



Shui On Land Limited

Code of Conduct & Business Ethics

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1. Introduction: Our Code

Shui On Land Limited strives to conduct all business affairs in accordance with the highest business ethics standards, acting as a socially responsible company and a good corporate citizen.

This *Code of Conduct & Business Ethics* sets out the basic principles and practices to guide all directors and employees of the Company. Employees refer to any full time or part time employee of the Company, and the Company means Shui On Land Limited and all its subsidiaries, including but not limited to Shanghai Feng Cheng Property Management Company Limited (PRC) and Shui On Construction Company Limited (PRC). Whenever an employee shall be seconded to work in a third-party entity, such as a joint venture company, this Code shall still apply to such employee regardless of whether that third party entity shall have similar policies or not. This Code will also be provided to and should be followed by the Company's agents and representatives.

Those who violate the standards of this Code will be subject to disciplinary action, including possible dismissal. Furthermore, violations of this Code may also be violations of the law and may result in civil or criminal penalties for you, your supervisors and/or the Company. If you are in a situation which you believe may violate or lead to a violation of this Code, follow the procedures set out in *Section 6: Application of this Code*.

The Ethics Committee is empowered by the Executive Committee of the Company to construe and interpret the provisions of this Code.

How Do I Know if I am Being Ethical?

Quick ethics quiz

While a code of conduct can provide the general rules, it cannot cover every situation. Ethics sometimes comes down to an individual decision. To help you make the right choice, ask yourself the following questions:

- Is this legal? Is it fair?
- Would I want other people to know I did it?
- How would I feel if I read about it in the newspaper?
- How will I feel about myself if I do it?
- What would I tell my child or a close friend to do in a similar situation?

Compliance with Laws, Rules and Regulations

All directors and employees must respect and obey the laws, rules and regulations of the cities, provinces and countries in which we operate.

2. Conflicts of Interest

Definition

A conflict of interest exists when your personal interests compete with your duties as an employee of the Company. Such competing interests can make it difficult to fulfill your duties impartially. A conflict of interest exists even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the person and the Company. Additionally, a conflict of interest may arise when the employee is in a position to influence events or Company decisions that would lead to personal gain for the employee or family members, or give an improper advantage to third party dealing with the Company.

It is a conflict of interest for a Company employee to work for competitors, customers, suppliers (including contractors and subcontractors), or business partners. You should avoid any direct or indirect business connection with them except as required on behalf of the Company.

Conflicts of interest are prohibited as a matter of Company policy, except as excused by the Ethics Committee. Employees should not engage in business, investments or activities that might conflict or appear to conflict with Company interests. Employees must declare any conflict or potential conflict of interest to the Company on the *Code of Conduct & Business Ethics Certification* form (see *Section 7: Documents*). Employees must further declare any financial interest, direct or indirect, which he/she or members of his/her immediate family may have, in any business or other organization which competes with the Company or with which the Company has business dealings using the *Disclosure of Conflict of Interests* form (see *Section 7: Documents*).

Conflicts of interest may not always be clear-cut, so if you have a question, you should consult with your supervisor or follow the procedures set out in *Section 6: Application of this Code*.

External Work

The Company is considered the primary employer for all employees. As the primary employer, the Company must verify that any other work performed by employees does not create a conflict of interest for the employee or adversely affect the Company. Approval for external work will consider the type of proposed work and its possible effects on the Company.

- **Conflict of Interest:** A conflict of interest may arise when the employee is in a position to influence events or Company decisions that would lead to personal gain for the employee or family members, or give an improper advantage to third party dealing with the Company.
- **Proportionality:** Remuneration from external work should not become the employee's main source of income.
- **Use of Resources:** Employees must not use Company time or resources for any external work.
- **Overall Acceptability:** external work must be lawful and not damage the Company's reputation.

Each decision regarding external work will be made on a case-by-case basis. Approval for external work may be withdrawn at any time if it is determined that the external work has an adverse impact on the primary employment with the Company.

All employees must not, during the term of employment, engage in any other work, either ad hoc, regular or on a consulting basis, without the prior written approval of the Company. Written approval should be obtained using the *Request for Approval of External Work* form (see *Section 7: Documents*). This form must be completed before any external work is begun.

Business Relationships with Family Members and Interested Parties

In order to avoid conflicts or the appearance of conflicts, all business relationships should be at arms length from personal interests. Hiring or managing family members or interested parties can lead to conflicts of interest, unethical employment practices and the appearance of special treatment. Family members and interested parties must not be in positions that put them under or give them direct or indirect supervisory authority of another family member or interested party. This applies to all employment, including full-time, part-time and contract work. All hiring should be conducted by the Human Resources Department.

