
CK Hutchison Holdings Limited

Media, Public Engagement and Donation Policy

Table of Contents

1. Policy Statement
2. Media
3. Engagement with the Public
4. Donation and Sponsorship
5. Usage of Company Logo
6. Company Website(s)

1. Policy Statement

CK Hutchison Holdings Limited (“Company, together with its subsidiaries and controlled affiliates, “Group”) highly values its reputation in the communities and countries where it operates. The Group strives to communicate its corporate messages to key stakeholders effectively.

To ensure the market receives timely and accurate information about the Group, the Group Corporate Affairs Department (“GCA”) and Division corporate communications / public relations (“PR”) departments assist the management to provide clear, consistent and congruent messages for the businesses of the Group through the media in a speedy, professional and well coordinated manner.

This Policy also establishes a framework for handling incoming requests for corporate donation and sponsorship activities. A common and coherent approach among all Group companies is important to ensure that Group resources are deployed effectively and contribute to the development of communities the Group serves.

This Policy applies to all employees across the Group. If an employee has questions regarding the contents of this Policy, the GCA should be contacted.

2 Media

- 2.1 Only Company directors, Division CEOs or Managing Directors or their designated executives may act as spokespersons. No one can speak to the media on behalf of the Group unless authorised.
- 2.2 All enquiries and requests from the media should be directed to the PR department of the relevant Division. No one should respond to media enquiries unless authorised.
- 2.3 If the representatives of the media turn up at the Group’s shops, stores or offices without prior notification, the PR department of the relevant Division should be notified immediately to facilitate the media requests.

3. Engagement with the Public

- 3.1 Prior to accepting any public speaking opportunity as a Group representative, approval from the operations head of the relevant Division should be obtained and the Division PR department should be notified.
- 3.2 Whenever being approached by public bodies, NGOs, political parties or similar entities for assistance in the capacity as a Group employee, prior approval from the Division Managing Director should be obtained and the Division PR department should be notified.

- 3.3 Division Managing Director and Group directors approval must be obtained before commitment of any monetary donations or sponsorship on behalf of the Group.
- 3.4 Nothing should be posted on personal web pages or internet social sites that may compromise the Group's image and competitive edge. The Group's Code of Conduct and confidentiality agreement are applicable to personal blogs/websites/ social media sites etc.

4. Donation and Sponsorship

4.1 Contribution to Charitable Organisation

The Group recognises the diversity of people, culture and social needs. It seeks to make contributions to programmes that have a positive impact on community development and reflect Group values and sustainability objectives with a profound respect of all cultures and the unique social needs of different communities. The Group supports strategic charitable contributions, with emphasis in the areas of Environment, Education, Health, Arts and Culture and the Community, and also encourages and supports programmes to facilitate employee giving.

In addition, charitable contributions are to be executed within a controlled framework that ensures fairness in the consideration of prospective beneficiaries, complies with all applicable laws, and reflects Group values and sustainability objectives.

It is not uncommon for appeals from the same charities and other causes to be sent to multiple Group companies. To ensure Group resources are deployed effectively, all such contributions should be coordinated through the GCA as follows:

(i) **Charitable Donations**

Initial requests should first be screened by the recipient Division. Should a Division identify appropriate projects it would like to donate to or sponsor, the Division Managing Director should approve and submit such request to a Group Deputy Managing Director, copying the GCA, for approval, with a copy to Group Finance Director and Deputy Managing Director for record.

Donations of products and services, however, are at the discretion of each Division's operation head.

Operation heads of Divisions should ensure that their overseas counterparts also follow this Policy.

(ii) Charitable Advertising

All solicitations for charitable advertising, which in general will be undertaken at corporate level, should be submitted to the General Manager of the GCA for evaluation and director(s)' approval.

4.2 Contribution to Politicians / Political Associations

It is the Group's general policy not to make any form of donation to political associations or individual politicians.

5. Usage of Company Logo

The Group has in place strict Corporate Identification Guidelines as to the usage of the brands and logos of Group companies. In order to maintain brand consistency, please check with the relevant Division marketing or administrative departments for the guidelines as and when the need arises.

6. Company Website(s)

6.1 Company Information

It is the responsibility of each Division to ensure that the information, be it corporate overview or products/services information, on their websites are kept up to date.

Media, analysts, customers and other third party person(s) will refer to information on websites as the basis of their reports and decision making. There are potential liabilities for disseminating inaccurate or defunct material as well as for damaging the image and integrity of the company.

6.2 Designated Webmaster

Each Division Managing Director must designate a person (webmaster) to ensure the information on the company's websites are up-to-date and accurate. The webmaster also serves as the main contact point with the GCA. Any change to this webmaster should be reported to the GCA on a timely basis.

6.3 References to CK Hutchison and its Chairman/Directors

The webmaster is responsible for checking with the GCA periodically for updates (at least twice a year) on references to the Group, CK Hutchison Holdings Limited and its Chairman/directors.

6.4 Rights, Policies, Obligations

Each Group company must take responsibility for ensuring that the content and delivery of the information on its website comply with local and international laws. Examples of such laws include those relating to collection and use of personal data, privacy, copyright, as well as the Trade Descriptions Ordinance. In case of doubt, the Division legal team (or the Group Legal Department as appropriate) should be consulted for advice.

6.5 Domain Registration

Each Group company is responsible for ensuring that its domain registrations are renewed and maintained by the Group Legal Department.