



Hutchison Telecom
Hong Kong Holdings

Hutchison Telecommunications Hong Kong Holdings Limited

和記電訊香港控股有限公司

(Incorporated in the Cayman Islands with limited liability)
(Stock Code: 215)

CORPORATE COMMUNICATIONS POLICY

I. Policy Statement

Hutchison Telecommunications Hong Kong Holdings Limited (“**HTHKH**”, together with its subsidiaries and controlled affiliates, the “**Group**”) highly values its reputation in the communities and country where it operates.

To ensure the market receives timely and accurate information about the Group, the Corporate and Marketing Communications Department (“**CMC**”) assists the management to provide clear, consistent and congruent messages for the businesses of the Group through the media in a speedy, professional and well coordinated manner.

This Policy also establishes a framework for handling incoming requests for corporate donation and sponsorship activities. A common and coherent approach among all Group companies is important to ensure that Group resources are deployed effectively and contribute to the development of communities the Group serves.

This Policy applies to all employees across the Group. If an employee has questions regarding the contents of this Policy, the CMC should be contacted.

This Policy may be modified from time to time. Any changes to this Policy will be notified to employees.

II. Media Engagement

- 2.1 Only the Chief Executive Officer and his designated executives may act as spokespersons. No one can speak to the media on behalf of the Group either off the record or on the record unless authorised.
- 2.2 All enquiries and requests from the media should be directed to the CMC. No one should respond to media enquiries unless authorised.
- 2.3 If any representative of the media turns up at the shops, stores or offices of the Group without prior notification, the CMC should be notified immediately to handle the media requests. No one can provide the media with any company information/data/ comment without prior approval.

III. Public and Social Media Engagement

- 3.1 Prior to accepting any public speaking opportunity as a Group representative, approval from related responsible Direct Report to the Chief Executive Officer should be obtained and the CMC should be notified. The Group policy requires further approval from Chief Executive Officer (via the CMC).
- 3.2 Whenever being approached by public bodies, non-governmental organisations, political parties/associations or similar entities for assistance or participation in a business or community event/function/campaign as a speaker or panelist in the capacity as an employee of the Group, prior approval from related responsible Direct Report to the Chief Executive Officer should be obtained and the CMC should be notified. The Group policy requires further approval from the Chief Executive Officer (via the CMC).
- 3.3 Nothing should be posted on personal web pages, social media platforms or social networking sites that may compromise the image and competitive edge of the Group. The Code of Ethics and confidentiality agreement are applicable to personal blogs/websites/social media and networking sites, etc.

IV. Donation and Sponsorship

4.1 Definition

“**Donations**” (cash or in-kind) are charitable in nature and benefit the targeted organisation or cause.

“**Sponsorships**” (cash or in-kind) have company exposure through sponsored event or programme advertisement, recognition or publicity.

“**Charitable organisations**” include non-profits, non-governmental organisations (“NGOs”). In addition to community, environmental protection and service organisations, these may also include trade bodies.

“**Government and related organisations**” include government departments/agencies, statutory or public bodies.

4.2 Contribution to Charitable Organisations

The Group recognises the diversity of people, culture and social needs. It seeks to make contributions to programmes that have a positive impact on community development and reflect Group values and sustainability objectives with a profound respect of all cultures and the unique social needs of different communities. The Group supports strategic charitable contributions, and encourages and supports programmes to facilitate employee giving.

In addition, charitable contributions are to be executed in a well-coordinated manner within a controlled framework, in consideration of the targeted prospective beneficiaries of the Group.

To ensure Group resources are deployed effectively, all such contributions should obtain Chief Financial Officer's and/or the Chief Executive Officer's approvals before commitment of any charitable monetary donation or sponsorship on behalf of the Group and/or Group companies. It is common for appeals/solicitation/requests from the same charitable organisations or government and related organisations to be sent to multiple Group companies and subsidiaries. In Hong Kong, where many of the Group's businesses have connections with similar non-profits organisations, NGOs, trade bodies, etc., charitable requests are to be coordinated by the CMC prior to obtaining Chief Financial Officer and/or the Chief Executive Officer approvals, unless otherwise noted.

(i) Charitable Donations

Requests that fall outside of marketing sponsorships (as defined in 4.1) should first be screened by the recipient Department/Group company. Should a Department identify appropriate projects it would like to donate to or sponsor monetarily outside of their previously approved budget, responsible Direct Report to the Chief Executive Officer should approve and submit such request to the Chief Executive Officer, via the CMC, for approval.

Any donation, monetarily or in-kind, should be notified to the CMC timely for record purposes, some of which may be included in the Annual and Sustainability Reports.

(ii) Marketing Sponsorships

Group companies with marketing budgets may have budgeted sponsorship and other community/charitable projects with non-profits/non-governmental organisations or government and related organisations/statutory bodies/entities, in line with their business objectives. Even though these sponsorships or programmes have obtained prior Group management approval via the budgeting process, companies are required to inform the CMC when such projects are executed so they are properly recorded on a Group basis.

All Departments and Group companies are expected to follow this Policy.

4.3 Contribution to Politicians/Political Associations

It is the Group's general policy not to make any form of donation to political associations or individual politicians.

V. Company Logo

The Group has in place strict Corporate Identification Guidelines as to the usage of the brands and logos of Group companies available via the CMC. Consent for the use of the Group logo (HTHKH) must be obtained from the CMC. Group companies also have their own corporate identification. In order to maintain brand consistency, please check with the CMC for guidelines as and when the need arises.

VI. Company Website(s)

6.1 Group Information

It is the responsibility of the Group to ensure that the information on the company website is kept up to date and accurate.

Media, analysts and investors, customers and other third party person(s) may refer to information on website as the basis of their reports and decision making. There are potential liabilities for disseminating inaccurate or defunct material as well as for damaging the image and integrity of the Group.

6.2 Designated Webmaster

The Chief Executive Officer must designate a person (webmaster) to ensure the information on the company's website is up to date and accurate. Any change to this webmaster should be reported to the CMC on a timely basis.

6.3 References to the Group and its Chairman and Directors

The webmaster is responsible for checking with the CMC periodically for updates (at least twice a year) on references to the Group, and its Chairman and Directors.

6.4 Rights, Policies, Obligations

The Group must take responsibility for ensuring that the content and delivery of the information on the website comply with local and international laws. Examples of such laws include those relating to collection and use of personal data, privacy, copyright, as well as the Trade Descriptions Ordinance. In case of doubt, the Legal & Regulatory Affairs Department should be consulted for advice.

6.5 Domain Registration

The Group is responsible for ensuring that its domain registrations are renewed and maintained by the Legal & Regulatory Affairs Department.

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