



# 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)

### CODE OF CONDUCT

#### 1. INTRODUCTION

At First Pacific, we believe that good corporate governance creates a stronger, more resilient and more competitive business.

We understand that the continuing success of our business and the wellbeing of our people are closely connected to the environmental, social and governance (“ESG”) landscape around us.

#### 2. PURPOSE

This Code of Conduct (“Code”) sets out a clear standard for how we as a company and as First Pacific employees strive to conduct our business with integrity. Specific policies on the rights and obligations under the Code set out the actions and behaviors required of First Pacific staff. Together, the Code and policies demonstrate how being a responsible business is important to us and how we work hard to embed a consistently high standard of behavior into our culture at First Pacific.

#### 3. PRINCIPLES

First Pacific strives to be an ethical and responsible business.

We are guided in what this means by our legal obligations and by learning from regional and global best practices and standards in ESG matters.

We strive to uphold global standards for responsible business. We respect the dignity, liberty and equality of everyone we work with. Our policies and procedures are based on the following Ten Principles of the United Nations Global Compact (“UNGC”):

1. We support and respect the protection of internationally proclaimed human rights;
2. We ensure we are not complicit in human rights abuses;
3. We uphold freedom of association and the effective recognition of the right to collective bargaining;
4. The elimination in all forms of forced and compulsory labour;
5. The effective abolition of child labour;
6. The elimination of discrimination in respect of employment and occupation;
7. We support a precautionary approach to environmental challenges;
8. We undertake initiatives to promote greater environmental responsibility;
9. We encourage the development and diffusion of environmentally friendly technologies; and
10. We work against corruption in all its forms, including extortion and bribery.

First Pacific is committed to respect and protect the rights of our workers, comply with Hong Kong law as well as the UN Universal Declaration on Human Rights and the eight fundamental Conventions of the International Labour Organisation (“ILO”):

1. Freedom of Association and Protection of the Right to Organise Convention, 1948 (No.87)
2. Right to Organise and Collective Bargaining Convention, 1949 (No. 98)
3. Forced Labour Convention, 1930 (No. 29) and its 2014 Protocol
4. Abolition of Forced Labour Convention, 1957 (No. 105)
5. Minimum Age Convention, 1973 (No. 138)
6. Worst Forms of Child Labour Convention, 1999 (No. 182)
7. Equal Remuneration Convention, 1951 (No. 100)
8. Discrimination (Employment and Occupation) Convention, 1958 (no. 111)

#### **4. SCOPE**

The Code and supporting policies apply wherever we are conducting First Pacific business notwithstanding that local law or practice may permit lower standards. This Code applies unless it contravenes local law or legal practices.

The standards outlined in our Code and the supporting policies apply to all First Pacific employees and any other persons working on behalf of First Pacific, including contractors, consultants, agents, or joint venture partners. Suppliers to First Pacific are required to agree to our Supplier Code of Conduct or present their own business ethics codes in line with our Supplier Code of Conduct.

All First Pacific employees are expected to be familiar with and adhere to the Code and supporting policies.

First Pacific will promote the Code and its policies and require all our people to sign statements that they have read and understand the Code and the policies that affect their areas of responsibility. Training on specific policies is provided as necessary for First Pacific staff.

Through regular dialogue and knowledge sharing we encourage the companies that we invest in to work towards aligning with the standards of First Pacific’s Code and supporting policies.

Whilst our Code and supporting policies are developed for First Pacific people, we publish these externally in support of transparency.

#### **5. LIST OF POLICIES UNDER THIS CODE OF CONDUCT**

Anti-Bribery and Corruption Policy  
Climate Change Policy  
Community Investment and Donations Policy  
Employee Conflict of Interest Policy  
Diversity and Equal Opportunity Policy  
Employee Attendance Policy  
Environment, Health and Safety Policy  
Equal Pay Policy  
Flexible Working Hours Policy  
Human Rights and Labor Policy  
Mental Health Policy  
Political Activities Policy

Sexual Harassment Policy  
Telecommuting Policy  
Volunteering Policy

## **6. MONITORING**

First Pacific's Code and its policies are developed by First Pacific management and reviewed, amended, and approved by the Corporate Governance Committee and the First Pacific Board of Directors.

First Pacific's Compliance Group made up of the Head of Human Resources, the Chief Sustainability Officer and the Chief Financial Officer, is accountable for promoting, monitoring and enforcing the Code. However, the ultimate responsibility for following the Code and for maintaining First Pacific's culture and ethical standards rests with all First Pacific staff.

Failure to comply with the Code and or any of its supporting policies may lead to disciplinary action (up to and including dismissal), and criminal liability for the individual(s) involved.

First Pacific reports on the Code and policies and adherence to the policies in its official Corporate Governance and ESG Reports.

## **7. FURTHER ADVICE**

If people are unsure about their obligations under the Code or any of its supporting policies or are concerned that they or others may be in breach of the Code, they should speak with the Human Resources Department or write to the First Pacific ESG email address at [sustainability@firstpacific.com](mailto:sustainability@firstpacific.com).

*Dated 10 December 2020*

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