

## **Human Rights and Equal Opportunities Policy**

Sun Hung Kai Properties Limited (“SHKP”) values the importance of providing a harmonious working environment for all employees. Guided by its Sustainability Policy, we promote and integrate the principles of human rights, equal opportunity, and inclusive excellence in a discrimination-free workplace.

This Policy is applicable to SHKP and its subsidiaries (collectively: the Group). Business units of the Group are expected to abide by the Policy. Where applicable, business units will also establish, review and update their own policy in accordance with their business nature. The Group’s associated and joint venture companies, supply chain partners, including suppliers, contractors, subcontractors, joint ventures, and other service providers, are encouraged to comply with this Policy. This Policy covers the following areas:

### **Legal Compliance and Commitment**

- Comply strictly with all applicable legal requirements in the respective jurisdictions of our operations, including the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, and Race Discrimination Ordinance of the HKSAR for the human resources procedures and practices.
- Respect internationally accepted human rights, in line with the principles and guidance stated in the United Nations Global Compact (UNGC), the UN Universal Declaration of Human Rights, and the UN Sustainable Development Goals.
- Comply with national laws where they conflict with human rights standards but still do our best to respect the latter.

### **Governance**

- The Board of Directors directs the Group-wide sustainability strategy and development relating to human rights and equal opportunities.
- The Sustainability Steering Committee and the Human Resources Committee oversee the human rights impacts of all business activities within the Group.
- The Group Head of Internal Affairs manages all human resources issues within the Group.

### **Diversity and Inclusion**

- Ensure that no employees are discriminated against on the grounds of gender, marital status, pregnancy, disability, family status, race, colour or religion in employment, including labour practices, training and development, job allocation, remuneration and benefits, and performance assessment.
- Prohibit any form of sexual or non-sexual harassment in the workplace. Employees found to have engaged in unlawful discrimination or harassment may be disciplined, and in serious cases, dismissed.

## **Labour Practices**

- Believe everyone has the right to work in an environment free of harassment, retaliation, intimidation, threats, violence and abusive treatment.
- Comply strictly with all applicable legal requirements in the respective jurisdictions of our operations, including the Employment Ordinance, Employees' Compensation Ordinance, and Minimum Wage Ordinance of the HKSAR.
- Prohibit any form of employment of illegal and forced labour, including child labour, prison labour, indentured labour, bonded labour, military labour, modern slavery in any form, and human trafficking.
- Business partners, contractors and suppliers must strictly follow the labour practices and refrain from committing any unlawful acts or engaging illegal workers, or workers under 15 years of age.

## **Freedom of Association**

- Believe the freedom and right of association are fundamental rights of every employee.
- Comply with applicable laws and regulations relating to freedom of association.
- Respect employees' right to decide to form, join or not join associations and/or labour unions in accordance with the local statutory law with no reprimand.

## **Remuneration and Benefits**

- Aim to offer its employees an attractive compensation package commensurable with their contribution to the company.
- Ensure that the working hours, rest periods, holiday provisions and leave entitlements of employees strictly comply with all applicable legal requirements in the respective jurisdictions of our operations, including the Employment Ordinance of the HKSAR.

## **Training and Development**

- Aim to foster employees' professional ethos, skills, experience and performance.
- Prohibit the provision of training and development opportunities on the basis of sex, marital status, pregnancy, disability, family status, race, colour or religion.

## **Performance Assessment**

- Ensure equal pay for work of equal value and achieve pay equity by adopting fair, bias-free practices in job allocation, promotion and performance appraisal to assess job value.
- Assess candidates and employees based solely on occupational requirements and qualification profiles, including education, work experience, professional or technical expertise and skills, performance, and other job-related competencies.
- Prohibit performance assessment on the basis of sex, marital status, pregnancy, disability, family status, race, colour or religion.

## **Communication**

- Ensure that all employees understand this policy and apply it throughout its operations.
- Provide the necessary procedures, training and supervision for all employees to ensure high standards of human rights and equal opportunities in the workplace.

## **Monitoring and Reporting**

- Assess and report on its human rights and equal opportunities work on an annual basis.
- Any complaints of unlawful discrimination or potential cases of abuse will be dealt in accordance with the grievance procedures set out by the Group, or through the normal communication channels, including the Whistleblowing Policy and suggestion box.
- Review this policy by the Group Head of Internal Affairs, Sustainability Steering Committee, and Human Resources Committee periodically for adequacy and effectiveness, as appropriate.

If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.