



SUPPLIER CODE OF CONDUCT

供应商行为守则

Doing what's right 坚守规范

Success and reputation of HM International Holdings Limited and all its subsidiaries (HMI) are built on the trust we've earned from those we work with and the clients we serve. For this reason, we are sensitive to the impact our business decisions have on our stakeholders and the communities where we operate.

HM International Holdings Limited 及其所有附属公司（HMI）之成就及声誉乃建基于我们从合作伙伴及客户赢取之信任。故此，HMI 十分关注我们的业务决定对持份者及社区之影响。

HMI's Supplier Code of Conduct (Supplier Code) outlines the principles and practices that HMI expects our suppliers to possess. By working with suppliers who share our commitment to these sustainability goals, we seek to:

- maintain a mutually beneficial, long-term relationship with our suppliers; and
- uphold a consistent standard for HMI and the suppliers with whom we engage, together with all their affiliates.

HMI 供应商行为守则（供应商守则）概述 HMI 期望供应商能加以实践的相关原则及常规。我们与同样致力实现该等可持续性目标的供应商合作并冀望：

- 与供应商维持互惠互利之长远关系；及
- 为 HMI 以及我们委聘之供应商及其所有附属机构树立一致的标准。

Complying with this Supplier Code 遵循供应商守则

HMI expects you to be aware of, understand, and respect the principles of this Supplier Code. These principles are incorporated in our contractual arrangements. A breach of a contractual arrangement may be grounds for termination of a supplier's relationship with us.

HMI 期望阁下能注意、明白并尊重本供应商守则之原则。该等原则获纳入我们的合约安排内。违反合约安排或会成为我们与供应商关系终止的理由。



Responsible business practices 负责任的业务常规

Complying with laws and regulations 遵循法律法规

We expect suppliers to comply with the applicable laws and regulations in the jurisdictions in which they operate. This includes not making any express or implicit agreements that violate the letter and spirit of these laws and regulations. 我们期望供应商能遵守其业务所在司法权区的适用法律法规。当中包括不作任何违反此等法律法规条文及精神的明订或隐含协议。

Striving for sustainable practices 致力推动可持续常规

We trust our suppliers to understand and manage environmental and social risks. These risks include the threat of adverse effects on the natural environment as well as risks to the livelihoods, health and rights of individuals and communities. We encourage you to identify, adopt, and integrate environmental and social best practices into your business processes and facilities.

我们深信供应商能了解并管理环境及社会风险。此等风险包括对自然环境造成不良影响甚至对个人及社区生活、健康及权利构成威胁之风险。我们鼓励阁下于业务流程及设施中明辨、采纳及整合最适当的环境与社会常规。

Preventing conflicts of interest 防止利益冲突

A conflict of interest - whether potential, actual or perceived - must be avoided. If they do arise, potential, actual or perceived conflicts of interest must be disclosed to your HMI contact as soon as possible, so that they can be managed and resolved. The same applies to relatives and other related parties.

必须避免不论潜在、实际或主观存在之利益冲突。倘出现潜在、实际或主观存在之利益冲突，则须就此尽快向 HMI 披露，以便 HMI 能处理及解决有关冲突。此部分适用于相关人士及其他关联方。

Anti-corruption and anti-money laundering 反贪污及打击洗黑钱

You must never engage in any conduct that would put HMI at risk of violating any anti-corruption and anti-money laundering laws. If you believe any corrupt practice is occurring within the supply chain, report your concerns to the Chairman of Audit Committee of HMI, Mr. Jack Ng, immediately at jack.ng@jncpa.hk.

Important examples include:

- Bribery: providing any item of value (such as a gift, favour, or cash sum) that could be viewed as an attempt to



influence an individual's actions or decision;

- **Gifts and entertainment:** While exchanging customary business courtesies may be appropriate in certain situations, giving or receiving a gift or offer of entertainment is not appropriate if it is extravagant, creates a sense of obligation, or is done with the intent to influence a business decision;
- **Money laundering:** At HMI, we expect our suppliers to comply with all applicable regulations governing the prevention of money laundering, and not to participate in any money laundering activities.

