



Colombo Dockyard PLC

Ship Repairers, Ship Builders and Heavy Engineers

POLICY ON WHISTLEBLOWING	Document No.: DMD/LEG/CG/9.2.1(k)/2024
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1. Purpose

Policy on Whistleblowing is to strengthen Company core values by empowering its employees including subcontract employees (employees) to report any unethical, illegal, harmful or wrongful acts (wrongful acts) in good faith and in the best interest of the Company, without fear of punishment, ensuring a safe and transparent work environment.

2. Principles

- 2.1 All employees have an obligation to report wrongful acts in accordance with this policy.
- 2.2 All employees have the right to speak freely and honestly to report wrongful acts in a safe environment without fear of punishment or revenge and company will respond in a timely, respectful and confidential manner to all such reports/disclosures of wrongful acts.

3. Process

- 3.1 Management is committed to ensure that employees can speak up with confidence, if they have any concerns or need to ask for assistance with regard to reporting of disclosure of any wrongful acts(s).
- 3.2 If any employee suspects or observes anything that he/she thinks might be in the nature of wrongful act(s), he/she has an obligation to report it and shall raise his/her concerns with the General Manager (Human Resources Development and Administration) in the first instance.
- 3.3 Employees can use the confidential hotline assigned to report concerns anonymously
- 3.4 Company will not tolerate retaliation in any form against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical or inappropriate behaviour.
- 3.5 Management make sure that all reports will be handled with confidentiality.
- 3.6 Management shall investigate all reported concerns promptly and thoroughly. The whistleblower may be asked to provide more information during the course of investigation.
- 3.7 After investigation, appropriate action will be decided by the General Manager (Human Resources Development and Administration) based on investigation report and in discussion with the committee appointed for this purpose, in line with Company internal procedures.
- 3.8 Knowingly making false reports is considered as misconduct and may lead to disciplinary action.

