

## Extract of Green Office Guidelines

Sun Hung Kai & Co. Limited and its subsidiaries (the “**Group**”) are committed to reduce waste, adopt best green office practices and raise green awareness among staff in the day-to-day office operations for a more sustainable future.

The Green Office Guidelines (the “**Guidelines**”) cover energy conservation, waste management, paper reduction, sustainable procurement, and awareness and engagement.

For Energy Conservation, the Guidelines encourage employees to switch off air conditioning in unoccupied areas, use energy-efficient electronic equipment, adjust computer screen brightness levels, activate low power or sleep mode for screensavers, and phase out traditional incandescent lights with energy-efficient lights such as T5 fluorescent, compact fluorescent, or LED lamps.

In terms of Waste Management, the Guidelines suggest waste recycling and separation, reuse of packaging materials and furniture, the use of rechargeable batteries, the use of refillable containers and reusable cutlery, dishes, and cups.

The Guidelines include different ways of reduction of paper usage by going digital. We also emphasize the importance of sustainable procurement practices, such as the use of environmentally friendly paper and compliance with the Group Procurement Policy that incorporates ESG principles.

The Group encourages employee education in reducing carbon emissions, participation in environment-related activities, and community services with green groups or volunteer services groups.

*(This is an extract of the Guidelines and if there is any inconsistency and ambiguity between the English version and the Chinese version, the English version shall prevail.)*