

# **Human Rights Policy Commitment for China Merchants Port**

## **Chapter I General Provisions**

### **Section 1 Statement of Acceptance**

Article 1. China Merchants Port firmly believes that the protection of human rights is fundamental to the sustainable development of an enterprise. We do our best to conduct our business in accordance with all applicable laws, regulations, international conventions, company rules and regulations and the highest ethical standards. The Group undertakes to conduct its business with professionalism, honesty and integrity in all business transactions and relationships, and to prohibit any activity that may adversely affect the integrity and reputation of the Group.

### **Section 2 Purpose of compilation**

Article 2. China Merchants Port Human Rights Policy Commitment (hereinafter referred to as "this commitment") is formulated for the purpose of strengthening the Group's protection of the human rights of its employees and relevant stakeholders, preventing violations and violations of human rights, and ensuring reasonable and dignified treatment of the Group's employees.

### **Section 3 Scope of Application**

Article 3. This commitment applies to China Merchants Port headquarters and wholly-owned companies, holding companies with management rights, non-holding companies managed by the Board of directors and companies managed on behalf of China Merchants. This commitment actively promotes the implementation of relevant contractors, suppliers and permanent and temporary employees who provide services to China Merchants Port. For participating enterprises, China Merchants Port will use its shareholder rights to maximize the consistency of its policies and practices with the requirements of this Code, so that its policies and practices are in line with the principles advocated by this policy.

### **Section 4 Basis for compilation**

Article 4. This commitment is prepared in accordance with laws and regulations, rules and regulations of the Group, international conventions and international practices.

Article 5. Laws and regulations based on this letter of commitment include but are not limited to:

*Constitution of the People's Republic of China*

*Civil Code of the People's Republic of China*

*The Company Law of the People's Republic of China*

*Trade Union Law of the People's Republic of China*

*Law of the People's Republic of China on the Protection of Minors*

*Law of the People's Republic of China on the Protection of Women's Rights and Interests*

*Law of the People's Republic of China on the Protection of Persons with Disabilities*

*Labor Law of the People's Republic of China*

*Employment Promotion Law of the People's Republic of China*

*Provisions against the Use of Child Labour*

Article 6. The Group's rules and regulations based on this commitment include but are not limited to:

*Regulations on Labor and Employment Management of China Merchants Group*

*Regulations on Staff Management of China Merchants Port Holdings Company Limited*

*Human Resource Management System of China Merchants Port Holdings Company Limited*

*Recruitment Management Regulations of China Merchants Port Holdings Company Limited*

*Regulations on Staff Attendance and Leave Management of China Merchants Port Holdings Company Limited*

*Administrative Measures for Salary and Welfare of Employees of China Merchants Port Holdings Company Limited*

*Administrative Measures for Salary and Welfare of Employees of China Merchants Port Holdings Company Limited*

Article 7. The international conventions and practices on which this commitment is based include but are not limited to:

*United Nations Universal Declaration of Human Rights*

*United Nations Convention on the Elimination of All Forms of Discrimination against Women*

*United Nations International Convention on the Elimination of All Forms of Racial Discrimination*

*United Nations Convention on the Rights of the Child*

*United Nations Convention on the Rights of Persons with Disabilities*

*ILO International Labor Conventions*

*ILO Declaration on Fundamental Principles and Rights at Work*

Article 8. If the human rights protection policies and measures in this commitment are in conflict with the relevant laws, regulations and cultural background of the place where the overseas affiliated company operates, the human rights protection of the overseas affiliated companies shall be carried out in accordance with local laws and regulations and local cultural background.

Article 9. If relevant laws and regulations, rules and regulations, international conventions and international practices are updated, the Company's human rights protection shall be carried out in accordance with the latest valid versions of laws and regulations, rules and regulations of the group, international conventions and international practices.

## **Section 5 Management mechanism**

Article 10. The leading administrative body of the human rights policies and measures in this commitment letter is the Human Resources Department of China Merchants Port, which is responsible for the full implementation of the human rights protection policies and measures in this commitment in the Group. The leadership of China Merchants Port is responsible for supervising the implementation of various human rights protection policies and measures.

