



恒基兆業地產有限公司

HENDERSON LAND DEVELOPMENT COMPANY LIMITED

Incorporated in Hong Kong with limited liability
(Stock Code : 12)

HUMAN RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Purpose

Henderson Land Development Company Limited (the “Company”) and its subsidiaries (collectively the “Group”) are committed to respecting and promoting equal opportunity free from harassment and discrimination. This Policy promotes the principles of human rights and provides the framework guiding the Group across the principles of equal opportunity in the workplace, in compliance with relevant statutory requirements and with reference to the principles articulated in Universal Declaration of Human Rights and the International Labour Organisation’s Declaration on Fundamental Principles and Rights at Work.

The Group’s suppliers and business partners are obliged to abide by this Policy.

Equal Opportunity under Employment

In terms of staff recruitment, promotion and retirement, the Group shall adhere to all the statutory requirements relevant to equal opportunity and prohibits the following unlawful discriminatory acts in employment activities. Such acts are unlawful under the anti-discrimination law. The Group will promptly handle any discrimination complaint and where appropriate, take remedial actions. The unlawful acts under the Sex Discrimination Ordinance (Cap. 480), the Disability Discrimination Ordinance (Cap. 487), the Family Status Discrimination Ordinance (Cap. 527) and the Race Discrimination Ordinance (Cap. 602) are:

- (a) Sex discrimination
- (b) Marital status discrimination
- (c) Pregnancy discrimination
- (d) Breastfeeding discrimination and harassment
- (e) Disability discrimination, harassment and vilification
- (f) Family status discrimination
- (g) Racial discrimination, harassment and vilification

The Group will investigate all complaints about discrimination, harassment and vilification that are reported through any reporting channels. If the complaint is substantiated, necessary remedial measures and required disciplinary actions will be taken upon the conclusion of an investigation.

Illegal Labour and Human Trafficking

The Group prohibits the employment of all forms of illegal and forced labour, including child labour, illegal immigrants, indentured labour and any forms of human trafficking in our operations and contracted business activities along our supply chain. The Group fully complies with all applicable laws establishing a minimum age for employment in order to support the effective abolition of child labour worldwide.

Risk Monitoring

The Company will monitor its human rights impacts arising from business activities and the relationship with supply chain partners and other stakeholders.

As a bottom-up operational process, each department of the Group is responsible for identifying its own human rights risk factors and designing, implementing and monitoring the relevant risk management and internal control system. The process involves the annual review by the Audit Department of the risk register setting out particulars of material risks, including human rights risk factors, together with the control measures as reported by significant departments of the Group. The Audit Department of the Company reports material risk factors directly to the Audit Committee. The Audit Department must maintain its independence from the Company's daily operations and conduct regular audits on the major activities of the Company.

Freedom of Association and Collective Bargaining

The Group fully respects employees' rights to decide to form, participate or not participate in associations and/or labour unions. Where employees are represented by a recognised union, the Group is committed to working fruitfully with their chosen union and ensuring all employees are treated fairly and equitably.

Fair Remuneration

According to the Employment Ordinance (Cap. 57), the Group must inform each employee clearly the conditions of employment under which he/she is to be employed before employment begins with regard to wages, wage period, length of notice required to terminate the contract, period of employment and, if the employee is entitled to any other allowances.

The Group offers a competitive remuneration and benefits as well as equal remuneration for men and women workers for work of equal value. The performance and remuneration are reviewed based on the overall contributions to the Group, and financial and non-financial targets, if any. This section is supported in more detail by specific Director and Employee Remuneration Policy.

Handling Complaints

Any complaints made by employees concerning the above matters shall be handled by Human Resources Department under the relevant grievance procedures.

Review of this Policy

The Company will review this Policy from time to time as appropriate, and in any event, once every three years.