



## **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](http://www.firstpacific.com)

(Stock Code: 00142)

## **VOLUNTEERING POLICY**

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

### **1. INTRODUCTION**

First Pacific strives to be a responsible corporate citizen aware of its responsibilities to First Pacific people and to our wider group of stakeholders in the community around us. We encourage the same of our people.

Much as First Pacific engages in a variety of charitable activities, we encourage and support our people to likewise foster the well-being of others through activities that meaningfully contribute to the overall welfare and development of the communities in which they live and work.

### **2. POLICY**

All First Pacific people on a permanent contract of 30 or more hours per week, may request up to 24 hours per annum of paid volunteer time to participate in activities that benefit the community.

First Pacific people who work part time (minimum 20 hours per week) will receive 12 hours of paid volunteer time per calendar year.

In determining whether to grant time for community work, First Pacific's Human Resources Department should ensure that business needs and project deadlines can be met undisturbed.

Organizations that are within the scope of this policy include schools and non-profit charitable organizations. Organizations outside the scope of this policy include organizations that are political, fraternal/sororal, or labor related. Volunteering hours logged in association with an activity sponsored by a faith-based organization are eligible only if the activity serves the entire community. Any organization that fails to adhere to First Pacific's Diversity and Equal Opportunity Policy and other relevant principles from our Code is excluded from the scope of this policy.

Eligible hours must be actively spent at a specific location benefiting the organization named by the First Pacific person as benefitting from time off work. Hours spent in travelling, sleeping, on call, etc. will not be eligible pursuant to this policy.

People who participate in volunteer activities through this policy must log their hours and provide other documentary evidence as required by their manager and First Pacific's Human Resources Department.

*Dated 10 December 2020*

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