

Human Rights Policy

Introduction

We conduct our businesses in a manner which respects the human rights and dignity of our employees, those employed in our supply chains and the communities in which we operate. Respecting human rights is a fundamental part of our efforts to operate our businesses sustainably.

We respect internationally recognised human rights in line with the principles and guidance contained in the United Nations Guiding Principles on Business and Human Rights – [United Nations Guiding Principles on Business and Human Rights](#). This human rights policy is informed by the International Bill of Human Rights – [International Bill of Human Rights](#) and by the International Labour Organisation’s Declaration on Fundamental Principles and Rights at Work - [International Labour Organisation’s Declaration on Fundamental Principles and Rights at Work](#).

This policy applies to Swire Properties Limited and its subsidiaries. Associated and joint venture companies and those with whom we do business are encouraged to comply with it.

Diversity and inclusion

We aim to create an inclusive and supportive working environment for all our people regardless of their age, gender, gender identity, sexual orientation, relationships, family status, disability, race, ethnicity, nationality or religious or political beliefs. We do not tolerate discrimination or harassment based on the foregoing matters. We believe in creating an environment where people feel comfortable at work and able to realize their full potential. Assessments are conducted from time to time to ensure that our premises are accessible to people with disabilities. In addition, these assessments make certain we are complying with all applicable laws and regulations.

We base employment decisions on merit, considering qualifications, skills and achievement, and work to eliminate discriminatory bias in all its forms. We have established targets to maintain pay ratio balance and gender balance in senior management.

Swire Properties has a Diversity & Inclusion Committee and [Diversity and Inclusion Policy](#) to guide and deliver our strategies.

Suppliers and contractors

We seek to include in our agreements with suppliers and other contractors provisions which encourage them to adhere to the principles in this policy. Our supplier code of conduct can be viewed [here](#).

We expect third parties who deal on our behalf to adhere to the principles in this policy.

Labour practices

We prohibit the use of child labour in our businesses and supply chains. All our employees are above the legal age of employment in the countries in which they are employed. Interns and those gaining work experience who are under the legal age of employment are only engaged where it is legal and safe to do so.

We do not employ forced labour, including prison, indentured, bonded, military or slave labour. Nor do we engage in human trafficking. We do not tolerate physical punishment, threats of violence or other forms of physical, sexual, psychological or verbal abuse as a means of enforcing discipline or control in the workplace.

Health and safety

Protecting the health and safety of our workforce is fundamental to our businesses achieving long-term success. We aim to conduct our operations in a manner that safeguards the health and safety of our employees, contractors, suppliers, customers, and visitors to our business premises and the communities in which we operate. We aim to improve our health and safety management systems continuously with a view to achieving zero harm. Our health and safety policy can be viewed [here](#).

Employment

We place significant emphasis on our people. Our success depends critically on our employees. We aim to recruit the best people, to offer competitive remuneration and benefits and to provide training to enable staff to realise their potential.

We do not tolerate discrimination, harassment, violence, intimidation, threats or other breaches of applicable employment law.

We comply with applicable laws relating to working hours. We permit flexible working in appropriate circumstances.

We respect our employees' right to join, form or not join labour unions in accordance with local law without fear of reprisal, intimidation or harassment. Where employees are represented by a legally recognised union, we negotiate with the union in good faith and expect the union to do the same with us. We comply with applicable laws and regulations relating to freedom of association and collective bargaining (ILO Convention No. 154).

Public Reporting

We will report annually on this human rights policy, human rights-related initiatives, progress and relevant data in our sustainable development reports.

Internal Reporting & Communication

We have well established mechanisms and channels through which employees can use to report on human rights-related issue: [Staff Grievance Policy](#), [Whistleblowing Policy](#), [Corporate Code of Conduct](#).

Review

We will review this policy from time to time as appropriate.