



**Policy**

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**Occupational Health and Safety**

## Table of contents

<b>A. OBJECTIVE</b>	<b>3</b>
<b>B. POLICY SCOPE</b>	<b>3</b>
<b>C. POLICY CONTENT</b>	<b>3</b>
<b>1. APPROACH</b>	<b>3</b>
<b>2. IMPLEMENTATION</b>	<b>3</b>
<b>3. REPORTING AND REVIEW</b>	<b>4</b>

## A. Objective

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- Our aspiration is to create spaces that are free from incidents and injuries. This policy is essential in realising such goal, and ensuring that the health, safety and wellbeing of our stakeholders, including our employees, contractors, tenants, shoppers and the wider community, remains our priority.
- Occupational Health and Safety Policy (“**This Policy**”) describes Link Asset Management Limited (“**Link**”)’s stance and approaches on Occupational Health and Safety (“**OHS**”).

## B. Policy Scope

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- This policy applies to individual Business Units (“**BU**s”) of Link and sets out overarching framework for implementation in assets across geographies where Link has operational control.
- In areas of influence with minimal control, Link leads by example and provides support to its tenants, suppliers and business partners where feasible.

## C. Policy Content

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### 1. Approach

- Link aims to enhance OHS for our employees and contractors, and to offer healthy and safe environments for our tenants, shoppers and the wider community.
- We target to pursue zero fatalities, zero staff injury incident and zero prosecution related to OHS Regulations across all of Link’s daily operations. We are proactive and transparent in reporting and investigating OHS incidents should they occur.

### 2. Implementation

- Employees and Contractors (Occupational Safety)
  - Provide safe and healthy working conditions for employees and contractors, and ensure their work does not adversely affect the safety and health of others;
  - Fully comply with applicable legislation, regulations, and related requirements (e.g. Occupational Safety and Health Ordinance by Labour Department of HKSAR Government) in our management system;
  - Have a comprehensive risk management system based on continuous improvement;
  - Assess and mitigate health and safety hazards in a timely manner through effective management of our management system;
  - Regularly communicate OHS policy, standards and information to our employees, contractors and relevant stakeholders; and
  - Focus on training and education to ensure our employees, contractors and relevant stakeholders have the suitable skills, resources and support to detect and manage risks, and to contribute to ongoing improvements in our safety performance.
- Employees
  - Ensure a family-friendly working environment;

- Closely engage with our employees to enhance their wellbeing, and to maintain a healthy and highly motivated workforce; and
- Establish robust protocols and guidelines to safeguard employees against COVID pandemic and other similar outbreaks.
- Tenants and Shoppers
  - Implement measures to protect the health, safety and wellbeing of our tenants and shoppers;
  - Strive to achieve internationally recognised green building certifications for all our properties by 2025, ensuring best green building practices are incorporated into Link’s renovation and operational guidelines for tenants; and
  - Strive to obtain Indoor Air Quality (“**IAQ**”) certification each year for at least eight of Link’s shopping centres.
- Community
  - Connect and collaborate with community leaders, Non-Governmental Organisation(s) (“**NGO(s)**”) and the government to increase awareness of health, safety and wellbeing, and to promote a healthy way of living in the community; and
  - Ensure Link’s physical facilities in all our properties are maintained with periodic inspection and maintenance upon completion of Link’s Barrier-Free Access (“**BFA**”) Improvement Plan, which was initiated in 2011.

### **3. Reporting and Review**

- The responsibility to endorse and implement this Policy lies with Sustainability & Risk Governance (“**S&RG**”), Asset Management, Project & Operations, Property & Car Park Management, Human Resources and Internal Audit.
- OHS risks and opportunities are identified and monitored by our Director of S&RG and reported to the Board on a regular basis, or annually at minimum.
- Progress on strategy and initiatives and Key Performance Indicators (“**KPIs**”) will be reported by the responsible departments during the meetings of the Board, Sustainability Advisory Committee (“**SAC**”), Sustainability Committee (“**SC**”), and Sustainability Task Groups. In addition, our OHS efforts will be verified and disclosed in Link’s annual reports and sustainability website.
- This Policy will be regularly reviewed in light of legislative and organisational changes and developments in sustainability best practices, or at a minimum, every three years. Endorsement from SC is required for any formalised adjustment of this Policy.
- Any enquiries on this Policy can be submitted via [sustainability@linkreit.com](mailto:sustainability@linkreit.com).