## **Chapter II Policies and measures to protect human rights in enterprises**

### **Section 1 Workplace Equality and Diversity**

Article 11. The Group undertakes to abide by the "Constitution of the People's Republic of China", the "Civil Code of the People's Republic of China", the "Labor Law of the People's Republic of China", the "Employment Promotion Law of the People's Republic of China", the "Law of the People's Republic of China on the Protection of the Rights and Interests of Women", the "Law of the People's Republic of China on the Protection of Persons with Disabilities", "Universal Declaration of Human Rights" of the United Nations, the "Convention on the Elimination of All Forms of Discrimination against Women", the "International Convention on the Elimination of All Forms of Racial Discrimination", "Convention on the Rights of Persons with Disabilities", the "International Labour Convention" of the International Labour Organization, "Declaration on Fundamental Principles and Rights at Work", and other workplace equality and diversity requirements that are set out in laws, regulations and international conventions/practices.

Article 12. The Group provides an open and challenging working environment for its employees. All employees, regardless of nationality, race, religion, gender or age, will have equal opportunities in employment, training, promotion, transfer, compensation and benefits. The Group measures staff performance against established standards to ensure that good performance is properly recognized and rewarded. The Group has zero tolerance for harassment and bullying.

## **Section 2 Elimination of child labor and forced labor**

Article 13. The Group undertakes to abide by the "Labor Law of the People's Republic of China", "Law of the People's Republic of China on Minors", "Provisions Prohibiting the Use of Child Labour", "Universal Declaration of Human Rights" of the United Nations, The UN Convention on the "Rights of the Child", "International Labour Convention" of the International Labour Organization, the "Declaration on Fundamental Principles and Rights at Work" and other laws and regulations and international conventions/practices against the use of child Labour and forced Labour requirements.

Article 14. The Group shall employ all employees on the principle of voluntary basis, never allow any coercive behavior, and respect employees based on voluntary work. With reasonable prior notice, employees may decide to terminate the employment relationship at their own discretion; the group shall pay attention to the examination of age in the employment process, and prohibit the use of child labor in all operations.

## **Section 3 Employee Compensation and welfare Protection**

Article 15. The Group undertakes to abide by the "Company Law of the People's Republic of China", "the Labor Law of the People's Republic of China", the "Labor Contract Law of the People's Republic of China, the Trade Union Law of the People's Republic of China", the "Universal Declaration of Human Rights" of the United Nations, the "International Labor Convention" of the International Labor Organization and other laws and regulations as well as international conventions/practices.

Article 16. The working hours, holidays, remuneration and rights and interests of all employees of the Company fully meet the statutory requirements, and provide employees with health examination, commercial insurance, enterprise annuity and other benefits; set up the working hour system and management measures in accordance with the regulations according to the requirements of the operation, and give overtime pay or time off as compensation for the overtime work in accordance with the regulations.

## **Section 4 Respect the political rights of employees**

Article 17. The Group undertakes to abide by the "Constitution of the People's Republic of China", the "Company Law of the People's Republic of China", "Labor Law of the People's Republic of China", the "Trade Union Law of the People's Republic of China", "Universal Declaration of Human Rights" of the United Nations, and other political rights of employees as required by laws, regulations and international conventions/practices.

Article 18. The Group has developed various communication channels for employees to seek help and feedback on problems. Respect the rights of employees according to law, including the right to freely form associations, to participate in or not participate in trade unions, to seek representation, to participate in employee congresses, and so on; employees are able to communicate openly with management about working conditions and management issues without fear of retaliation, threats or harassment.

## **Section 5 Protection of employee privacy**

Article 19. The Group undertakes to comply with the privacy protection requirements of employees stipulated in the "Constitution of the People's Republic of China", the "Civil Code of the People's Republic of China" and other laws and regulations.

Article 20. The Group strictly implements employees' personal data (privacy) security policies, abides by laws and regulations related to personal privacy protection, and enhances employees' awareness of personal information protection through training to ensure that employees' privacy is properly protected.

## **Section 6 Safe and Healthy Working Environment**

Article 21. The Group promises to abide by laws and regulations, such as the "Constitution of the People's Republic of China", the "Labor Law of the People's Republic of China", the "Trade Union Law of the People's Republic of China", the "International Labor Convention" of the International Labor Organization, and safe and healthy working environment requirements required by international conventions/practices.

Article 22. The group follows relevant laws and regulations to continuously improve the safety and hygiene of the working environment, prevent accidents, reduce the risk of occupational accidents, ensure the safety of employees and promote physical and mental health.

## **Chapter III Supplementary Provisions**

Article 23. Authorized by the group, the Human Resources Department is responsible for the interpretation and revision of this letter of commitment.

Article 24. This Commitment shall come into effect on the date of issuance.