



# ইস্টার্ন ইন্স্যুরেন্স কোঃ লিঃ

## EASTERN INSURANCE CO. LTD.

(The Symbol of Comprehensive Security)



### Eastern Insurance Company Ltd. Code of Conduct

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**Effective Date:** ০১.০১.২০২৫

**Approved by:** Board of Directors

#### 1. Purpose

*The purpose of this Code of Conduct is to:*

- Establish standards of ethical and professional behavior for all employees, officers, and directors of Eastern Insurance Company Ltd. (EICL).
- 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).
- 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

