

# Supplier Code of Conduct

New World Development Company Limited

### **Introduction**

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, and, where applicable, BU(s) would establish its/their own Supplier Code of Conduct. During the supplier 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 supplier. In case of conflict, tendering specifications and contractual terms established by BUs shall be referenced. For the purpose of this Supplier Code of Conduct, the reference to “suppliers” will include NWD’s corporate supply chain partners such as suppliers, contractors, subcontractors, vendors and service providers.

### **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. Any potential situations that might encounter critical conflict of interest or any misbehavior by suppliers should be reported to NWD.

### **Forced Labour**

- Suppliers must not use any form of forced labour including prison labour, coerced labour, bonded labour, indentured labour 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 statutory 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 race, colour, nationality, religion, gender, sexual orientation, age, marital status, pregnancy, disability, medical condition, political affiliation, family responsibilities or any other characteristics protected by law.
- All employees of the suppliers must be treated with respect and dignity. Suppliers are expected to maintain a workplace free of sexual, psychological or verbal abuse or harassment.

### **Freedom of Association and Collective Bargaining**

- We respect civil liberties of suppliers' 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 of the suppliers are represented by associations and/or labour unions, the suppliers should negotiate in good faith with their representatives.

### **Environmental Conservation and Responsibilities**

- Suppliers should, as far as practicable, minimise the potential environmental impacts resulting from their operations.
- Suppliers should prevent the possible loss of biodiversity and degradation of the natural environment, where applicable.
- Suppliers should adopt energy-efficient technologies and practices to minimise energy consumption, and, as far as practicable, monitor, reduce and report their greenhouse gas emissions.
- Suppliers should implement effective pollution prevention measures and manage waste responsibly through reduction, reuse and recycling efforts where feasible. Hazardous waste must be handled and disposed of in accordance with applicable laws.

### **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. Suppliers are encouraged to adhere to our Sustainable Procurement Policy.

#### **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 comply with the applicable personal 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 operations.

#### **Monitoring and Reporting**

Supplier-related risk factors are incorporated into our Risk Management Policy and the “Risk Management and Internal Control Assessment Checklist” for evaluation by NWD’s departments and BUs every six months. Risk findings are reported to NWD’s Audit Committee and Sustainability Committee in a timely manner.

Key metrics, supplier management initiatives and programmes will be disclosed in NWD’s annual reports or the Sustainability section of NWD’s website and reported to the Sustainability Committee.

#### **Review of this Supplier Code of Conduct**

Requisite changes to this Supplier Code of Conduct due to legislative changes and the emergence of best practices will be proposed to the Group Sustainability Steering Committee for review, in any event, at least once every three years, and Sustainability Committee for endorsement.

#### **Implementation of this Policy**

- This Policy is available in both English and Chinese. In the event of any discrepancy between the two versions, the English version shall prevail.
- Please email [sustainability@nwd.com.hk](mailto:sustainability@nwd.com.hk) for enquiries on this Supplier Code of Conduct.

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