

APPENDIX 3: ANTI-DISCRIMINATION POLICY

Our Purpose

The Hong Kong and China Gas Company Limited (the “Company”) and its subsidiaries (collectively the “Group”) are proactive in promoting equal opportunities and eliminating discrimination act in employment aspects. The Group conforms to the human rights and equal opportunities ordinances corresponding to employment aspects, including recruitment, compensation and benefits, promotion, transfer, training, and termination, etc. All our project companies, associates, suppliers and business partners are encouraged to make reference to the principles of this policy, where applicable.

Our Commitment

The Group is committed to a policy of recruiting and promoting people on merit regardless of sex, pregnancy, family and marital status, race, colour, ethnic origin, disability, religion etc.

Employees cannot discriminate the employees hired by contractors and subcontractors. Employees who are hired by contractors should observe this policy of their respective companies as well as the Group.

The Group is an equal opportunity employer and will not tolerate discrimination acts. The Group and all employees should strictly obey this policy and related ordinances, including <Sex Discrimination Ordinance>, <Disability Discrimination Ordinance>, <Family Status Discrimination Ordinance> and <Race Discrimination Ordinance>. For details, please visit the Equal Opportunities Commission (EOC) website <<http://www.eoc.org.hk>>. Employees violating this policy and ordinances will be held responsible for all consequences and subject to disciplinary action.

We provide training to all employees on discrimination and harassment in the workplace during orientation training.

Unlawful Act(s)

The Group will not tolerate any unlawful discrimination acts. Basic concepts of related unlawful behaviours are shown below but they do not cover all unlawful acts. For further information, please refer to the related ordinances and the Code of Practice on Employment issued by the EOC.

Discrimination¹

Direct Discrimination means treating a person less favourably than another person in comparable circumstances, because of a person’s sex, marital status or pregnancy.

Indirect Discrimination means imposing the same requirement or condition on everyone, but which has an unfair effect on a particular group of persons. This kind of unfair requirement would constitute indirect discrimination if there is no reasonable justification for the requirement. The same principle applies to discrimination on the ground of sex, marital status, or pregnancy.

Discrimination against a person includes discrimination against him or her on the ground of the disability, race etc. of his or her near relative.

¹ *Reference International Labour Organisation Discrimination (Employment and Occupation) Convention, 1958 (No.111)*

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Harassment

We will not tolerate any forms of harassment including sexual, disability or racial harassment. Harassment is behaviour that is not welcome, not asked for and not returned, and which is likely to cause an uncomfortable workplace by humiliating, seriously embarrassing, offending or intimidating someone. All employees are responsible for their own actions and should not engage in potentially offensive behaviour.

Monitoring and Reporting

Any report of discrimination will be treated seriously by the Group and will be investigated thoroughly and confidentially. The Group will also ensure that complainants and witnesses will not be penalised in any way.

Employees who engage in discrimination in the workplace unlawfully will be personally liable for the consequences, including summary dismissal.

Grievances Procedure

The Group recognizes that a prompt response by Management on employee work-related complaints is vital to a productive working environment and the achievement of the Group's business objectives.

Employees should follow the procedures below to seek redress for grievances relating to their employment:

1. Discuss grievance with their immediate supervisor;
2. If not satisfied with the proposed settlement, refer grievance to their section head;
3. If grievance still unresolved, seek assistance from department head; and
4. Invoke right of appeal to top management through the assistance of the Corporate Human Resources Department, which may act as a counsellor throughout any grievance handling stage.

A complainant has the right to be accompanied or assisted by another employee at any stage during the compliant procedure.

The Corporate Human Resources Department is also available to advise employees on their grievance and on the procedures for dealing with grievances.

The Group will take no action if anonymous letters are sent to department heads, the Corporate Human Resources Department for Senior Management as it is impossible to reply and follow up issues raised by an unknown person.