy aims to protect the integrity and reputation of the Bank and applies to all employees and stakeholders, regardless of their role or location. Incidents may involve anyone engaged in activities with the Bank.

### **Reporting Procedure**

Every employee is responsible for reporting, in good faith, any irregularity within the Bank if they reasonably believe that such irregularity has occurred, is occurring, or is likely to occur. Reports can be made verbally or in writing and should describe the process, seriousness, risk, issue, or problem as accurately as possible. The modes of reporting, including a hotline with special features and the lines for reporting incidents, are clearly outlined in the detailed Whistle Blowing Policy of the Bank. Employees can access the full Whistle Blowing Policy through the intranet.

The Head of Audit maintains a whistleblowing register, conducts a preliminary review, and determines the investigative process, involving Human Resources for employee-related matters.

### **Protection for whistle blowers**

Employees who report irregularities in good faith, as per the policy, are protected from retaliation, including any harmful actions such as harassment or discrimination. The identity of whistle-blowers will remain confidential unless they authorize disclosure or if legally required for a fair hearing, with prior notice. If a whistle-blower is considered to have been the victim of retaliation or have good reason to believe or fear so as a result of whistle blowing, he/she will be entitled to complain to the Head of Audit and request for protection. The Head of Audit shall assess the circumstances of the case referred to it and may recommend to the Audit Committee Chairperson, temporary and/or permanent measures that are necessary in the interests of the Bank and with a view to protecting the whistle-blower.

The detailed policy document clearly outlines procedures for investigation, protection for whistleblowers, handling retaliatory actions and the rights of implicated individuals.

### **Ownership**

The Head of Audit is responsible for implementing, monitoring, and administering the policy. The policy will be reviewed annually or as needed. The BAC will assess the effectiveness of the whistleblower mechanism annually.

***End***

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