

## **Kerry Properties Limited**

### **Vendor Code of Conduct**

Kerry Properties Limited (“Kerry Properties” or “KPL”, which together with its subsidiaries referred to as the “Group” or “we”), is a world-class property company with significant investments in the Mainland and Hong Kong. The Group is committed to conducting business ethically and with respect towards employees, society, and the environment. To encourage compliance with all legal requirements and ethical business practices, this Vendor Code of Conduct is established for our vendors to guide their performance, whenever applicable.

#### **Legal and Regulatory Compliance**

- Vendors are required to adhere to all applicable laws and regulations wherever they operate.

#### **Health and Safety**

- Vendors engaged for property development activities are encouraged to obtain accreditation for its occupational health and safety management system.
- Vendors shall promote and maintain a safe, hygienic and healthy working environment to minimise the chance of incidents of work-related injuries and illnesses. Adequate resources, measures, monitoring systems, protections and trainings must be in place to safeguard their employees.

#### **Compensation and Working Hours**

- Vendors shall ensure that their employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours and overtime hours, including for breaks, rest periods, holidays and paternity leaves.
- All employees directly employed by the vendors should have written contracts that comply with local laws. Salary shall be paid promptly and not less than legal minimum wages. All overtime work must be voluntary, mutually agreed and compensated.

#### **Forced Labour**

- All works shall be voluntary and not performed under the threat of penalty or coercion. Vendors must not use any forms of forced labour, including bonded, trafficked, indentured or prison labour.

#### **Child Labour**

- No employees shall be younger than the minimum employment age of the relevant countries or the maximum age of compulsory education, whichever is higher.

#### **Discrimination**

- Vendors shall not discriminate in hiring and employment practices such as promotions, rewards and access to training on the grounds of criteria such as gender, sexual orientation, gender identity, age, physical and mental disability, family status, pregnancy, marital status, ethnic origin, race, religious belief and political affiliation.

#### **Harassment**

- Vendors shall uphold a zero-tolerance approach towards any form of persecution or harassment, including sexual and racial harassment, towards their employees.

#### **Environment**

- Vendors engaged in property development activities are encouraged to obtain accreditation for its environmental management system.
- Vendors shall implement measures to mitigate adverse environmental impacts, improve material and resource efficiency, reduce waste, prevent pollution and minimise traffic disruption and noise disturbance, prioritise GHG emissions/energy reduction and minimise deforestation.

#### **Conflict of interest**

- Vendors shall strive to prevent or resolve any conflicts of interest that may arise in their business dealing with the Group.

#### **Anti-competitiveness**

- Vendors shall compete fairly based on prices, quality, performance, and products/services standards, while refraining from actions that undermine market efficiency and fairness, such as price fixing, market sharing, bid rigging and output restrictions.

#### **Bribery and corruption**

- Vendors shall not allow any forms of corruption or bribery, including any payments or other forms of benefit conferred on any government official for the purpose of influencing decision-making in violation of law.

#### **Vendors and subcontractors**

- Vendors are encouraged to have their own vendor code of conduct in place.
- Vendors shall communicate this Code and/or their own Vendor Code of Conduct to their subcontractors, if any and approved by KPL, and encourage them to incorporate the principles of this Code into their operations whenever applicable.

#### **Local Talent Empowerment**

- Vendors and service providers shall prioritize local employment to contribute to the economic growth of the communities in which KPL operates.
- Vendors and service providers shall ensure procurement practices support the inclusion of local businesses and workforce development initiatives.

#### **Use of KPL's Name and Confidentiality**

- Vendors shall undertake not to use or make any references to KPL's name, directly, in any products, websites, documents, media, publications or publicity materials of any kind without the prior written consent of KPL.
- Vendors shall further undertake not to disclose or make available in any forms to any third parties or to use any confidential or proprietary information or trade secrets and/or materials concerning the business of KPL or any of its dealings, transactions or affairs or those of any holding companies, subsidiaries or associated companies of KPL.

#### **Monitoring of Compliance**

- KPL reserves the right to review or terminate the contract if any violations of this Vendor Code of Conduct is identified. In case KPL is investigating a case of Vendor Code of Conduct violation, vendors may be requested to allow KPL's access to their relevant documents as evidence to support vendors' compliance to this Vendor Code of Conduct.

#### **Review**

The Sustainability Steering Committee will conduct regular review of this Vendor Code of Conduct and update the content if necessary.