



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)

MEDIA, PUBLIC ENGAGEMENT AND DONATION 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 countries where it operates. The Group strives to communicate its corporate messages to key stakeholders effectively.

To ensure the market receives timely and accurate information about the Group, the Corporate & Marketing Communications Division (“**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

- 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 unless authorised.
- 2.2 All enquiries and requests from the media should be directed to the CMC. No one should respond to media questions unless authorised.
- 2.3 If the representatives of the media turn up at the shops, stores or offices of the Group without prior notification, the CMC should be notified immediately to facilitate the media request.

III. Engagement with the Public

- 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 or similar entities for assistance 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 Approval from the Chief Financial Officer and/or the Chief Executive Officer must be obtained (via the CMC) before commitment of any monetary donations or sponsorship on behalf of the Group.
- 3.4 Nothing should be posted on personal web pages or internet social 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 sites, etc.

IV. Donation and Sponsorship

4.1 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, with emphasis in the areas of Environment, Education and Development, Health and Wellbeing, Arts and Culture and the Community, and also encourages and supports programmes to facilitate employee giving.

In addition, charitable contributions are to be executed within a controlled framework that ensures fairness in the consideration of prospective beneficiaries, complies with all applicable laws, and reflects Group values and sustainability objectives.

It is not uncommon for appeals from the same charities and other causes to be sent to multiple Group companies. To ensure Group resources are deployed effectively, all such contributions should be coordinated via the CMC as follows:

(i) Charitable Donations

Initial requests should first be screened by the recipient Department/Group company. Should a Department identify appropriate projects it would like to donate to or sponsor, responsible Direct Report to the Chief Executive Officer should approve and submit such request to the Chief Executive Officer, via the CMC, for approval, with a copy to the Chief Financial Officer for record. The CMC shall keep records of duly approved documents.

Donations of products and services, however, are subject to the discretion of the Chief Executive Officer (via the CMC).

Respective Direct Report to Chief Executive Officer should ensure that their overseas counterparts also follow this Policy.

(ii) Charitable Advertising

All solicitations for charitable advertising, which in general will be undertaken at corporate level, should be submitted to the Chief Executive Officer for approval via the CMC. The CMC shall keep records of duly approved documents.

4.2 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. If any requests are made for political contributions by the Group, please refer such requests, via the CMC, to Chief Executive Officer for consideration. Approval from the Chairman of the Board is required for any political contributions by the Group. The CMC shall keep records of duly approved documents.

V. Usage of Company Logo

The Group has in place strict Corporate Identification Guidelines as to the usage of the brands and logos of Group companies. 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, be it corporate overview or products/services information, on the company website are kept up to date.

Dangers of Outdated Information in Public Arena

Media, analysts, customers and other third party person(s) will refer to information on websites 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 websites are 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/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/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.

Please note that the above policy applies to all employees across the Group.

(November 2021)