

POLICY ON CONTROL AND MANAGEMENT OF COMPANY ASSETS AND SHAREHOLDER INVESTMENTS

1. PURPOSE

This policy establishes the framework for efficient management and safeguarding of Lanka Aluminium's assets and shareholder investments. It aims to ensure optimal asset use in alignment with company goals, while safeguarding shareholder interests through responsible oversight and adherence to ethical standards.

2. SCOPE

This policy applies to all employees, contractors, and third parties involved in managing Lanka Aluminium's assets, covering both physical assets and financial investments, including:

- **Physical Assets:** Long-term physical resources (buildings, machinery, vehicles, and office equipment) utilized for production, service delivery, or administration.
- **Shareholder Investments:** Financial assets such as equity stakes, deposits, and securities that support the company's growth.

3. ROLES AND RESPONSIBILITIES

- **Board of Directors:** Ultimate custodians of company assets and investments, ensuring compliance and strategic alignment.
- **Department Heads:** Responsible for managing asset acquisition, usage, maintenance, and disposal within their respective areas, with all significant decisions approved by Board of Directors/senior management.

4. ACQUISITION AND DISPOSAL OF ASSETS

- **Procurement:** All capital acquisitions must follow procurement guidelines, with major expenditures requiring approval from the Chairman/Managing Director and presentation to the Board for transparency. All the major capital expenditure is approved by the Board of Directors.
- **Asset Transfers and Disposal:** Department Heads may initiate asset transfers, requiring mutual agreement and documentation. Disposal of assets must be approved by the Board of Directors.

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5. ASSET PROTECTION AND SECURITY

- **Documentation:** All assets must be recorded, tagged, and tracked through a fixed asset register, with regular verifications and inspections to ensure physical accountability.
- **Insurance:** Appropriate insurance coverage must be maintained based on asset risk, with periodic reviews to ensure continued adequacy.

6. IT AND CONFIDENTIALITY

- **IT Usage:** Company IT assets are for business purposes only, with strict prohibition on unauthorized modifications or installations. Compliance with data protection and intellectual property laws is mandatory.
- **Confidentiality:** Employees must safeguard proprietary information, with breaches subject to investigation and potential disciplinary action.

7. SHAREHOLDER INVESTMENTS

- **Investment Strategy:** Investment decisions should align with the company's financial objectives and risk tolerance, with periodic performance reviews to ensure expected returns.
- **Approval:** Strategic acquisitions or major financial investments require vetting by the financial management team and approval from the Board.

8. POLICY REVIEW AND UPDATES

This policy shall be reviewed biennially by senior management to ensure alignment with company goals and regulatory changes.

Effective Date:

This policy is effective from 1st October 2024.