

## **POLICY ON INTERNAL CODE OF BUSINESS CONDUCT AND ETHICS FOR ALL EMPLOYEES**

### **Purpose**

This Policy establishes a formal framework to provide employees with guidance on maintaining the highest standards of ethical business conduct. It is also intended to familiarize employees with important information about the Company, as well as provide guidelines to foster a safe and healthy work environment.

Internal guidelines and processes shall be implemented to align with the provisions of this Policy.

### **Scope of the Policy**

The Employee Code of Conduct serves as a foundational guideline for maintaining a professional, respectful, and ethical workplace. This document outlines the expectations and responsibilities of all employees to ensure that our organization's values are upheld in every aspect of our operations. It is designed to foster a positive work environment, promote integrity, and protect the interests of both the organization and its employees. By adhering to this Code of Conduct, we collectively contribute to a culture of trust, accountability, and excellence. Every employee is expected to familiarize themselves with this code and integrate its principles into their daily work activities

**Regulatory Compliance:** Employees are required to strictly adhere to all applicable laws and regulations, avoiding any actions that could lead to violations or damage the company's standing.

**Professional Conduct:** Employees are expected to uphold the highest standards of professional conduct at all times. This includes demonstrating integrity, honesty, and respect in all interactions with colleagues, clients, and stakeholders. Professional conduct extends to both in-person and virtual communications, ensuring that all engagements are courteous, constructive, and reflective of the organization's values.

**Confidentiality and Information Security:** Maintaining the confidentiality and security of information is critical to our organization's integrity and success. Employees are entrusted with sensitive information, and it is their responsibility to ensure that this information is protected from unauthorized access, disclosure, or misuse.

**Workplace Behavior:** Maintaining a positive and productive work environment is essential to our organization's success. All employees are expected to exhibit behavior that promotes respect, collaboration, and a sense of community within the workplace. Appropriate workplace behavior ensures a safe, inclusive, and supportive environment for everyone.

**Attendance and Fitness for Duty:** Consistent attendance and fitness for duty are essential to maintaining the efficiency, productivity, and safety of our workplace. Employees are expected to be reliable in their attendance and to report to work ready and able to perform their duties effectively.

**Ethical Conduct:** Ethical conduct is the cornerstone of our organization's values and operations. All employees are expected to act with integrity, honesty, and transparency in all professional activities. Upholding ethical standards is vital for maintaining trust among colleagues, clients, and stakeholders and for ensuring that the organization's reputation remains exemplary.

**Use of Company Resources:** Company resources are vital assets that support the organization's operations and help achieve its goals. All employees are entrusted with the responsibility of using these resources

wisely, efficiently, and in a manner that aligns with the organization's values and policies. Proper use of company resources ensures that the organization can operate smoothly, maintain its integrity, and protect its assets.

**Social Media and Public Communication:** Employees are required to be mindful of their conduct on social media and in public forums, ensuring that their actions do not bring disrepute to the company. Any public communication related to the company must be approved by the Management.

**Whistleblowing:** All employees are encouraged to raise genuine concerns about possible improprieties in matters of financial reporting and other malpractices at the earliest opportunity and in an appropriate manner.

**Disciplinary Procedures:** Conduct in violation of this Code may result in disciplinary action and/or other appropriate action which may include civil or criminal penalties as the case may be.

### **Applicability**

This policy shall be applicable to all employees of Panasian Power PLC.

### **Effective Date**

24.09.2024

### **Review and modifications**

This policy shall be reviewed annually by the Board of Directors on the recommendations of the Board Nominations and Governance Committee.