

Hong Kong Airport Services Limited Supplier Corporate, Social and Environmental Responsibility Code of Conduct

Hong Kong Airport Services Ltd (HAS), a wholly owned subsidiary of Cathay Pacific Airways, is deeply committed to Hong Kong. We contribute to support Cathay Pacific and enhance Hong Kong's position as a regional transportation hub.

In keeping with our vision to excel as a regional, full service ground handling agent, we recognise that taking responsibility for our business activities and the impact they have is an important part of our reputation and brand. We will only continue to be a successful and sustainable business if the suppliers with whom we work share the same standards. Success means not just complying with necessary laws and regulations, but going beyond and setting standards that are expected of an industry leader.

HAS actively seeks to select and work with suppliers who share its commitment to honesty and integrity in all areas of their business. HAS also actively seeks to select and work with suppliers who integrate Corporate Social Responsibility(CSR) policies into their business covering environment, occupational health and safety, human rights and labour policies and business ethics. Suppliers to HAS should proactively provide clear, accurate and appropriate reporting of their progress toward achieving their CSR objectives.

HAS is committed to select and retain qualified suppliers that meet HAS's Supplier Code of Conduct according to the following core standards:

Legal and Regulatory Compliance

Suppliers shall ensure their operations and the products and services supplied to us comply with all national and other applicable laws and regulations.

Forced Labour

Suppliers must not use forced labour in any form – prison, indentured, bonded or otherwise.

Child Labour

Suppliers must not employ any person below the local legal minimum age, or below the age of 16, unless the person is employed as part of a recognised professional apprenticeship programme.

Health and Safety

Suppliers must have health and safety policies in place along with standards designed to reduce work-related injury and illness, and promote the general health of employees. These policies must be made freely available to employees.

Environment

We have a responsibility to look after the natural environment both for today and in the future. All stages in the supply chain should comply with, and preferably exceed, applicable national and legal environmental requirements. We have a strong preference for Suppliers who publicly report upon and measure their environmental impact and seek to improve the impact of their operations upon the environment. We also have a strong preference to select suppliers whose goods or services can make a significant difference to reducing our environmental impact.

Compensation and Working Hours

Suppliers must provide each employee at least the local legal minimum wage and benefits. Suppliers must pay their employees promptly, providing each with clear, written accounting for every pay period. Wages should be paid regularly, on time and be fair in respect of work performance. Payment should not be made more than one month in arrears and deduction should not be made from employee pay for disciplinary reasons. Weekly working time must not exceed the legal limit, and overtime work should always be voluntary and properly compensated. Employees should be granted their stipulated annual leave and sick leave without any repercussions, and should take their stipulated maternity or paternity leave in accordance with national laws.

Discrimination and Rights

All conditions of employment must be based on an individual's ability to do the job, not on the basis of personal characteristics or beliefs. Suppliers shall not discriminate on the basis of race, colour, national origin, gender, sexual orientation, religion, disability, and other similar factors. Employees should be treated with dignity and respect. This should be achieved by providing a workplace free from threats of violence or any forms of sexual, psychological or verbal abuse or harassment. Suppliers should respect employees' rights to associate with any group and bargain collectively as permitted by the laws of their own country. Penalties should not be used to interfere with such legitimate activities.

Subcontractors and other Service Providers

If, in order to provide their own goods and services, the supplier has a substantial reliance on subcontractors and other service providers, then the supplier should encourage them to comply with a Corporate Social Responsibility Code of Conduct similar to this Code. Such a Code should be integrated within the Suppliers business process to select and manage the performance of subcontractors and other service providers.

Documentation and Inspection

Suppliers must maintain records of all documentation needed to demonstrate compliance with this Code of Conduct and required laws, and where requested should agree to make these documents available for us or our designated monitor. Where appropriate, suppliers may be asked to permit site inspections for verification purposes.

Ethics

Suppliers must be committed to attain the highest standards of moral and ethical conduct in their business. All forms of corruption, extortion, fraud and bribery should be prohibited, including those for the Supplier's own benefit or for the benefit of their relations, friends or associates.

This Code may be amended from time to time. The current version of this Code will be available on line at www.has.com.hk

Suppliers are responsible for communicating the requirements of the HAS Code of Conduct standards to their employees, and the Code should be made available to employees in their local language and in a readily accessible place.