



TALAWAKELLE TEA ESTATES PLC

CORPORATE DISCLOSURE POLICY



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1. Objectives

This Corporate Disclosure Policy is designed to promote transparency, accountability, and integrity in meeting the information requirements of stakeholders. It aims to ensure that Talawakelle Tea Estates PLC (TTE) complies with all applicable legal and regulatory requirements regarding the disclosure of material information.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence decisions of investors. This includes, but is not limited to:

- Financial results and projections
- Changes in senior management
- Mergers, acquisitions, or divestitures
- Legal proceedings and regulatory actions

Material information must be disclosed in compliance with the Companies Act No. 7 of 2007, the CSE Listing Rules, and any relevant SEC regulations. All material disclosures must be approved by the Disclosure CFO/CEO and, where required, by the Board of Directors before being made public. Once approved, disclosures will be disseminated through appropriate channels, including the Colombo Stock Exchange, the company's website, and other relevant media.

TTE is committed to full compliance with the following local regulations:

- Companies Act No. 7 of 2007: TTE will prepare and disclose audited financial statements, annual reports, and other required documentation as mandated by this Act.
- Colombo Stock Exchange (CSE) Listing Rules: TTE will adhere to continuous disclosure obligations, including the timely submission of quarterly financial statements and immediate disclosure of any price-sensitive information.
- Securities and Exchange Commission of Sri Lanka (SEC): The Group will follow SEC regulations regarding market conduct, insider trading, and disclosure of significant shareholdings.

TTE will comply with all continuous disclosure obligations under Sri Lankan law and the rules of the Colombo Stock Exchange. This includes promptly disclosing any material changes in the company's financial condition or operations, as required by the CSE and SEC.

2. Scope

It covers all forms of external communication, including financial reports, press releases, presentations, regulatory filings, and social media posts.

3. Our Commitment

The TTE committed to the following principles.

Ensuring that all material information related to TTE is disclosed promptly and accurately to the market, in a way that is clear and understandable to all stakeholders	Accurate and timely reporting
Ensuring information is disclosed consistently across all communication channels.	Consistent reporting
Compliance with local regulatory requirements, including the Companies Act, Colombo Stock Exchange (CSE) Listing Rules, and the Securities and Exchange Commission of Sri Lanka (SEC) regulations.	Compliance
Protection of confidentiality of sensitive information where necessary. All non-public information must be treated as confidential.	Confidentiality
Protection of the integrity and reputation of the TTE in the eyes of its stakeholders.	Brand equity / Goodwill

4. Responsibility

To ensure effective implementation of this Disclosure Policy, specific roles and responsibilities are assigned as follows:

- **Board of Directors:**
 - Ultimately responsible for ensuring the company's compliance with disclosure requirements.
 - Approves key disclosures, including financial statements, major corporate announcements, and changes in corporate governance practices.
 - Reviews and approves the Disclosure Policy and any significant updates to it.

- **Chief Financial Officer (CFO)**
 - Ensures the accuracy and completeness of financial disclosures, including quarterly and annual financial statements.
 - Ensures that financial disclosures are made in a timely manner and comply with the Sri Lanka Accounting Standards (SLFRS). Oversees the implementation of the Disclosure Policy and ensures that all disclosures are made in compliance with applicable regulations.
 - Reviews and approves all material disclosures before they are made public.
 - Provides guidance to employees on disclosure obligations and ensures that disclosure controls and procedures are in place.
 - Monitors compliance with the policy and reports any breaches to the Board of Directors.

- **General Manager – Group Corporate Communications:**
 - Manages the dissemination of approved disclosures through appropriate channels, including the company website, press releases, and official social media channels.
 - Coordinates with the Group Disclosure Committee to ensure that all public communications align with the company's disclosure obligations.

- **Head - Group Legal:**
 - Provides legal advice on disclosure obligations and ensures that all disclosures comply with relevant local and international laws, including the Companies Act, CSE Listing Rules, and SEC regulations.
 - Advises on matters related to confidentiality and insider trading to prevent unauthorized disclosure of material non-public information.

- **Company Secretary:**
 - Manages the dissemination of approved disclosures through the Colombo Stock Exchange.
 - Ensures that the company's disclosures follow corporate governance requirements, including those outlined in the Code of Best Practice on Corporate Governance.

- **Employees and Representatives:**
 - All employees and representatives of TTE is responsible for maintaining the confidentiality of non-public information and for reporting any potential material information to their immediate supervisor

- Employees must avoid sharing or trading on material non-public information. Insider trading laws prohibit trading in TTE' securities by anyone in possession of material non-public information.
- Employees and representatives are prohibited from disclosing confidential information to any third party unless required by law

5. Compliance and Training

Compliance with this policy is mandatory. Any violations of this policy must be reported to the Disclosure CEO/CFO or through the TTE Whistleblowing mechanism. CEO/CFO will monitor adherence to the policy and report any breaches to the Board of Directors. All reports will be investigated promptly and thoroughly. Disciplinary action may be taken against individuals who fail to comply with the policy.

Regular training will be provided to ensure understanding and adherence to disclosure requirements.

Review and Updates

This policy shall be reviewed and updated at least once every three (3) years by the Chief Financial Officer. The required updates and modifications shall be recommended to the Chairman & Chief Executive and to the Board for approval. All stakeholders shall be informed of any revisions made to this Policy. TTE reserves the right to modify/amend the policy at any time.

Effective date of implementation

This policy shall be effective and operative from 1st of October 2024.
