

Supplier Corporate, Social and Environmental Responsibility Code of Conduct

HAECO is committed to select and retain qualified suppliers that meet HAECO's Supplier Code of Conduct according to the following core standards:

Legal and Regulatory Compliance

Suppliers shall ensure their operations and the products and services supplied to HAECO comply with all national and other applicable laws and regulations.

Environment

We have a responsibility to look after the natural environment both for today and in the future. All stages in the Supplier's supply chain shall comply with, and preferably exceed applicable national and legal requirements. HAECO will have a strong preference for Suppliers who publicly report upon and measure their environmental impact and seek to improve the impact of their operations upon the environment. We will have a strong preference to select suppliers whose goods or services can make a significant difference to reducing HAECO's environmental impact.

Forced Labour

Suppliers must not use forced labour in any form – prison, indentured, bonded or otherwise.

Child Labour

Suppliers must not employ any person below the local legal minimum age, or below the age of 16, unless the person is employed as part of a recognized professional apprenticeship programme.

Compensation and Working Hours

Suppliers must provide each employee at least the local legal minimum wage and benefits where applicable. In Hong Kong, HAECO is committed to support the HKSAR Wage Protection Movement and will seek similar commitment from its Hong Kong based suppliers.

Suppliers must pay their employees promptly, providing each with clear, written accounting for every pay period. Wages should be paid regularly, on time and be fair in respect of work performance. Payment should not be made more than one month in arrears and deduction should not be made from employee pay for disciplinary reasons. Weekly working time must not exceed the legal limit where applicable, and overtime work should always be voluntary and properly compensated.

Employees should be granted their stipulated annual leave and sick leave without any repercussions, and should take their stipulated maternity or paternity leave in accordance with national laws where applicable.

Health and Safety

Suppliers must have in place health and safety policies and standards designed to reduce work-related injury and illness, and promote the general

health of employees. These policies must be made available to employees.

Discrimination / Rights

All conditions of employment must be based on an individual's ability to do the job, not on the basis of personal characteristics or beliefs. Suppliers shall not discriminate on the basis of race, colour, national origin, gender, sexual orientation, disability, and other similar factors.

Subcontractors and other Service Providers

If, in order to provide their own goods and services, the supplier has a substantial reliance on subcontractors and other service providers, then the supplier should have its own supplier social responsibility code of conduct. This should be integrated within its business process to select and manage the performance of those subcontractors and other service providers.

Documentation and Inspection

Suppliers must maintain records of all documentation needed to demonstrate compliance with this Code of Conduct and required laws, agree to make these documents available for HAECO or its designated monitor; and agree to submit to inspections with or without prior notice.