Additionally, it may be a conflict of interest if a family member or interested party works for a supplier of the Company since contracts should be awarded based on merit. The existence of any such relationship should be declared by the *Code of Conduct & Business Ethics Certification* form (see *Section 7: Documents*).

Please declare any conflict or potential conflict of interest with immediate family member(s) (i.e., people you live with), generally your spouse (as defined for benefit purposes), your children and/or your parents. However, also be aware of relationships regarding your extended family members, including grandchildren, siblings, grandparents, aunts, uncles, nieces, nephews, and in-law relationships. Interested party shall include person you know, such as but not limited to ex-spouse, boy-friend/girl- friend in love affairs, schoolmate, ex-colleague, friend or business partner.

Please also declare to the Human Resources Department using the *Disclosure of Conflict of Interests* form if you have any family member (immediate or extended) or interested party working in the Company.

Corporate Opportunities

Directors and employees are prohibited from taking for themselves opportunities that are discovered through the use of corporate property, information or position without the consent of the Ethics Committee. No employee may use corporate property, information, or position for personal gain, and no employee may compete with the Company directly or indirectly. Employees owe a duty to the Company to advance the Company's interests when the opportunity to do so arises.

Directors and employees are also prohibited from granting or guaranteeing loans to, or accepting a loan from, or through the assistance of any individual or organization having business dealings with the Company. (There is no restriction on normal bank lending.)

3. Business Practices

Discrimination and Harassment

The Company is firmly committed to providing equal opportunity in all aspects of employment and will not tolerate any discrimination or harassment based on race, color, religion, sex, ethnic origin or any other protected class.

The Company is committed to providing a harassment-free work environment. Section [2.3] of the Employee Handbook of the Company contains a detail description of the harassment and improper acts, and the consequences. Breach of Section [2.3] would be regarded as a breach of this Code. For readers who do not have access to the Employee Handbook, please enquire with your usual business contact in the Company.

Health and Safety

The Company strives to provide each director and employee with a safe and healthy work environment. Each employee has the responsibility for maintaining a safe and healthy workplace for all employees by following applicable environmental, safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions. Violence and threatening behavior are not permitted.

Directors and employees are expected to perform their Company related work in a safe manner, free of the influences of alcohol, illegal drugs or controlled substances. The use of illegal drugs in the workplace will not be tolerated.

To maintain the Company's valuable reputation, compliance with our quality processes and safety requirements is essential. All inspection and testing documents must be handled in accordance with all applicable specifications and requirements.

Environmental and Social Responsibility

The Company supports a precautionary approach to environmental challenges, and, within its sphere of influence, will undertake initiatives to promote greater environmental responsibility and encourage the development and diffusion of environmentally friendly technologies.

The Company expects its directors and employees to follow all applicable environmental laws and regulations. If you are uncertain about your responsibility or obligation you should check with your supervisor or unit manager or the relevant members of the Sustainable Development Committee for guidance.

The Company operates as a socially responsible Company, taking into consideration the impact of its work on the community at large. To give back to the communities the Company operates in, the Company operates a charitable volunteer club, the Shui On Seagull Club.

Confidentiality

Employees shall not at any time during or after the termination of employment disclose any information relating to the Company or its customers which may come to their knowledge in the course of the employment unless approval is obtained from the Company.

Upon the termination of employment, any information acquired by the employee in the course of his/her service with the Company shall remain the property of the Company. The employee shall return all such information to the Company and shall not take any copies of or make use of such information for any purpose whatsoever.

Directors and employees must maintain the confidentiality of proprietary information entrusted to them by the Company or its customers, suppliers, or business partners, except when disclosure is authorized in writing by the Ethics Committee or required by laws or regulations.

Protection and Proper Use of Company Assets

All employees should protect the Company's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the Company's profitability. All Company assets are to be used for legitimate Company purposes only. Any suspected incident of misuse, fraud or theft should be immediately reported for investigation.

The obligation of directors and employees to protect the Company's assets includes the Company's proprietary information. Proprietary information includes intellectual property such as trade secrets, patents, trademarks, and copyrights, as well as business, marketing and service plans, engineering and construction ideas, designs, databases, records, salary information and any unpublished financial data and reports. If you have doubt on what is proprietary information, please consult your department/project head. Unauthorized use or distribution of such information is a violation of Company policy. It may also be illegal and could result in civil or criminal penalties.

