



SUPPLIER CODE OF CONDUCT

供應商行為守則

Doing what's right 堅守規範

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 及其所有附屬公司（HMI）之成就及聲譽乃建基於我們從合作夥伴及客戶贏取之信任。故此，HMI 十分關注我們的業務決定對持份者及社區之影響。

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 供應商行為守則（供應商守則）概述 HMI 期望供應商能加以實踐的相關原則及常規。我們與同樣致力實現該等可持續性目標的供應商合作並冀望：

- 與供應商維持互惠互利之長遠關係；及
- 為 HMI 以及我們委聘之供應商及其所有附屬機構樹立一致的標準。

Complying with this Supplier Code 遵循供應商守則

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 期望閣下能注意、明白並尊重本供應商守則之原則。該等原則獲納入我們的合約安排內。違反合約安排或會成為我們與供應商關係終止的理由。



Responsible business practices 負責任的業務常規

Complying with laws and regulations 遵循法律法規

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. 我們期望供應商能遵守其業務所在司法權區的適用法律法規。當中包括不作任何違反此等法律法規條文及精神的明訂或隱含協議。

Striving for sustainable practices 致力推動可持續常規

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.

我們深信供應商能瞭解並管理環境及社會風險。此等風險包括對自然環境造成不良影響甚至對個人及社區生活、健康及權利構成威脅之風險。我們鼓勵閣下於業務流程及設施中明辨、採納及整合最適當的環境與社會常規。

Preventing conflicts of interest 防止利益衝突

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.

必須避免不論潛在、實際或主觀存在之利益衝突。倘出現潛在、實際或主觀存在之利益衝突，則須就此盡快向 HMI 披露，以便 HMI 能處理及解決有關衝突。此部分適用於相關人士及其他關聯方。

Anti-corruption and anti-money laundering 反貪污及打擊洗黑錢

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.

閣下絕不能從事任何可能致使 HMI 違反任何反貪污及打擊洗黑錢法例之不當行為。倘閣下認為於供應鏈內正發生任何貪污行為，請即時向 HMI 審核委員會主席吳浩雲先生（電郵：jack.ng@jncpa.hk）匯報。

重要例子包括：

- **賄賂：**提供任何可能被視為意圖影響個人行為或決定之有價值物品（例如禮物、饋贈或現金）；
- **禮物及款待：**於部分情況下，業務慣常之招待往來或屬適當，惟倘贈送或接受禮物或款待邀請屬昂貴奢華、構成責任或因意圖影響業務決定而作出，則為不適當。
- **洗黑錢：**HMI 期望供應商能遵守所有規管防止洗黑錢之適用法規，並不會參與任何洗黑錢活動。

Responsible treatment of workers 負責任對待員工

Human rights and labour practices 人權及勞工措施

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.

供應商必須遵守適用之僱傭標準、勞工、反歧視及人權法例。倘所在司法權區之僱傭標準及法例並無處理歧視或人權問題，我們期望供應商能堅守規範。供應商絕不能容忍於其業務或供應鏈中出現強迫勞役、販運人口或童工的情況。閣下之工作環境須禁止騷擾行為（不論是否蓄意）。供應商須尊重員工加入工會之權利，或根據當地法例認可一名僱員代表所具有之權利，並遵從其業務所在司法權區之適用工資及工時法例與法規。

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.

我們期望閣下遵守相關法例，禁止對性別、種族、民族、性取向、年齡、傷健狀況及工作方式或任何其他受法律保障身份作出歧視行為。HMI深信對其未來的經濟及競爭力而言，能夠容納各界人士至關重要。故此，我們鼓勵閣下瞭解並採納多元理念，並將之納入工作程序中。

Workplace safety, security and health 工作場所的安全、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.

對於我們所有人而言，一個安全的工作環境尤其重要。我們期望閣下及閣下的員工遵守安全有關之法律法規，並妥善使用設備。供應商應為員工提供培訓，盡力防止意外及職業病的發生。

Responsible use of information, systems and other assets 負責任使用信息、系統及其他資產

Protecting HMI information and assets 保護 HMI 的信息及資產

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.

閣下須按照與我們約定之方式處理機密信息。機密信息指所有知識產權、員工或客戶的個人信息及HMI編製的任何資料。閣下亦應負責保護HMI的財產及屬於我們客戶的資產。閣下僅可使用獲授權之信息資產（如客戶信息資料、系統、設備、材料或場所）。

Insider trading 內幕交易

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.

作為 HMI 之供應商，閣下有可能存取若干有關上市公司的「內幕消息」。閣下須確保設立妥當的信息限制，杜絕基於內幕消息而進行有關證券之買賣或相關信息之泄露。

Let's connect 聯絡查詢

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

如欲查詢 HMI 的進一步信息及聯絡方法，請瀏覽 www.hetermedia.com。