

Purpose	PCCW/HKT is committed to integrating corporate social responsibility principles throughout its supply chain. The purpose of this Supplier Code of Conduct document is to facilitate a common means by which PCCW/HKT can work with its suppliers who share our value towards achieving their own social policy objectives.
Scope	<p>This Supplier Code of Conduct document:</p> <ul style="list-style-type: none"> (a) provides human rights and labour policies, occupational health and safety requirements, and environmental best practices; and (b) calls for respect from all suppliers of PCCW/HKT Group companies. Whenever possible, PCCW/HKT obligates all of its suppliers to adhere to this Supplier Code of Conduct document and favours working with environmentally friendly and socially responsible suppliers.
Legal and Regulatory Compliance	<p>Suppliers shall ensure:</p> <ul style="list-style-type: none"> (a) their products and services supplied to PCCW/HKT comply with all national and other applicable laws and regulations; (b) all applicable laws and regulations regarding the privacy and security of personal identifiable information are being adhered to; and (c) the compliance of Prevention of Bribery Ordinance (Chapter 201, Laws of Hong Kong).
Labour	<p>Suppliers shall provide a commitment to uphold human rights of workers as understood by the international community, including:</p> <ul style="list-style-type: none"> Forced Labour (a) not using forced labour; Child Labour (b) not employing any person known to be below local minimum age; Working Hours (c) setting working hours that at least comply with national laws to ensure the health, safety and welfare of workers; Wages and Benefits (d) allowing work performed to be compensated on the basis of a recognized employment relationship established in compliance with national legislation and practice; Discrimination and Rights (e) respecting equal opportunities in terms of recruitment, compensation, access to training, promotion, termination or retirement; (f) treating workers with dignity and respect; Freedom of Association (g) not interfering with, obstructing or preventing workers legitimately from having the right to join or form trade unions of their own choosing without prior authorization from suppliers' management; and

- (h) not discriminating against or otherwise penalizing worker representatives or trade union members because of their membership in or affiliation with a trade union, or their legitimate trade union activity.
-

Occupational Health and Safety

Suppliers shall establish and follow a clear set of procedures regulating occupational health and safety, and provide a safe and healthy work environment including:

- (a) provision of safe and clean conditions in all work and residential facilities, where applicable; and
 - (b) prevention of accidents and injury to health arising out of or occurring in the course of work.
-

Environment

Suppliers shall maintain a commitment to improve environmental sustainability by adopting the following:

- (a) obtain, maintain and keep current all required environmental permits (e.g. discharge monitoring) and registrations inclusive of following their operational and reporting requirements;
 - (b) waste of all types, including water and energy, shall be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials;
 - (c) monitor, control and treat wastewater and solid waste generated from operations, industrial processes and sanitation facilities as required prior to discharge or disposal;
 - (d) chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse or disposal;
 - (e) air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge. Technology used complying with industry energy efficiency standards including energy ratings where appropriate; and
 - (f) electrical products designed for consumer use adhering to applicable local safety requirements and environmental permits.
-

Evidence

Suppliers shall upon request provide PCCW/HKT with evidence of policies, procedures, management systems and compliance mechanisms to demonstrate their approach towards achieving their own social policy objectives in alignment with this Supplier Code of Conduct document. PCCW/HKT shall be entitled, by itself or through a third party auditor nominated by it, to audit a supplier and its subcontractors in order to ascertain the supplier's conformity with this Supplier Code of Conduct document.

Review

PCCW/HKT may amend this Supplier Code of Conduct from time to time.
