

# NEW WORLD DEVELOPMENT COMPANY LIMITED - SUPPLIER CODE OF CONDUCT

New World Development Company Limited (NWD) is committed to corporate sustainability and actively seeks to work with suppliers who value and act on the principles of sustainable development. All Business Units (BUs) are encouraged to make reference to the principles of this Supplier Code of Conduct, where applicable, BU(s) would establish its/their own Supplier Code of Conduct. During the vendor selection processes, evaluation of a supplier who can demonstrate its commitment to uphold this Supplier Code of Conduct will be one of the major criteria for identifying a successful vendor. In case of conflict, tendering specifications and contractual terms established by BUs shall be referenced.

# **Compliance with Legal Requirements**

• Suppliers shall comply with all applicable laws and regulation in areas where they operate.

#### **Ethical Conduct**

• Suppliers should operate with the highest ethical standards and should not be involved in any form of corruption, collusion, extortion, fraud, bribery, false declarations or counterfeiting.

#### **Forced Labour**

 Suppliers must not use any form of forced labour including prison, coerced, bonded, indentured or trafficked labour.

#### **Working Age**

• All employees of the suppliers must not be below the legal working age.

# **Working hours and Compensation**

- Suppliers must provide their employees at least the local statutory minimum wages and benefits.
- Suppliers shall ensure the weekly working hours of their employees must not exceed the legal limit where applicable.

#### **Workplace Health and Safety**

Suppliers are expected to provide a clean, safe and healthy workplace to all employees. Adequate
measures, systems and trainings should be implemented to minimise harm to employees.

# **Discrimination and Rights**

- All employees of the suppliers should not be subjected to discrimination in hiring, compensation or discipline on the basis of gender, age, religion, race, sexual orientation, disability, disease, marital status, pregnancy or political affiliation.
- All employees of the suppliers must be treated with respect and dignity. Suppliers are expected to

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maintain a workplace free of sexual, psychological or verbal abuse or harassment.

# Freedom of Association and Collective Bargaining

- We respect civil liberties of employees and their freedom of speech, their right to decide to form, join or not join associations and/or labour unions in accordance with the local statutory requirements.
- In cases where employees are represented by associations and/or labour unions, the Company is committed to bargaining in good faith with their representatives.

#### **Environmental Conservation**

• Suppliers should, as far as practical, minimise the potential environmental impacts resulting from their operations.

#### Responsibility

- Suppliers should educate their employees on their rights and their responsibilities to uphold this Code of Practice.
- Suppliers are encouraged to have a sustainable procurement policy in place for their own suppliers.

# **Privacy, Data Protection and Confidentiality**

• Suppliers are encouraged to protect the privacy, confidentiality and security of the personal and confidential information they hold and to complying with the applicable data protection laws and principles of confidentiality with respect to the processing, use and management of personal data and the handling of confidential information.

#### **Disclosure**

• Suppliers are encouraged to demonstrate their commitments and performance through Environmental, Social and Governance (ESG) reporting and to integrate ESG practices into their business practices.

### **Monitoring and Reporting**

Supplier-related risk factors are incorporated in our Group Risk Management Policy and the "Risk Management & Internal Control Assessment Checklist" for evaluation by the Company's departments and Business Units every six months. Risk findings are reported to the Company's Audit Committee and Sustainability Committee<sup>1</sup> in a timely manner.

Key metrics, supplier management initiatives and programmes will be disclosed in the Company's annual reports or sustainability website and reported to the Sustainability Committee.

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<sup>&</sup>lt;sup>1</sup> Sustainability Committee: Chaired by Executive Vice-chairman and Chief Executive Officer of the Company, the Sustainability Committee comprises two independent non-executive directors and one executive director and directly oversees and advises on the Company's sustainability strategy, work plans and performance targets to advance ESG leadership.



# **Review of Policy**

Necessary changes to the Policy due to legislative changes and the emergence of best practices will be proposed to the Group Sustainability Steering Committee<sup>2</sup> for review, in any event, at least once every three years, and Sustainability Committee for endorsement.

# **Enquiries**

Please email <u>sustainability@nwd.com.hk</u> for enquiries on this Policy.

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<sup>&</sup>lt;sup>2</sup> Group Sustainability Steering Committee: reporting to the Sustainability Committee and comprising senior executives from Group functions and major business units, the Steering Committee drives practical implementation of sustainability initiatives and manages their performance to support the Sustainability Committee.