



HUTCHISON PORT HOLDINGS TRUST

Donations, Contributions and Sponsorship

Definition

1. They key items are defined as follows:
 - (a) “Donations” (cash or in-kind) are charitable in nature and benefit the targeted Organization or cause.
 - (b) “Sponsorships” (cash or in-kind) have company exposure through sponsored event or programme advertisement recognition or publicity.
 - (c) “Charitable organisations” include 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” include 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 Trust Group 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 Trust Group’s targeted prospective beneficiaries.
4. To ensure the resources of Trust Group are deployed effectively, approval from the CEO and the Executive Director of TM should be obtained before commitment of any charitable monetary donation or sponsorship on behalf of the Trust Group and/or Trust Group companies. It is common for appeals / solicitation / requests from the same charitable organisations or government and related organisations to be sent to multiple Trust Group companies and subsidiaries. In Hong Kong, where many of the Trust Group's businesses have connections with similar local NGOs, trade bodies, etc., requests for donation should be sent to the CFO for coordination prior to obtaining approval from the CEO and the Executive Director of TM.
5. Charitable Donations
 - (a) Apart from the marketing sponsorships as defined in paragraph 6, any requests by the HBU for a charitable or community donation, contribution or sponsorship that are monetarily outside of their previously approved marketing budget must be endorsed by the CFO in writing. Such requests must be sent to the CEO and the Executive Director of TM for approval through the CFO. No commitment shall be made until a request is approved.

- (b) Donations of products and services (“in-kind”) must also be sent to the CEO and the Executive Director of TM for approval through the CFO.
 - (c) 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.
6. Marketing Sponsorships
- (a) Trust Group companies with marketing budgets may have budgeted sponsorship and other community / charitable projects with non-profits / non-governmental organisations or local government and related organisations / statutory bodies / entities, in line with their business objectives. Even though these sponsorships or programmes have obtained prior management approval via the budgeting process, companies are required to inform the CFO when such projects are executed so that they are properly recorded on a Trust Group basis.

Political Donations, Contributions or Sponsorships

- 7. 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

- 8. 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.
- 9. This Policy should be read in conjunction with HPH Trust Anti-Fraud and Anti-Bribery Policy or its subsequent updates.
- 10. Any questions should be directed to the CFO.