

APPENDIX 9: HUMAN RIGHTS POLICY

Our Purpose

The Hong Kong and China Gas Company Limited (the “Company”) and its subsidiaries (collectively the “Group”) are committed to treating our stakeholders with fairness and respect. All our project companies, associates, suppliers and business partners are encouraged to make reference to the principles of this policy, where applicable.

This policy references the principles embodied in the United Nations Guiding Principles on Business and Human Rights and the United Nations Sustainable Development Goals.

Our Commitment

The Group is committed to complying with all relevant laws, regulations and standards in relation to human right topics at its business locations.

Illegal Labour and Human Trafficking

The Group conforms to the human rights ordinances corresponding to employment aspects and strictly prohibits the employment of all forms of illegal and forced labour, including child labour, illegal immigrants, prison labour and indentured labour, and any form of human trafficking in our operations and contracted business activities along our supply chain.

Freedom of Association

The Group respects civil liberties of 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 law with no reprimand.

Equal Remuneration and Anti-discrimination

The Group is an equal opportunity employer and will not tolerate discrimination acts. The Group is committed to recruiting, promoting and providing equal remuneration to people on merit regardless of sex, pregnancy, family and marital status, race, colour, ethnic origin, disability, religion etc.

Grievances Procedure

We recognize that a prompt response by Management on employee work-related complaints is vital to a productive working environment and the achievement of our 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 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 HONG KONG AND CHINA GAS COMPANY LIMITED

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

We will take no action if anonymous letters are sent to department heads, as it is impossible to reply and follow up issues raised by an unknown person.