阁下绝不能从事任何可能致使 HMI 违反任何反贪污及打击洗黑钱法例之不当行为。倘阁下认为于供应链内正发生任何贪污行为，请即时向 HMI 审核委员会主席吴浩云先生（电邮：jack.ng@incpa.hk）汇报。

重要例子包括：

- **贿赂：**提供任何可能被视为意图影响个人行为或决定之有价值物品（例如礼物、馈赠或现金）；
- **礼物及款待：**于部分情况下，业务惯常之招待往来或属适当，惟倘赠送或接受礼物或款待邀请属昂贵奢华、构成责任或因意图影响业务决定而作出，则为不适当。
- **洗黑钱：**HMI 期望供应商能遵守所有规管防止洗黑钱之适用法规，并不会参与任何洗黑钱活动。

Responsible treatment of workers 负责任对待员工

Human rights and labour practices 人权及劳工措施

Suppliers must abide by applicable employment standards, labour, non-discrimination and human rights legislation. In jurisdictions where employment standards and laws do not address discrimination or human rights, we expect suppliers to do what's right. Suppliers must not tolerate forced labour, human trafficking or child labour in their business or supply chain. Harassing conduct – intentional or not – should be prohibited in your workplaces. Suppliers must comply with workers' right to join a trade union, or to have recognised employee representation under local law and follow the applicable wage and hour laws and regulations in the jurisdictions in which they operate.

供应商必须遵守适用之雇佣标准、劳工、反歧视及人权法例。倘所在司法权区之雇佣标准及法例并无处理歧视或人权问题，我们期望供应商能坚守规范。供应商绝不能容忍于其业务或供应链中出现强迫劳役、贩运人口或童工的情况。阁下之工作环境须禁止骚扰行为（不论是否蓄意）。供应商须尊重员工加入工会之权利，或根据当地法例认可一名雇员代表所具有之权利，并遵从其业务所在司法权区之适用工资及工时法例与法规。

Diversity and inclusion 多元性及包容



We expect you to observe laws that prohibit discrimination based on gender, race, ethnicity, sexual orientation, age, disability and work style or any other legally protected status. HMI believes that including a range of diverse parties is important to our economic and competitive future. For this reason, we encourage you to identify, adopt, and integrate diversity into your processes.

我们期望阁下遵守相关法例，禁止对性别、种族、民族、性取向、年龄、伤健状况及工作方式或任何其他受法律保障身份作出歧视行为。HMI 深信对其未来的经济及竞争力而言，能够容纳各界人士至关重要。故此，我们鼓励阁下了解并采纳多元理念，并将之纳入工作程序中。

Workplace safety, security and health 工作场所的安全、保障及健康

A safe work environment is imperative to all of us. We expect you and your workers to adhere to safety laws and regulations, and use equipment properly. Our suppliers should train their employees for the purpose of preventing accidents and occupational diseases as best as possible.

对于我们所有人而言，一个安全的工作环境尤其重要。我们期望阁下及阁下的员工遵守安全有关之法律法规，并妥善使用设备。供应商应为员工提供培训，尽力防止意外及职业病的发生。

Responsible use of information, systems and other assets 负责任使用信息、系统及其他资产

Protecting HMI information and assets 保护 HMI 的信息及资产

You must treat the confidential information as agreed to with us. This includes all intellectual property, personal information of employee or customer, and any data that HMI generates. You are also responsible for protecting HMI property as well as assets that belong to our clients. You may use the information assets (e.g. customer information data, systems, equipment, materials, or premises) only specified for the authorised purposes.

阁下须按照与我们约定之方式处理机密信息。机密信息指所有知识产权、员工或客户的个人信息及 HMI 编制的任何资料。阁下亦应负责保护 HMI 的财产及属于我们客户的资产。阁下仅可使用获授权之信息资产（如客户信息资料、系统、设备、材料或场所）。

Insider trading 内幕交易

As an HMI supplier, you may have access to certain “inside information” about publicly listed companies. You must



ensure that information barriers are in place to prevent buying, selling, or tipping information about securities on the basis of inside information.

作为 HMI 之供应商，阁下可存取若干有关上市公司的「内幕消息」。阁下须确保设立妥当的信息限制，杜绝基于内幕消息而进行有关证券之买卖或相关信息之泄露。

Let's connect 联络查询

Additional information about HMI, including how to contact us, can be found online at www.hetermedia.com.

如欲查询 HMI 的进一步信息及联络方法，请浏览 www.hetermedia.com。