Using copyrighted materials

Copyrighted materials including computer software, books, audio and videotapes, journals and magazines should only be used according to copyright regulations. Be aware that there may also be a copyright on presentation slides, training materials, and management models that have been produced by outside companies or consultants. Employees must not reproduce, distribute or alter copyrighted material without the permission of the copyright owner. Additionally, employees may not copy, install or otherwise use computer software in a manner that violates the license agreement.

Business Practices

Unless with the express approval of the Ethics Committee, directors or employees shall not make use of their position in the Company to gain improper benefits for themselves or for a third party, such as getting extra discount in purchasing properties developed by the Company, getting extra or better furniture and furnishings when purchasing properties developed by the Company, getting extra construction items whether legal or illegal and whether done by his own contractor or the contractor of the Company when purchasing properties developed by the Company, getting a lower

rental or other concessions when renting Company properties, or enjoying any other benefit exceeding the standard provided by the Company to its customers.

4. Business Relationships

Fair Dealing

In order to maintain our customers' trust and respect, the Company will compete fairly and honestly by delivering superior products and services to our customers. Therefore, the Company does not authorize, condone, encourage, or promote, directly or indirectly through others, unlawful or unethical behavior, such as bribery, kick-backs, pay-offs, promises to pay cash or things of value, or any other activities that may be construed as being corrupt, unlawful, unethical or illegal business practices.

No director or employee is permitted to engage in price fixing, bid rigging, allocation of markets or customers, or any similar illegal anti-competitive activities.

Giving Gifts or Hospitality

Employees may offer gifts, entertainment, or hospitality of a customary value for routine services or courtesies received, to which the payee is entitled.

The purpose of business entertainment and gifts in a commercial setting is to create goodwill and sound working relationships, not to gain unfair advantage with customers.

No gift or entertainment should ever be offered, given or provided by any Company director or employee, family member of a director or employee, or agent unless it:

- is not a cash gift
- is consistent with customary business practices
- is reasonable in value
- cannot be construed as a bribe or payoff, and
- does not violate any laws, regulations or applicable policies of the other party's organization.

Accepting Advantages and Entertainment

Employees are prohibited from soliciting or accepting any advantage from clients, suppliers, consultants, contractors or any person in connection with Company business. This is a serious breach of the Company rule and may also be illegal. The term "advantage" is defined as any gift, loan, fee, reward, office, employment, contract, service and/or favour.

Where the advantage is voluntarily given, the employee may consider accepting only if:

- The acceptance will not influence your loyalty to the Company;
- You are able to openly discuss the acceptance without reservation;

- The nature and the value of the advantage are such that refusal could be seen as unsociable or impolite, for example :
 - promotional or customary gift of value not exceeding RMB500 during festive occasions
 - Hong-bao (red packets) or cash not exceeding RMB500.

If the value exceeds these levels, the employee should report it using the *Reporting of Gifts* form (see *Section 7: Documents*). The employee may be allowed to keep the red packet money/gift, or they may be directed to hand the red packet money/gift over to Seagull Club charities. The forms will be retained centrally by the Human Resources Department who will also coordinate the redirection of red packets money/gifts to charities.

Although entertainment is an acceptable form of business and social behavior, the employee should turn down invitations to meals or entertainment that are excessive in nature or frequency, so as to avoid embarrassment or loss of objectivity when conducting Company business.

Purchases

The Company is committed to fair competition in all its dealings with suppliers. It is important to communicate our requirements clearly and uniformly to all potential suppliers so that they can compete fairly for our business. We choose suppliers based on quality, competitiveness, price, reliability and reputation.

Employees must not suggest or imply to a supplier that the Company's patronage depends on the supplier becoming a customer or on the supplier continuing to make purchases from the Company.

Payments to Government Personnel

The Company prohibits giving anything of value, directly or indirectly, to any government officials or political candidates in order to obtain or retain business. Never give or authorize directly or indirectly any illegal payments to government officials of any country.

The promise, offer or delivery to an official or employee of any government of a gift, favor or other gratuity would not only violate Company policy but is also a civil or criminal offense.

A gift, gratuity or hospitality may be offered to a government employee only if such act is customary and is not illegal under applicable law.

External Contributions

Contributions to charitable, academic and other external organizations must fall within the Company's expense approval guidelines.

