



# WHARF

*Established 1886*

**THE WHARF (HOLDINGS) LIMITED**

Stock code: 0004

## **HUMAN RIGHTS POLICY**

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### **Introduction**

The Wharf (Holdings) Limited and its subsidiaries (collectively, “the Group”) believes that human rights form a fundamental part of sustainable development of businesses. We are committed to respecting and protecting human rights at our operations and in the workplace.

This Human Rights Policy is formulated with reference to internationally recognised human rights principles such as the International Bill of Human Rights, the International Labour Organisation’s Declaration on the Fundamental Principles and Rights at Work, the United Nations Global Compact and guidance contained in “United Nations Global Compact: A Guide For Business – How to Develop A Human Rights Policy”. The Group complies with all relevant and applicable laws and regulations at its business locations, including but not limited to Hong Kong Bill of Rights Ordinance (Cap. 383), Sex Discrimination Ordinance (Cap. 480), Disability Discrimination Ordinance (Cap. 487), Family Status Discrimination Ordinance (Cap. 527) and Race Discrimination Ordinance (Cap. 602).

### **Scope of Application and Implementation of Policy**

- i. This policy applies to employees at all levels within the Group. The Group also expects its business partners and suppliers to uphold these principles and urges them to adopt similar policies within their own businesses.
- ii. This policy offers general guidelines for the Group to follow. Individual Business Unit may establish its own policy/policies according to its business need.
- iii. The strict implementation of the policy rests with individual Business Unit.

### **Equal Opportunities, Diversity and Inclusion**

- i. The Group endeavours to create an equitable, diverse and inclusive workplace where every employee is treated with dignity and respect. Any form of discrimination, harassment or violence at the workplace and in any work-related circumstances will not be tolerated. Experience, ability and related qualifications are the primary concerns in employment, compensation and advancement decision, regardless of gender, age, family status, race, religion, nationality, sexual orientation, disability or other characteristics protected by applicable laws.
- ii. We have established internal grievance system for all employees to report on issues concerning discrimination, harassment, victimisation or vilification. Employees can access the procedures and relevant information via intranet and staff handbook.
- iii. We conduct anti-harassment training regularly to educate our employees to prevent all kinds of harassment at work.
- iv. The Group also advocates diversity at the Board level. We recognise and embrace the benefits of having a diverse Board towards enhancement of its overall performance.

### **Labour Practices**

- i. The Group respects the rights of employees concerning freedom of speech, freedom of association and collective bargaining as long as they comply with all applicable laws and regulations.
- ii. The Group recognises the importance of safety and health at workplace and aim to achieve the goal of zero harm in our operations. Our approach to occupational safety and health can be viewed under the Group's Safety and Health Policy.
- iii. The Group is committed to prohibiting exploitation of children in our operations. We prohibit the use of child labour. Interns who are under the legal age of employment are engaged complying with applicable employment laws, rules and regulations.
- iv. The Group strictly prohibits the use of forced and compulsory labour in all forms and forbids human trafficking in our operations.

### **Grievance Procedures**

The Group has standard procedures in place for all employees to raise their grievances and complaints. Employees can access the standard procedures and relevant information via intranet and staff handbook. Every reported incident will be thoroughly and promptly investigated in a confidential manner.

### Note

This policy will be reviewed and updated from time to time to ensure its relevance and effectiveness. The latest version of this policy is posted on the website.

In the event of any inconsistency or conflict between the English and the Chinese version of this policy, the English version shall prevail.