信德集團
SHUN TAK HOLDINGS

Supplier Code of Conduct

We are committed to contribute time and resources in environmental, social and governance aspects for sustainable business growth and development. In order to achieve our long-term sustainability journey, we interact with the communities, conserve the environment and operate in to create sustainable and recurring values for all our stakeholders.

Legal Compliance

Suppliers shall comply with all applicable laws, rules and regulations and ethical standards of the place in which they operate or conduct business.

Business Integrity And Ethics

Suppliers shall operate honestly, fairly and ethically in every aspect of their business. They shall not tolerate, permit, or engage in any form of corruption, fraud, bribery, or similar misconduct.

Environmental Responsibility

Suppliers shall adopt appropriate responsible practices to reduce the environmental impacts of their operations, while providing products and services to us.

Freely Chosen Employment

Suppliers shall not use forced, bonded, trafficked or indentured labour.

Child Labour And Young Workers

- Suppliers shall not use child labour.
- Suppliers shall verify age of young workers to ensure they meet minimum age requirements.

Working Hours And Compensation

- Suppliers shall ensure that working hours are in accordance with local laws and industry practices and standards. Working hours are not to exceed the maximum set by law.
- Suppliers shall comply with applicable wage laws, including those relating to minimum

wages and legally mandated benefits.

- Overtime shall be voluntary and shall be fairly compensated.

Labour Relations

Suppliers will have in place communications mechanisms and grievance procedures that allow employees to raise concerns and complaints with management.

Non-Discrimination

Suppliers shall prohibit discrimination and harassment against any employee or any applicant for employment, whether such discrimination or harassment is based on gender, age, race, ethnic origin, marital status, maternal status, disability, sexual orientation or religion.

Health And Safety

Suppliers shall take appropriate measures, such as policies, standards, procedures and training, to prevent occupational illnesses and work-related accidents as well as to provide a safe and healthy workplace to their employees.

Intellectual Property Rights

Suppliers shall respect intellectual property rights of all original creations and shall not engage in any activities or use any unauthorized or pirated intellectual property which may pose direct or indirect adverse impact on Shun Tak Holdings Limited's ("STHL") reputation.

Privacy and Data Protection

- In order to maintain a sustainable business relationship, suppliers shall protect personal privacy (including customers, business partners, employees, subcontractors and agents) and business data to avoid any unauthorized access to or use of such personal privacy and business data.
- Suppliers shall comply with the data protection and privacy policies of STHL and the relevant laws and regulations applicable to the region in which they operate or conduct business.

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Confidentiality

Suppliers shall not disclose any contract details or supply association with STHL or use any image or brand elements of STHL without express written consent from an authorized person of STHL.

Community Engagement

Suppliers are encouraged to engage with and contribute to the local communities in which they operate or conduct business in order to help foster social and economic development and sustainability.