



## **Horana Plantations PLC**

### **Shareholder and Investor Communications Policy**

#### **1. Overview**

- Horana Plantations PLC, a public listed company, recognizes the importance of effective communication and responsiveness to shareholders for fostering trust, transparency, and good corporate governance.
- The purpose of this document is to ensure that all shareholders and investors have equal and timely access to accurate and publicly available information about the Company.
- This policy establishes a framework to enhance transparency, promote effective communication, and engage with shareholders and investors.

#### **2. Communication with Shareholders and Investors**

##### **2.1 Annual General Meetings**

- Annual General Meetings serve as the primary mode of communication between shareholders and the company.
- Shareholders are encouraged to participate in Annual General Meetings (AGMs) and are given an opportunity to raise queries related to the financial statements in the Annual Report.
- Shareholders who cannot attend are encouraged to appoint proxies or submit voting instructions.
- Annual General Meetings will be held either in a physical location, OR on an online meeting platform and shareholders are encouraged to join the meetings.
- Notices of Annual General Meetings and accompanying documents are provided within the prescribed period before the meeting, and published as announcements on the website of the Colombo Stock Exchange and the Company's website.
- The process of Annual General Meetings is regularly reviewed and monitored, and if necessary, changes will be made to meet shareholders' needs.
- Board Members, including the Chairperson and Executive Directors, Independent and Non-Executive Directors are made available to answer queries raised by shareholders.

##### **2.2 Horana Plantations Website**

- The company's website (<https://www.horanaplantations.com/>) is one of our primary communication and information-sharing channels with shareholders and investors.
- Annual reports, interim reports, circulars to shareholders are available on the corporate website.
- In addition to investor-related information, the website provides background information about the business activities of the company, ESG practices, research and developments.

### **2.3 Social Media Presence**

- In addition to the corporate website, information related to Horana Plantations PLC is shared through various social media platforms, including LinkedIn, Facebook and YouTube.

### **2.4 Shareholder Enquiries**

- Shareholders with questions related to shareholding and dividends should direct their inquiries to the Company Secretary.
- For other inquiries, contact details of the company are available on the website, including email addresses and contact numbers.
- Matters and concerns raised by shareholders and investors will be routed to the Board through the Managing Director.
- Public notices to shareholders are published in all three languages: Sinhalese, English, and Tamil.
- Shareholder correspondence is primarily in the English language.

### **2.5 Financial Reporting**

- Horana Plantations PLC is committed to the timely publication of financial results and aims to provide a fair, balanced, and understandable disclosure. This allows shareholders to assess the company's financial position, performance, business model, and strategy.

### **2.6 Environmental, Social, and Governance (ESG) Reporting**

- Horana Plantations PLC outlines its approach to ESG in annual reports and accounts, addressing climate ambitions, customers, employees, communities, and governance matters.
- Stakeholder feedback is used to identify and address issues important to shareholders and the operation of the business.

### **2.7 Review of the Policy**

This policy will undergo regular review by the Board to ensure its effectiveness and alignment with current best practices.

### **2.8 Shareholder Privacy**

Horana Plantations PLC acknowledges the importance of shareholder privacy and will not disclose shareholder information without their consent, except when required by law.

## **3. Conclusion**

Horana Plantations PLC is committed to maintaining strong communication and relations with shareholders and investors. The Company will continuously strive to meet their needs for information, transparency, and engagement, while adhering to the highest standards of corporate governance and regulatory requirements.

### **Effective date of implementation**

This policy shall be effective and operative from 1<sup>st</sup> of October 2023.