



HUTCHISON PORT HOLDINGS TRUST

Donations, Contributions and Sponsorship

Definitions

1. They key items are defined as follows:
 - (a) "Donation(s)" refers to any donation (in cash or in kind) that is charitable in nature and benefits the targeted Organization or cause.
 - (b) "Sponsorship(s)" refers to any sponsorship (in cash or in kind) that has company exposure through sponsored event or programme advertisement recognition or publicity.
 - (c) "Charitable organisations" includes non-profits, non-governmental organisations/NGOs. In addition to community, environmental protection and service organisations, these may also include trade bodies.
 - (d) "Government and related organisations" includes local government departments/agencies, statutory or public bodies.

Contributions to Charitable Organisations

2. The Trust Group recognizes 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 the Trust Group's values and sustainability objectives with a profound respect of all cultures and the unique social needs of different communities. The Trust Group supports strategic charitable contributions and encourages and supports programmes to facilitate employee giving.
3. In addition, charitable contributions are to be executed in a well-coordinated manner within a controlled framework, in the consideration of the targeted prospective beneficiaries of the Trust Group.
4. To ensure the resources of the Trust Group are deployed effectively, approval from the CEO and the Executive Director of TM should be obtained before any commitment of charitable monetary donation or sponsorship on behalf of the Trust Group and/or Trust Group companies. Donations of products and services ("in kind") must be approved by the CEO and the Executive Director of TM through the CFO.
5. Any donation, monetarily or in kind, should be notified to the TM Corporate Affairs timely for record purposes, which may be included in the Sustainability Reports, as appropriate.
6. It is common for appeals, solicitation or requests from the same charitable organisations or government and related organisations to be sent to multiple Trust Group companies. In Hong Kong, where many of the businesses of the Trust Group have connections with similar charitable organisations, all charitable requests for donation should be sent to the CFO for coordination prior to obtaining approval from the CEO and the Executive Director of TM.
7. Participation in non-charitable events purely for reputation enhancement purposes including but not limited to industry conferences, forums and exhibitions are regulated under the Advertising section of HPH Trust Corporate Communications Policy or its subsequent updates.

Marketing Sponsorships

8. Trust Group companies with marketing budgets may have budgeted sponsorship and other community or charitable projects with charitable organisations or government and related organisations, in line with their business objectives ("Marketing Sponsorships"). Even though these Marketing Sponsorships or programmes have obtained prior management approval as part of the budgeting process, Trust Group companies are required to inform the CFO when such sponsorships or programmes are executed so that they are properly recorded on a Trust Group basis.
9. Requests that fall outside of Marketing Sponsorships should first be screened by the HBU. Should the HBU identify any appropriate project he/she would like to donate to or sponsor monetarily outside of the previously approved marketing budget of the BU, such donation or sponsorship should first be submitted to the CFO for endorsement, then to the CEO and the Executive Director of TM for approval through the CFO. No commitment shall be made until a request is approved.

Political Donations, Contributions or Sponsorships

10. Usage of group funds or assets for political donations, contributions or sponsorships, whether to an organization, a candidate for public office, or any other individual is forbidden without prior written approval from the CEO and the Executive Director of TM. No employee shall make any political contribution as a representative of the Trust Group or create the impression that he or she is acting as a representative of the Trust Group.

Scope

11. This Policy applies to all subsidiaries and affiliated companies over which the Trust Group exercises control in any country in which the Trust Group operates. It also applies to all directors, officers, employees (including temporary and contract workers) and Third Party Representatives as defined in HPH Trust policy on Appointment of Third Party Representatives or its subsequent updates.
12. This Policy should be read in conjunction with HPH Trust Anti-Fraud and Anti-Bribery Policy or its subsequent updates.
13. Any questions should be directed to the CFO.