

Kerry Properties Limited

Equal Opportunity and Anti-Discrimination Policy

Purpose

The purpose of the Equal Opportunity and Anti-Discrimination Policy (the “EO Policy”) is to communicate the Company’s commitment to promoting equal opportunities and eliminating discrimination, including discrimination on grounds of gender, sexual orientation, gender identity, age, physical and mental disability, family status, pregnancy, marital status, ethnic origin, race, religious belief and political affiliation in all aspects of employment, training and career development. The grounds and characteristics listed throughout this EO Policy are not exhaustive. They would be deemed to include any other grounds or characteristics as may be stipulated by law from time to time.

It ensures everyone is treated with respect and dignity and no one will be subjected to any unwelcome conduct, or to an environment that is hostile or intimidating on grounds of gender, sexual orientation, gender identity, age, physical and mental disability, family status, pregnancy, marital status, ethnic origin, race, religious belief and political affiliation.

Guidelines

It is the responsibility of each employee to adhere to the EO Policy at all times to maintain a work environment which is free of discrimination and harassment.

Each individual will be assessed on the basis of the job requirements and their relevant capabilities, and not on other irrelevant considerations.

Employees should not take part in, encourage or condone cases of any forms of discrimination and harassment, which offends equality of opportunities.

Discrimination

The Company will not tolerate direct or indirect discrimination based on gender, sexual orientation, gender identity, age, physical and mental disability, family status, pregnancy, marital status, ethnic origin, race, religious belief and political affiliation.

Direct discrimination is when an individual is treated less favourably than others in the same or comparable circumstances because of the individual’s gender, sexual orientation, gender identity, age, physical and mental disability, family status, pregnancy, marital status, ethnic origin, race, religious belief and political affiliation.

Indirect discrimination can occur when the same requirements or conditions are imposed on everyone, but the individual belongs to a particular group (such as people of a particular gender, sexual orientation, gender identity, age, physical and mental disability, family status, pregnancy, marital status, ethnic origin, race, religious belief and political affiliation) who are less likely to be able to comply with the requirements or conditions because of one of those particular characteristics, and the requirements or conditions cannot be justified.

Harassment

The Company will not tolerate sexual harassment, harassment on the ground of gender, sexual orientation, gender identity, age, physical and mental disability, family status, marital status, ethnic origin, race, religious belief, political affiliation or any other forms of harassment affecting equality of opportunities. Harassment can take the form of unwelcome conduct, or subjecting another person to an environment that is hostile or intimidating. Unwelcome conduct is not limited to physical acts but includes verbal and written abuse and defamatory comments, whether communicated to an individual direct or generally made on social media, regardless of whether it is during or beyond working hours. Employees must not take part in, encourage, or condone cases of harassment.

Complaint Procedures

Complaints or concerns relating to this EO Policy can be made to your line manager or the Human Resources Department in written format with the complainant's name and will be dealt with confidentially and impartially. Any anonymous complaints will not be processed.

Investigations into the complaints will be conducted effectively and promptly by an investigation panel consists of your line manager and a representative from Human Resources Department. Employees with conflict of interests in the case will not be appointed as panel member. A fair distribution of investigation panel members in both genders will be observed as far as practicable. The complainant will be advised of the investigation result and the reasons for that decision at the end of the investigation.

If a complainant disagrees with the investigation result, he/she may file a written appeal supported with concrete evidence to the Chief Human Resources Officer or the authorized senior management representative. The Chief Human Resources Officer or the authorized senior management representative shall determine whether to accept the appeal based on the grounds that new evidence has come to light which was not previously considered by the investigation panel. If the Chief Human Resources Officer or the authorized senior management representative does not accept the complainant's appeal, the decision of the Chief Human Resources Officer or the authorized senior management representative is final. Should the Chief Human Resources Officer or the authorized senior management representative decide to accept the complainant's appeal, a review committee will be appointed (comprising one or more persons) to review the appeal. The review committee shall review the case and make recommendation to the Chief Human Resources Officer or the authorized senior management representative as soon as practicable. Chief Human Resources Officer or the authorized senior management representative will convey the outcome of the review to the complainant after reviewing the recommendation of the review committee. The investigations will be reported to the Executive Director or General Manager of the local office when necessary.

All complaints are treated as confidential to the extent consistent with the need to conduct a fair, complete and responsive investigation. The Company is committed to ensuring that employees feel able to raise such grievances. In particular, the Company is committed to ensuring that employees making genuine and appropriate reports under this EO Policy receive fair treatment and that no individual suffers any detrimental treatment or retaliation as a result of making a genuine

and appropriate report in good faith under this EO Policy (even if the concerns raised turn out to be mistaken). Anyone who initiates or threatens any detrimental treatment or retaliation against an employee who intends to report or has reported an incident will be subject to disciplinary action (including but not limited to the possibility of summary dismissal, if appropriate). However, if an employee makes a false report maliciously, with an ulterior motive, without reasonable grounds that the information in the report is accurate or reliable, or for personal gain, the Company will take disciplinary action against the employee (including the possibility of summary dismissal, if appropriate).

Monitoring

The Company will review the effectiveness and implementation of this EO policy and amend accordingly as appropriate to promote equality and prevent discrimination.