



SUSTAINABLE PRACTICES FOR BUSINESS PARTNERS

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At Hong Leong Bank Group (“HLBG”), one of our core driving principles is to be “Here for the long-term”. This philosophy forms the basis of our commitment towards sustainable practices, keeping in mind our Economic, Environmental and Social (“EES”) commitments at all times. Through EES stewardship, we have built strong relationships with the people who matter – namely our customers, staff, shareholders and investors, regulators, local communities, and in particular business partners including suppliers, vendors, and outsource service providers.

In line with these efforts, we require your commitment as our business partner to stand with us in upholding the following sustainable practices:

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A. SOCIAL ASSESSMENT

1. Human rights assessment

Human rights screening based on equal opportunities, fair employment practices and non-discrimination, including:

- a. Gender, marital status, nationality, age and disability;
- b. Fair and humane treatment of staff;
- c. Does not engage in trafficked or child labour;
- d. Abide by all relevant labour laws requirements, including the provision of fair wages, safe and reasonable working environment; and
- e. Promotion of occupational health and safety values.

A. SOCIAL ASSESSMENT

2. Whistleblowing policy

Setting out HLBG's commitment to good business ethics and integrity, pursuant to which persons providing services to, or having a business relationship with HLBG, are required to raise any concerns about any improper conduct or wrongful act that may adversely impact HLBG, including but not limited to:

- a. any criminal offences, including fraud, corruption, bribery and blackmail;
- b. any failure to comply with legal or regulatory obligations; and
- c. any concerns about malpractice.

5.

3. Anti-Money Laundering & Counter Financing of Terrorism

Setting out HLBG's commitment to Financial crime policy and Financial Crime Standards and procedures to prevent money laundering, terrorist financing or other financial crimes, pursuant to which persons providing services to, or having a business relationship with HLBG, are required to raise any concerns about any improper conduct or wrongful act that may adversely impact HLBG, including money laundering and counter financing of terrorism.

B. ENVIRONMENTAL ASSESSMENT

1. Promote environmental conservation

- a. Reduce, Reuse and Recycle materials as much as possible
- b. Avoid waste to be thrown in the water body. No waste should be left in the water body after the event
- c. Avoid or reduce the amount of non-biodegradable and toxic materials purchased. Appropriate waste management measures have to be applied in order to avoid release of toxic waste to the water body or soil

2. Promote energy conservation

- a. Encourage use of renewable, cleaner energy sources to help reduce fossil fuel use and the production of greenhouse gases
- b. Reduce energy consumption by using efficient equipment (e.g., Photocopiers with standby function).

We believe these practices are important to society in which we all operate. As such, the upholding of these practices together as business partners is essential towards ensuring our long-term mutual success.

KINDLY NOTE THAT THE GUIDELINES ON SUSTAINABLE PRACTICES WILL BE REVISED OR UPDATED FROM TIME TO TIME ACCORDING TO GLOBAL REPORTING INITIATIVE GUIDELINES AND REQUIREMENTS.

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