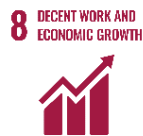


Wayfarers Ltd – Human Resources Policy

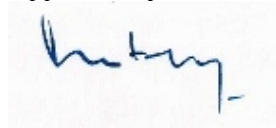
At Wayfarers Ltd, our people are central to our success. We are committed to creating a safe, respectful, inclusive, and empowering workplace that reflects our core values of sustainability, integrity, and cultural sensitivity. This Human Resources Policy ensures fair treatment, supports professional development, and promotes employee well-being as we work together to deliver meaningful travel experiences.

The following principles guide our Human Resources Policy:

1. All recruitment is merit based and aligned with our values and operational needs. A transparent hiring process is followed to ensure equal opportunity.
2. We prohibit discrimination based on age, gender, religion, ethnicity, disability, marital status, sexual orientation, or any other personal characteristics.
3. We give preference to hiring from local communities wherever possible to ensure tourism benefits are shared locally and equitably.
4. All employees receive written contracts clearly outlining roles, salaries, working hours, benefits, leave entitlements, and termination procedures, in full compliance with Sri Lankan labor laws and ILO Core Labor Standards.
5. We ensure all staff are paid at or above the national minimum wage. Salaries reflect role, experience, responsibilities and performance, and comply with labor market standards.
6. Child labor in any form is strictly prohibited. We comply with national labor laws and international conventions, ensuring that no person below 14 years is employed directly or indirectly.
7. We follow strong child protection measures across all operations. Employees are expected to respect and safeguard the rights of children in the workplace, during travel operations, and in the communities, we engage with. Any suspicion or incident of child abuse, exploitation, or neglect must be reported immediately through established procedures.
8. We ensure safe, healthy, and respectful working conditions for all team members. Risk assessments are conducted regularly, and preventive measures are in place to avoid work-related injuries or illnesses.
9. All staff receive onboarding and ongoing training relevant to their roles, including sustainability, customer service, health and safety, and cultural awareness.
10. Staff are encouraged to raise concerns or suggestions without fear of retaliation. A confidential and structured grievance mechanism is in place to ensure issues are addressed respectfully and promptly.
11. Termination of employment follows due process as outlined in employment contracts and in accordance with labor laws. Exit interviews may be conducted to gather feedback for continuous improvement.
12. This policy is reviewed annually to ensure ongoing relevance, legal compliance, and alignment with evolving best practices in sustainable tourism and workforce management.



Approved by:



Managing Director
Wayfarers Ltd

Date: 1 September 2025