

Supply Chain Code of Conduct (Extract)

BOCHK integrates sustainability throughout the supplier management and set minimum requirements in social, ethical, corporate governance, environmental standards and fair labour conditions for our suppliers.

This Code makes references to international labour standards and the *Principles of Decent Work* based on the International Labour Organization (ILO) Core Conventions, and is applicable to all our suppliers. Adherence to this Code will be one of the critical factors when selecting new suppliers or in decisions pertaining to existing suppliers. BOCHK supports and respects the international proclaimed human rights within the context of political, social and cultural conditions in which we operate. We also support and respect the international proclaimed environmental and corporate governance standards within the context of the political, social and cultural conditions in which we operate. Suppliers are also required to comply with local legislations on labour, environment and corporate governance.

I. Labour and Working Standards

(1) Prohibition of any form of forced, bonded, indentured and prison labour

Suppliers shall ensure all work are conducted on a voluntary basis. They shall not require workers to make deposits or financial guarantees and shall not retain any identity documents of the workers.

(2) No recruitment of child labour

Suppliers shall comply with the local statutory minimum age for employment and shall not exploit children in any way.

(3) Freedom of association and effective recognition of the right to collective bargaining

Suppliers shall ensure workers have the right to join or form trade unions of their own choice, and to bargain collectively. Suppliers shall not discriminate or penalise workers being a representative, a member or affiliation with a trade union, or attending legitimate trade union activities.

(4) Prohibition of discrimination, harassment and abuse

Suppliers shall comply with principles of equal opportunities. Working environment shall be free of harassment and discrimination on gender, physical or mental state, race, nationality, religion, age or family status.

Suppliers shall not engage in or tolerate bullying, harassment or abuse of any kind.

(5) Health and safety

Suppliers shall provide a safe and clean environment for all work and residential facilities, and establish and follow a clear set of occupational health and safety procedures to prevent accidents and injury to health at work. Appropriate and effective personal protective equipment shall be provided as needed. Regular training on health and safety shall be provided and recorded.

(6) Wages, benefits and terms of employment

Suppliers shall pay the workers with wage that meet or exceed the statutory minimum requirement and provide all legally required benefits.

(7) Working hours

Suppliers shall set working hours that comply with local statutory requirements.

II. Ethical Standards – Anti-Bribery and Anti-Corruption

- Suppliers shall abide by all related laws and regulations, and the *BOCHK Group's Anti-Bribery and Corruption Policy*. Suppliers shall not directly, indirectly or through any third party (including those organisations or individuals which have business relationship with the Group), pay, offer, solicit, accept, encourage, promise or otherwise engage in any act of bribery or corruption, and shall not negotiation with any person for the purpose of soliciting or offering a bribe.

III. Governance and Risk Management

- Supplier shall have a governance policy including an effective and transparent allocation of responsibilities between the Board and the management, with an applicable organisation structure.
- Suppliers shall have a sound risk prevention and management procedures associated with major disruptions to their daily operations, and an emergency response mechanism and plan with guidelines and training.

IV. Environment

Suppliers shall comply fully with all applicable environmental laws and regulations and continuously improve their environmental performance. They shall conserve on the use of fuel, water and other natural resources, and shall have appropriate systems and processes to manage:

- Energy use and GHG emissions
- Emissions to air, including ozone-depleting substances

- Water consumption
- Wastewater effluent
- Waste generation, storage, transportation, and disposal, including waste minimisation and management of hazardous waste
- Soil and groundwater contamination
- Land use and biodiversity
- Nuisances (including odour, noise, visual) and complaints

V. Complaint mechanism

The supplier should provide a complaint mechanism for employees and members of the community in which they operate or provide service.

VI. Review and Amendment

The Code of Conduct is subject to review and amendment on an annual basis and as required to ensure its relevance and effectiveness.