Use of agents, representatives and consultants

The Company uses only those agents, representatives, consultants, contractors, subcontractors, business partners, resellers, sales and marketing agents, or suppliers who have met or exceeded the Company's high standards and entered into the appropriate written agreements in strict compliance with the Company's policies and procedures.

To ensure our suppliers will also have the best ethics practices, the Supplier Code will be made an appendix to the construction related supplier contracts with the Company.

5. Financial Dealings

Financial Records, Controls and Reporting

The Company requires honest, accurate and timely recording and reporting of information in order to make responsible business decisions.

All business expenses must be documented and recorded accurately in a timely manner. Expense approval guidelines are available from the Finance Department.

All the Company's books, records, accounts and financial statements must be maintained in reasonable detail, must appropriately reflect the Company's transactions, must be promptly disclosed in accordance with any applicable laws or regulations and must conform both to applicable legal requirements and to the Company's system of internal controls.

As a listed company, it is necessary that the Company's filings with the Stock Exchange of Hong Kong be accurate and timely. The Company expects directors and employees to take this responsibility very seriously and provide prompt and accurate answers to inquiries related to the Company's public disclosure requirements.

The Company's policy is to comply with all applicable financial reporting and accounting regulations. If any employee has concerns or complaints regarding accounting or auditing matters of the Company, he or she is encouraged to submit those concerns by using one of the methods described in *Section 6: Application of this Code*.

Insider Trading

All non-public information about the Company should be considered confidential information. Directors and employees who have access to confidential information about the Company or any other entity are not permitted to use or share that information for trading purposes in the Company or the other entity's securities or for any other purpose except the conduct of the Company's business. Using non-public information for personal financial benefit or sharing this information with others who might make an investment decision based on this information is both unethical and illegal.

6. Application of this Code

Compliance Procedures

We must all work to ensure prompt and consistent action against violations of this Code. However, in some situations it is difficult to know right from wrong. Since we cannot anticipate every situation that will arise, it is important that we have a way to approach a question or problem. These are the steps to keep in mind:

- Make sure you have all the facts. In order to reach the right solution, you must be as fully informed as possible.
- Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? This will enable you to focus on the specific question you are faced with, and the alternatives you have.
- Discuss the problem with your supervisor. This is the basic guidance for all situations. In many cases, your supervisor will be more knowledgeable about the question, and will appreciate being brought into the decision-making process. Remember that it is your supervisor's responsibility to help solve problems. If you are uncomfortable discussing the problem with your supervisor, you can talk to your department head or the head of Human Resources (or designate) or members of the Ethics Committee.

Reporting any Illegal or Unethical Behavior

Any reporting on violation of this Code, and complaints on integrity related matters from staff, vendors, customers, and business partners can be sent directly to the Company's top management through the following channels. Any such reporting will be treated seriously and confidentially by the Company provided that it is made in good faith and properly documented. The Company will not take any retaliating action against such reporting. Employees are expected to cooperate in internal investigations of misconduct.

We generally do not encourage anonymous reporting and encourage you to come forward with your concerns. However, we respect that sometimes you may wish to file the report in confidence. We may make a proper assessment if an anonymous allegation should come with concrete evidence.

How to Report Illegal or Unethical Behavior

Reportings are classified as follows:

Tier 1

Reporting related to members of the Executive Committee of the Company, executive directors or above of the Company, executive directors of Shui On Management Limited, and members of the Ethics Committee.

Tier 2

Reporting related to those other than in Tier 1.

Complaints can be sent using the Irregularities Reporting System (IRS):

For Tier 1 Reporting: irsx@shuion.com.cn

For Tier 2 Reporting: irs@shuion.com.cn

Complaints will be dealt with in confidence by the Ethics Committee for Tier 2 complaints or by the chairman of the Audit and Risk Committee of the Company for Tier 1 complaints. Other senior staff members may be asked to participate in the Committee for certain cases. Any member of the Committee involved in a complaint will abstain from related meetings.

Upon receipt of a complaint, the chairman of the Audit and Risk Committee of the Company (for Tier 1 complaints) or the chairman of the Ethics Committee (for tier 2 complaints) will evaluate the complaint and instruct the Internal Audit Department to investigate if deemed appropriate. The Ethics Committee will also oversee the investigation process and based on the investigation results, and if necessary, considering the opinions of the Legal Department and/or the Human Resources Department, to arrive at a conclusion/penalty.

