



FIRST PACIFIC COMPANY LIMITED

第一太平洋有限公司

(Incorporated with limited liability under the laws of Bermuda)

Website: www.firstpacific.com

(Stock Code: 00142)

MENTAL HEALTH POLICY

This policy supports First Pacific's Code of Conduct (Code) and must be read in conjunction with the Code.

1. INTRODUCTION

Our Mental Health policy outlines our provisions to prevent and address mental health issues among our employees.

Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity and collaboration. Mental health issues may affect companies in the form of:

- Turnover;
- Absenteeism;
- Poor employee performance;
- Employee substance abuse;
- Work-related accidents; and
- Workplace violence or harassment

With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly.

This policy applies to all our employees. The Human Resources Department is primarily responsible for communicating this policy and overseeing its implementation.

2. POLICY

As a way to prevent employee distress, we aim to:

- Treat mental illness seriously;
- Identify issues proactively and resolve them;
- Support employees who face mental health problems; and
- Create pleasant workplaces in collaboration with managers, employees, unions and health experts.

This list isn't exhaustive. All of these policies aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives. All managers and HR must ensure the Company adheres to these policies.

Our Company offers employees a health care insurance package that covers mental illness (treatment, counseling) and substance-use disorders. HR is responsible for explaining this package to our employees and answering questions.

Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to speak to our mental health professional about how to handle their individual situations better.

Additionally, we encourage open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers. Managers are in turn obliged to listen to their employees and should search for a mutually satisfying solution together. Where this is not possible, the matter would be brought to the Human Resources Department for resolution.

Here are some tips on how managers can address an employee who suffers from mental health issues in common situations:

- If an employee has work-related problems, managers should come up with a solution;
- If an employee has issues collaborating with colleagues, managers should meet with concerned employees and serve as mediators. If the problem is severe (e.g., violence, harassment, victimization), managers should contact the Human Resources Department; and
- If an employee's problems are personal or the employee refuses to discuss them, managers should encourage them to contact a mental health professional.

Often, it's easier to reach out to a colleague instead of a supervisor or the Human Resources Department. We encourage coworkers to support one another when needed.

Consistent with our non-discrimination practices, we will treat employees suffering from medical conditions (e.g. clinical depression) and mental disorders (e.g. schizophrenia) fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone.

Dated 10 December 2020

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