



SUPPLIER CODE OF CONDUCT

Doing what's right

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.

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.

Complying with this Supplier Code

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.

Responsible business practices

Complying with laws and regulations

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.

Striving for sustainable practices

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.



Preventing conflicts of interest

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.

Anti-corruption and anti-money laundering

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.

Responsible treatment of workers

Human rights and labour practices

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.

Diversity and inclusion



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.

Workplace safety, security and health

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.

Responsible use of information, systems and other assets

Protecting HMI information and assets

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.

Insider trading

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.

Let’s connect

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