Dealing with Related Information and Supplying Waivers to this Code

Information about conflicts of interest, gifts, external work or any other ethical violations (or the appearance of violation) arising from the completion of ethics-related forms will be dealt with by the Human Resources Department in consultation with the Ethics Committee (when necessary). In rare exceptions, waivers to this Code may be provided. Any waiver may be made only by the Ethics Committee. Any waiver requested by a Director-grade staff level (and above) must be approved by the Executive Committee of the Company. All waivers will be promptly disclosed as required by law or regulation.

Enforcement

As stated in the Employee Handbook, any breach of this Code by an employee or the insufficient supervision of such employee by his supervisor will be taken into account in the annual appraisal and may affect the promotion, salary increase, bonus, etc. of such employee or his supervisor.

Distribution and Acknowledgement

All directors, executives and managers of the Company and its subsidiaries are responsible for the continuing enforcement of and compliance with this Code, including necessary distribution to ensure employee knowledge and compliance.

To help ensure compliance with this Code, the Company requires that all directors and employees review the Code and acknowledge their understanding and adherence in writing on the *Code of Conduct & Business Ethics Certification* form.

7. Documents

Other relevant documents

- Terms of Reference, Ethics Committee
- Employee Handbook
- Limit of Authority
- Reporting on Irregularities Procedure
- Sustainable Development Policy
- IT & Cybersecurity Policy
- Internal Audit Charter
- Incident Reporting Procedure
- Supplier Code

These documents are available on the Company's intranet or from the Human Resources Department. Any breach of the provisions of the above documents will be regarded as a breach of this Code. For the purpose of interpretation of this Code, provisions of the Code shall prevail.

Forms appended to this Code

- Code of Conduct & Business Ethics Certification
- Disclosure of Conflicts of Interest
- Reporting of Gifts
- Request for Approval of External Work

These documents are available on the Company's intranet or from the Human Resources Department. For the purpose of interpretation of this Code, provisions of the Code shall prevail.



Code of Conduct & Business Ethics Certification

For all employees

I have read and reviewed the Shui On Land Limited *Code of Conduct & Business Ethics*. I understand the Code and my responsibility to comply. I further certify that:

(Please indicate Yes or No. If 'No', give an explanation in the space provided, and our HR representative will contact you for more information.)

a. I am in full compliance with the Code.

Yes No Reason:

b. At present, it is not necessary for me to fill up the following additional forms:

i. Disclosure of Conflicts of Interests

ii. Request for Approval of External Employment

(Please refer to the requirements under Chapter 2 "Conflicts of Interests" of the Code of Conduct & Business Ethics. Special reminder: If an employee or his family member shall hold any share in another company, and that company has business transaction or may have potential conflict of interest with the Company, please complete the "Disclosure of Conflicts of Interest" form. If an employee is a director, supervisor, senior management or legal representative etc. of another company, please complete the "Request for Approval of External Work" form.

Yes No Reason:

c. I understand that I have a continuing obligation to update the information in this certification as my circumstances change.

Yes No Reason:

d. I acknowledge that the Code is not a contract, and that nothing in the Code is intended to change the traditional relationship of employment-at-will.

Yes No Reason:

e. I have fully and accurately completed this Certification.

Yes No Reason:

Full name _____

Signature _____

Business Title _____

Date (mm/dd/yyyy) _____



Disclosure of Conflicts of Interest

Use this form to declare any conflict of interest, direct or indirect, with which you or members of your immediate family may have in any business or other organization which competes with Shui On Land Limited or with which Shui On Land Limited has business dealings, or when any of your immediate or extended family member or interested party shall be working in the Company.

Please use a separate form for each interest.

PART A: Declaration

Employee Information

Name _____ Department _____

Signature _____ Date _____

Conflict of Interests

Persons or companies with which I have official dealings and/or personal interests:

Brief description of my duties involving the relevant persons/companies:

PART B: Comments of Supervisors

Immediate Supervisor:

Name & signature, date: _____

Department Head:

Name & signature, date: _____

HR Department Head:

Name & signature, date: _____

PART C: Acknowledgement

We have received your declaration. It has been decided that:

- You should modify your relationship to eliminate the conflict of interest: _____

- You can continue in the current situation as declared in Part A, provided there is no change in the declared information.
- Other: _____

Ethics Committee
Representative: _____

Date: _____



Reporting of Gifts

This form is required for any employee who has received a gift or hong bao (red packet) due to their employment with Shui On Land Limited. This form should be completed when the value of the gift or cash is more than RMB500.

Please see the *Code of Conduct & Business Ethics* for more information.

