



ইন্সুরেন্স কোম্পানি লিমিটেড

EASTERN INSURANCE CO. LTD.

(The Symbol of Comprehensive Security)



Eastern Insurance Company Ltd.

Code of Conduct

Effective Date: ০১.০১.২০২৫

Approved by: Board of Directors

1. Purpose

The purpose of this Code of Conduct is to:

- i. Establish standards of ethical and professional behavior for all employees, officers, and directors of Eastern Insurance Company Ltd. (EICL).
- ii. Ensure compliance with all applicable laws, regulations, and corporate governance guidelines issued by the Bangladesh Securities and Exchange Commission (BSEC) and the Insurance Development and Regulatory Authority (IDRA).
- iii. Promote integrity, transparency, accountability, and trust in all dealings with customers, stakeholders, and employees.

2. Scope

This Code applies to:

- All directors, officers, and employees of EICL.
- Consultants, contractors, and any third parties acting on behalf of EICL where applicable.

3. Core Principles

3.1 Compliance with Laws and Regulations

- All employees must comply with the Companies Act 1994, Insurance Act 2010, Income Tax Act 2023, BSEC Corporate Governance Code, IDRA regulations, and all other applicable laws.
- Employees must promptly report any known or suspected violations of laws or company policies.

3.2 Ethical Conduct

- Conduct all business activities with honesty, integrity, fairness, and professionalism.
- Avoid any action that could harm EICL's reputation or credibility.





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3.3 Conflict of Interest

- Avoid situations where personal interests conflict, or appear to conflict, with the interests of EICL or its stakeholders.
- Disclose any potential conflict of interest to the Nomination & Remuneration Committee or relevant authority.

3.4 Confidentiality

- Maintain strict confidentiality of company, customer, and employee information.
- Do not use confidential information for personal gain or unauthorized purposes.

3.5 Insider Trading

- Employees and directors shall not trade or recommend trading in company securities while in possession of material, non-public information.
- Comply with all BSEC insider trading regulations.

3.6 Financial Integrity

- Ensure accuracy, completeness, and fairness of financial and accounting records.
- Adhere to company policies, accounting standards, and regulatory reporting requirements.

3.7 Protection of Assets

- Use company assets, property, and resources responsibly and only for legitimate business purposes.

3.8 Fair Treatment & Anti-Discrimination

- Promote a workplace free from harassment, discrimination, or bullying.
- Treat all colleagues, customers, and stakeholders with respect and fairness.

3.9 Corporate Social Responsibility

- Support sustainable practices and responsible business initiatives that contribute to community development and environmental protection.

4. Roles & Responsibilities

4.1 Board of Directors

- Approve and review the Code of Conduct.
- Ensure effective enforcement and oversight through the Audit Committee and Nomination & Remuneration Committee.





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4.2 Audit Committee

- Review the implementation of the Code of Conduct and ensure regulatory compliance (BSEC CG Code Condition 1(7)(b), 5(5), 6(5)).

4.3 Management & Employees

- Abide by this Code in day-to-day operations.
- Report violations or concerns to the Compliance Officer or through the company's Whistleblower Policy.

5. Reporting Violations

- Employees are encouraged to report any actual or suspected violation of this Code.
- Reports may be submitted to:
 - Compliance Officer: [Email / Contact]
 - Audit Committee via [designated channel]
- All reports will be treated confidentially and investigated promptly.
- Retaliation against anyone reporting a concern in good faith is strictly prohibited.

6. Implementation & Review

- This Code of Conduct is available on the Company's website: [www.easterninsurance.com.bd]
- The Code will be reviewed annually by the Board or the Audit Committee to ensure relevance, compliance, and effectiveness.
- Any amendment must be approved by the Board of Directors.

7. Acknowledgment

All directors, officers, and employees must acknowledge that they have read, understood, and agreed to comply with this Code of Conduct.

Kazi Farhana
Company Secretary

