SUPPLIER CODE OF CONDUCT

Hang Lung (Administration) Limited (hereafter referred to as the “Company”) regards honesty, integrity and fair play as our core values that must be upheld by all directors and staff of the Company at all times. This Code sets out the basic standard of conduct expected of all directors and staff, and the Company’s policy when dealing with the Company’s business. The Company is committed to maintain a high standard of excellence in every aspect of our business and in all areas we will serve, a high ethical standard and responsible conduct in all of our operations; to respect the rights of all individuals; and to do whatever we can to protect the environment.

1. Compliance with Laws of Hong Kong and in Other Jurisdictions

- The Contractor must comply with all local laws and regulations issued by the government authorities when conducting the Company’s business, and also those in other jurisdictions when conducting business there.
- The Legislative Council of Hong Kong has passed Competition Law Ordinance and the Contractor is required to strictly observe it and the other applicable laws.

2. No Child / Involuntary Labour

- The Contractor shall not use child labour and/or any forced or involuntary workforce. The term “child” refers to a person younger than the legal minimum age for employment or the age for completing compulsory education.

3. Coercion & Harassment and No Discrimination

- The Contractor shall treat its employees with high respect and dignity and shall not use corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse. The Contractor shall not discriminate in hiring and employment practices, including salary, benefits, advancement, discipline, termination, retirement, on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political opinion and disability.

4. Association & Compensation

- The Contractor shall respect all rights of its employees to associate, organize and bargain collectively in a lawful and peaceful manner, without penalty or interference. The Company expects the Contractor to recognize that wages are essential to meeting employees’ basic needs. The Contractor shall, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime, maximum working hours, rates and other elements of compensation, provide legally mandated benefits to its all employees. In addition, the Contractor shall provide all employees to be entitled to at least one day off in every seven-day period.
- The Contractor shall compensate its employees for overtime hours at premium rate as is legally required or at a rate at least equal to the regular hourly compensation rate.

5. Meal Break & Rest Time

- The Contractor should provide sufficient and scheduled time to its all employees’ for meal break (e.g. lunch, dinner and mid-night meal for overnight shift) and rest time if it allows under any circumstances due to high temperature (high UV or ultraviolet), high humidity or the working environment where is different from the normal conditions. The Contractor shall have certain guidelines or instructions to its employees relating to this aspect.
6. Health and Safety

- The Contractor shall provide its employees with a safe and healthy workplace in compliance with all applicable laws and regulations, such as access to potable water and sanitary facilities, fire safety, adequate lighting and ventilation. The Contractor shall guarantee that the same standards of health and safety are applied in any workplace.

7. Protection of the Environment

- The Contractor shall put in all efforts and comply with all applicable environmental laws and regulations.

8. Subcontracting

- The Contractor shall ensure its subcontracting parties (with prior written agreement from the Company) to follow the same suit of this Code of Conduct.

9. Monitoring and Compliance

- The Contractor shall authorize the Company and its designated agents (including third parties) to engage in monitoring activities to confirm compliance with this Code of Conduct, including unannounced on-site inspections of its working environment, facilities and employer-provided housing, reviews of books and records relating to employment matters; and private interviews with its employees, etc. The Contractor shall keep all documentation in good order on site for inspection to demonstrate compliance with this Code of Conduct.

10. Publication

- The Contractors shall take proper measures to ensure that the provisions of this Code of Conduct are communicated to its all employees, including the prominent posting of a copy of this Code of Conduct, in the local language and in place readily accessible to employees, at all times.

11. Prevention of Bribery Ordinance

- The Contractor undertakes that any persons employed or engaged by it shall comply with the Prevention of Bribery Ordinance (Cap. 201).

  Prevention of Bribery Ordinance – Under the Prevention of Bribery Ordinance (“the Ordinance”), any director or staff member who, without the permission of his employer or principal (i.e. the Company), solicits or accepts an advantage as a reward or inducement for doing any act or showing favor in relation to the latter’s business, commits an offence. The person offering the advantage also commits an offence.

  Offer of Advantage – The Contractor are prohibited from offering advantages (i.e. Advertising, promotion gifts, discounts, other special offers, souvenirs, entertainment, gratuity, bonus, commission, bribe, loan or any other gift or consideration as an inducement or reward) to any director or staff of the Company, for the purpose of influencing such person in any dealings, whether directly or indirectly through a third party, when conduction the Company’s business. It is an offence to offer such advantages to any employee of the Company.

12. Records, Accounts and other Documents

- Records, Accounts and other Documents – The Contractor should ensure that all records, receipts, account or other documents they submit to the Company, give a true representation of the events or business transactions as shown in the documents. Intentional use of documents containing false information to deceive or mislead the Company, regardless of whether there is any gain or advantage involved, may constitute a legal offence.