Recipient of Gift

Name _____ Department _____

Signature _____ Date _____

Gift Received: _____

Value or Estimated Value _____

Gift Giver

Name _____ Company _____

Relationship with Recipient _____

Gift Allocation

Gift to be retained by employee OR Gift to be donated to charity

HR Representative _____ Date: _____

Ethics Committee Representative: _____ Date: _____

Donated gift received by HR for transfer to charity (date): _____

Gift sent to designated charity (date): _____



Request for Approval of External Work

You are required to report all potential external work to Shui On Land Limited for approval before you begin. Please refer to the *Code of Conduct & Business Ethics* for more details.

PART A: Declaration

Employee Information

Name _____ Department _____

Proposed External Employer _____

Nature of Duties to be performed: _____

Work Schedule (days/times) _____

Estimated value of remuneration: _____

Employee Certification

I understand:

- the policy governing external work. My external work will not have any impact on or create a conflict of interest with my employment at Shui On Land Limited.
- that failure to provide accurate information regarding my external work approval request or to follow all the policies regarding external work may be considered unacceptable and lead to discipline up to and including dismissal.
- that external work information is lawful and may be disclosed to third parties.

Employee Signature: _____ Date: _____

PART B: Comments of Supervisors

Immediate Supervisor:

Name & signature, date: _____

Department Head:

Name & signature, date: _____

HR Department Head:

Name & signature, date: _____

PART C: Acknowledgement

It has been decided that:

- You should refrain from doing this work
- You can begin this work as described in Part A, provided there is no change in the declared information. If working hours will be devoted to this work, you shall obtain the prior approval of your department head/project head
- Other: _____

Ethics Committee

Date:

Representative:

供应商守则

作为一家有社会责任感的公司及优秀的企业公民，瑞安房地产有限公司在从事各项业务时均力争推行有利于社会及环境的可持续发展政策，并积极寻找有相同理念的供应商合作。本公司鼓励旗下所有业务单位在甄选供应商的过程中参考本供应商守则（以下统称为“守则”）的原则。

本守则适用于瑞安房地产有限公司及其附属公司（以下统称为“公司”）的供应商、承包商及分包商（以下统称为“供应商”）。

法律及法规

供应商应遵守运营所在地所适用的法律、法规要求。

商业道德

供应商应奉行最高水平的道德标准，不应参与任何形式之贪污、贿赂、勾结、勒索、欺诈、洗黑钱、反竞争、虚假声明或伪造行为。

劳工雇佣

- 供应商应雇用已达法定年龄之雇员，禁止任何形式的强迫劳工，包括被囚禁人士、被威逼、抵债、受不合理契约束缚或被偷运的人口。
- 供应商应根据运营所在地的相关法律法规，与其雇员签订劳动/劳务合同，并为雇员提供法定最低工资、休息日、福利及社会保障（若需）。

职业健康及安全

供应商应为所有雇员提供整洁、安全及健康的工作环境。供应商应尽可能建立健全的管理制度，提供雇员合规的安全设备，防护装备及充分的培训，以避免工伤意外。如供应商之雇员在公司项目范围内发生工伤，应按公司流程向相关部门报告，以便公司对事件进行记录、调查并采取整改及跟进措施。

歧视及权利

- 供应商应保障所有雇员不因性别、年龄、家庭情况、宗教信仰、种族、性倾向、残障、疾病、婚姻状况、怀孕或政治联系等法律法规下厘定的因素，而于招聘、晋升、报酬待遇或任何其他雇佣条款上受到歧视或不公平对待。
- 供应商应尊重所有雇员的人权和劳工权益，包括雇员加入工会/组织的自由。

保护环境

供应商应在可行情况下减低运营对环境造成之潜在影响。供应商应向员工提供足够的培训资源。按公司制定的相关标准和制度进行采购，及提供相应检测报告、质量管理认证、产地证明等文件以供审核。

信息安全

供应商应制定防止机密信息泄露的信息安全政策。未经书面同意，供应商不应向第三方披露任何有关公司的机密信息。

信息核查

公司将行使核查上述行为规范的权利，对供应商进行生产现场考察。供应商应妥善保管相关证明文件及计量数据，以证明其遵守本守则。

沟通与管理

- 公司各业务单位应确保所有供应商了解本守则。
- 为确保供应商遵守本守则，公司亦鼓励供应商参照本守则之原则制定相关的管理制度。
- 公司亦鼓励供应商编制并发布环境、社会及管治报告，以彰显其相关承诺和表现。

守则审订

本守则每年审订一次。