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## ***Communications and Disclosure Policy***

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The Company employees, directors, and officers (Insiders!) must comply with all laws, rules, and regulations relating to the trading of Company securities or the securities of other companies that may be affected by Company's business activity, as well as the disclosure of material non-public information. As a result, there may be limitations on whether you may trade in Company's securities, as well as on statements you may make about the Company's business.

### ***Principles:***

- Ensure all communications are truthful, appropriate and not misleading.
- Be careful to protect Confidential Information.
- External Communications should accurately describe the Company's actions and beliefs.

### ***The Company is committed to:***

- Being open and transparent with all stakeholders and to disseminate information about its activities in a fair, timely and cost-effective manner;
- Ensuring that all market participants have an equal opportunity to review and assess material information disclosed by the Company; and
- Complying with its continuous disclosure obligations under the Companies Act 2017 and the Pakistan Stock Exchange listing rules.

### ***Reporting Requirements of Directors and Officers***

The Pakistan securities laws have special provisions relating to the trading of securities by directors and executive officers, and the reporting of their securities trading activities and securities ownership. For further information, directors and officers should consult the Corporate and Legal Department.

### ***Do Not Respond to Inquiries from the Press and Others***

Do not respond to any requests from outside the Company, such as the media, press, financial community, or the public, that ask you to speak on behalf of the Company. In the case of an inquiry from the media, press or financial community, you should obtain the name of the person making the inquiry and immediately notify the Corporate Communications and Investor Relations via the —Media Request Form. Inquiries from regulators or outside lawyers must be immediately referred to the Corporate & Legal Department.

### ***Company's ongoing commitment***

The Company is committed to monitoring ongoing developments that may enhance communication with shareholders, including technological developments, regulatory changes and the continuing development of the best practices in the market. The Company is also committed to implementing changes to its communications strategies whenever reasonably practicable to reflect any such developments.

### Media Request FORM

**Date:** Insert date request is received

**Outlet:** Insert name of media outlet – please also indicate outlet type (newspaper, radio, TV station, etc.)

**Reporter's Name:** Insert name of contact (the producer, editor, etc., who contacted you)

**Phone:** Include phone number, if applicable

**E-mail:** Include email – highly important, and serves as a common means of responding to media outlets

**Deadline:** Please include deadline if provided – if contacted via phone be sure to ask

**Written Up By:** Your name here

**Company Name:** Please indicate which company you are from

**Phone Number:** Your work number here

**Subject:** Headline that quickly summarizes the request. For example: "Interview request, feature on new products".

**Media Request:** Please use this section to explain and outline the request received: what the outlet is preparing, why they have contacted company and what they are specifically requesting (interview, information, statistics, product samples, etc.)

If an interview request, please highlight what the tone and purpose of the article will be and include any sample interview questions provided. If original request from the outlet is rather vague, be inclined to request more information as a means to better understand the request.

**Additional Information:** Please use this section to enclose any additional facts or details that you feel will be helpful in reviewing the request. For example, including how/when the news will appear is vital (live interview, taped, outlet prints daily, etc.) – as well as a description of the outlet (we rely on our local expertise to describe the media outlet and its reputation, circulation and news beats).

If the outlet has previously covered the company or the current topic, background information is also relevant to include in this section.

**Recommendation of CEO/Business Unit:** Prior to sending to Corporate Communications for review and handling, please discuss with your CEO or relevant Business Head in order to gain guidance and recommendation. If necessary, please also gain legal recommendations.