



## Supplier Code of Conduct of China Overseas Land & Investment Ltd.

### Chapter I Purposes

China Overseas Land & Investment Ltd. (“COLI” or “the Company”, the employees of which as “COLI employees”) is committed to promoting sustainable development, where the cooperation and communication with its business partners/affiliates are indispensable in the process. COLI expects business partners to join its compliance with the common core values, as well as the principles of ethical, social and environmental responsibilities, so as to lay the foundations of win-win cooperation, while protecting the interests of employees, customers and the community environment.

This Code is intended to serve as guidelines for all business partners of the Company, and to clarify the ethical standards and principles of conduct which COLI expects of its business partners. The primary goal is to establish general principles. If anything covered in this Code involves other internal management measures or formal documents of the Company (such as tendering/bidding documents and contracts), the more detailed provisions shall prevail.

### Chapter II Scope of Application

This Code applies to business partners in locations where COLI and its subsidiary, regional and project companies operate. It covers suppliers, contractors, subcontractors and property management companies which provide materials, goods and services for the Company.

### Chapter III Norms of Behaviour

COLI selects honest and reliable business partners, and gives high credentials or priority to business partners which implements policies or measures beneficial to the society and the environment in their operations. Subject to all relevant laws and regulations in locations where they and the Company’s projects operate, COLI’s business partners should comply with the following norms of behaviour.

**Article 1 Ethics.** Business partners should uphold high standards of corporate ethics. Their management and employees should not be involved in any form of corruption, bribery, fraud, extortion, collusion, money laundering, anti-competition, forgery or false statements.



Business partners need to sign the “Integrity Agreement”. They should undertake to comply with the Company’s regulations on prohibiting both parties in cooperation from soliciting or receiving kickbacks, banquet entertainment, facilitation payments, donations, sponsorships or any other form of benefits, as well as to comply with other integrity and anti-corruption requirements.

**Article 2** Employment contracts, working hours and remunerations. Business partners should sign labour contracts with their employees in accordance with corresponding local laws and regulations, and should provide employees with minimum wages, rest days and other benefits or social security according to the law.

**Article 3** It is prohibited to use child labour or forced labour or else to force labour partners to employ workers below the minimum legal age.

**Article 4** Equal opportunities and labour rights and interests. Business partners should protect all employees from discrimination or unfair treatment in recruitment, promotion, remunerations or any other employment terms or conditions on the ground of gender, age, family situation, disability, race, religion or any other factor determined under applicable laws and regulations. Business partners should respect employees’ labour rights and interests, including their freedom of association.

**Article 5** Occupational health and safety. Business partners should abide by applicable regulations and standards of occupational safety and health, and should provide their employees with a safe and healthy work environment. Business partners should have a management system and should provide its employees with appropriate safety equipment, protective equipment and training, in order to prevent industrial accidents. In case of industrial accident happening to any of its employees on a project of the Company, it should be reported to the COLI team as per the Company’s procedures, and be recorded and investigated, together with follow-up and rectification measures.

**Article 6** Environmental and safety specifications of products. Business partners should pay attention to the impacts of their products on human health, safety and the environment and should try their best to minimise the same. The Company has compiled “Technical Requirements” for different building materials, setting out the national standards or higher technical standards to refer to during procurement. Tender submission parties have the responsibility to submit relevant testing reports, quality management certifications,



production licences, certificates of origin, etc., for the sake of review.

**Article 7** Environmental management in the course of operation. Business partners should abide by the environmental laws and regulations applicable in locations where they operate, including obtaining the environmental licences required for their business operations. Business partners should reduce the environmental impact of their business models, including efforts to reduce and properly handle air pollutants, greenhouse gas emissions, sewage and wastes.

**Article 8** Information disclosure and verification. Regarding the above norms of behaviour, COLI reserves the right to request relevant information from business partners and to conduct on-site inspections in order to verify the performance of existing or potential business partners. Business partners have the responsibility to properly manage relevant certification documents and measurement data.

**Article 9** Advocacy and management. Representatives of business partners should act in accordance with this Code, and should strive to educate their colleagues on the same standards. The Company encourages business partners to formulate their management systems and policies of sustainable procurement with reference to the principles in this Code.

**Article 10** Environmental, social and governance (ESG) reports. The Company prepares and publishes an ESG report every year to demonstrate its management performance in terms of environmental and social responsibilities. During the preparation of the report, the Company might need to inquire of business partners about relevant qualitative or quantitative information. Business partners have the responsibility to record and provide such relevant information. The Company also encourages business partners to prepare and publish their own ESG reports.



## **Chapter IV Supervision, Whistleblowing and Communication**

The Company has included this Code as an attachment to tendering documents and contracts, and will communicate relevant requirements with existing and potential business partners. It will also review relevant management documents, certificates and records of potential business partners in the course of procurement screening. The Company will also refer to this Code as part of the standards for the screening of suppliers and the annual comprehensive evaluation of business partners.

If any business partner violates this Code, resulting in environmental pollution, work-related injuries, salary arrears and other labour disputes, the Company will require the business partner to resolve the problem within a time limit as the case may be. For serious violation, the Company may base on the contractual terms, issue warning or impose fine on the business partner concerned, cease payment or terminate cooperation, and categorize the violator as an unqualified supplier/contractor and disqualify it from tendering.

Reporting channels including mails, emails, calls and visits are open to external stakeholders of the Company. In case of any suspected violation on the part of business partners, the same can be reported to the Intendance & Audit Department based on the contact information provided herein. The Intendance & Audit Department will coordinate the investigation or refer the case to the relevant department for follow-up, depending on the nature of the reported case. Investigation-related information is kept strictly confidential internally on a need-to-know basis, ensuring the independence of the investigation and the whistleblower's rights and interests.

## **Chapter V Contact Information**

For any questions about this Code, COLI employees or other external stakeholders can contact the Cost Management Department (email: chengbglb@cohl.com). To report suspected violations, please contact the Intendance & Audit Department (Tel: 0755-8282 6679; email: jbcohl@cohl.com; address: 10/F, China Overseas Building, 399 Fuhua Road, Futian District, Shenzhen).