



MAS POLICY ON ELECTIONS AND ELECTIONEERING FOR PUBLIC OFFICE

1. Purpose

1.1 MAS is committed to promoting an environment that upholds company values, including fair and unbiased participation by its employees in any election-related to public office (i.e President, Member of Parliament, Member of Provincial Council and or as a member of any Local Government body) in terms of the national laws.

1.2 MAS supports democratic principles and pluralistic representation reflecting the aspirations of all peoples. As such, we support democratic ideals and encourage our employees to use their franchise rights based on their choice.

1.3 However, as an apolitical entity that has maintained its neutrality, we would expect all our employees to respect our values and refrain from conducting themselves in any manner or form that would compromise these principles during the above-cited elections that are conducted from time to time in accordance with the provisions of the constitution and related laws.

1.4 This policy outlines guidelines for employees who are potential candidates as well as elected individuals of public office to ensure compliance with company values and policies.

2.0 Scope

2.1 This policy shall be applied to all employees of MAS in Sri Lanka.

3.0 Guidelines for Election Candidates and those who wish to campaign for such candidates:

3.1 Employees who are aspiring to run for public office would be required to inform the HR Lead and Line Manager of the employing organization in writing prior to being nominated. Post which the employee would receive an acknowledgement setting out the policy obligations. This will ensure that an employee is fully informed of the policies that he/she should appear to if they decide to run for public office. This will then be informed to Group Communications to ensure visibility.

3.2 Contesting employees should be aware of the obligations and duties that they would be expected perform in line with the contract of employment either during the election campaign or thereafter. Attention is also drawn to the provisions of conflict-of-interest policy of the company, amongst others.

3.3 Employees shall refrain from carrying out electioneering* either within the company premises, company functions or at events that are organized by the company or when representing the company.

3.4 Using company name and resources and employee profile when electioneering is strictly prohibited.

3.5 Employees campaigning or working for election campaigns, or supporting any political candidate, are prohibited from using their employment at MAS as leverage for their

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campaign activities, either explicitly or implicitly (e.g., wearing an MAS T-shirt during campaign meetings or work). This prohibition applies to all entities associated with MAS, including non-governed entities, suppliers, and vendors.

3.6 Employees are prohibited from using MAS resources, networks, and digital platforms for election campaigns or to support any candidate.

3.7 No special leave will be granted for election campaigning activities.

3.8 No funds should be raised for the election campaigns through any stakeholders of the company such as employees, customers, suppliers, etc.

3.9 Contesting employees should not get any other employees involved in any electioneering activities and refrain from using company events or any assemblies for such activities.

3.10 Employees should be informed that they continue to conduct themselves with the integrity and discipline expected of them even during the events that are organized during the election campaigns and should not conduct themselves in any manner that would compromise company values and cause disrepute to the company image.

3.11 MAS reserves the right to send a representative to observe and review the content of public political campaign meetings in which employees are participating /campaigning in.

4,0 Guidelines for Employees Elected to Local Bodies

4.1 Employee elected to Local Government bodies are required to strictly adhere to all other company policies as well as the DNA Code of Conduct.

5.0 Guidelines for Employees Elected under the Presidential, Parliamentary and Provincial Councils Elections Law

5.1 Any employee elected in an official capacity to public office other than as a member of a local government body (Municipal Council, Urban Council, Town Council, Divisional/Village Council) shall be expected to resign from the services of the company as it would be deemed that the employee would be unable to perform his/her obligations as agreed with the company in terms of the contract of employment whilst simultaneously holding public office.

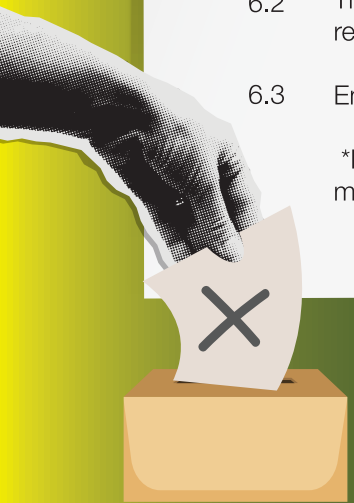
6.0 Managing Non-Compliance

6.1 All employees are required to strictly adhere to the above policies, failure to do so will be considered as a breach of company policy and the contract of employment.

6.2 The company encourages instances of Non-Compliance of the above policy to be reported.

6.3 Employees are expected to strictly comply to all other policies of the organization as well.

*Electioneering shall mean and not limited to campaigning (sharing posters, social media etc) canvassing, fundraising etc.



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