



Creative Services Limited (CSL)
Information Disclosure Policy
(Version-1, Effective from January 01, 2024)

1. Introduction

Creative Services Limited (CSL) is committed to maintaining transparency and accountability in its operations while ensuring the confidentiality and security of sensitive information. This Information Disclosure Policy outlines the principles and procedures for disclosing information to stakeholders, including employees, clients, shareholders, regulators, and the public. By adhering to this policy, CSL aims to ensure that information is disclosed responsibly and transparently while protecting the confidentiality and security of sensitive information.

2. Scope

This policy applies to all employees, suppliers, and stakeholders of CSL. It covers all forms of information dissemination, including written, electronic, and verbal communication.

3. Objectives

The objectives of this policy are to:

- Ensure timely, accurate, and complete disclosure of information.
- Protect sensitive and confidential information from unauthorized disclosure.
- Comply with all legal, regulatory, and contractual requirements.
- Promote transparency and trust with stakeholders.

4. Principles of Information Disclosure

4.1 Transparency

- Disclose information in a manner that is clear, accurate, and easily understandable.
- Provide stakeholders with sufficient information to make informed decisions.

4.2 Timeliness

- Ensure that information is disclosed in a timely manner, in accordance with legal and regulatory requirements.
- Update stakeholders promptly when there are material changes or new developments.

4.3 Confidentiality

- Protect sensitive information from unauthorized access, disclosure, or misuse.
- Balance the need for transparency with the need to protect confidential and proprietary information.

4.4 Compliance

- Adhere to all relevant laws, regulations, and industry standards regarding information disclosure.
- Ensure that disclosures are consistent with CSL's policies and procedures.

5. Types of Information to be Disclosed

5.1 Financial Information

- Annual reports, financial statements, and audit reports.
- Quarterly and interim financial results.
- Significant financial transactions and events.

5.2 Operational Information

- Updates on major projects, contracts, and business developments.
- Information on new products, services, or initiatives.
- Significant changes in company operations or structure.

5.3 Regulatory Information

- Compliance with laws and regulations.
- Environmental, social, and governance (ESG) disclosures.
- Health and safety reports.

5.4 Corporate Governance

- Information on the board of directors, management team, and corporate governance practices.
- Details of shareholder meetings and resolutions.

6. Procedures for Information Disclosure

6.1 Approval Process

- All information disclosures must be reviewed and approved by the relevant department heads and the executive management team.
- Disclosures related to financial performance must be approved by the Chief Financial Officer (CFO) and the Audit Committee.

6.2 Communication Channels

- Information will be disclosed through appropriate channels, including the company website, press releases, annual reports, and regulatory filings.
- Use secure and reliable methods for electronic communication to prevent unauthorized access or tampering.

6.3 Record Keeping

- Maintain accurate records of all disclosed information and the approval process.
- Ensure that records are easily accessible for audit and review purposes.

7. Confidentiality and Data Protection

7.1 Handling Confidential Information

- Identify and classify information based on its sensitivity and confidentiality.
- Implement appropriate security measures to protect confidential information, including access controls, encryption, and secure storage.

7.2 Employee Responsibilities

- Employees must adhere to confidentiality agreements and company policies regarding information handling.
- Unauthorized disclosure of confidential information may result in disciplinary action, up to and including termination of employment.

8. Training and Awareness

- Provide training to employees on information disclosure policies, procedures, and best practices.
- Raise awareness about the importance of protecting confidential information and the consequences of unauthorized disclosure.

9. Monitoring and Compliance

9.1 Monitoring

- Regularly monitor compliance with this policy through internal audits and reviews.
- Identify and address any gaps or weaknesses in the information disclosure process.

9.2 Compliance

- Ensure that all disclosures comply with legal, regulatory, and contractual requirements.
- Take corrective action in cases of non-compliance and implement measures to prevent recurrence.

10. Review and Updates

- This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, and best practices.
- Feedback from employees and stakeholders will be considered in the review process.