

LINK ASSET MANAGEMENT LIMITED

(Manager of LINK REIT)

Occupational Health and Safety Policy

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1.0	Dec 2018	Initial Release	Calvin Lee Kwan GM (Corporate Development & Strategy)

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1. Objectives

- 1.1 This policy describes Link's stance and approaches on OHS.
- 1.2 The objective of the policy is to ensure that our daily operations are conducted in a manner which safeguards the safety, health and wellbeing of all our stakeholders. These include our communities, employees, investors, tenants and business partners (suppliers and vendors, NGOs, media and government).
- 1.3 Link commits to applying the principles of "Incident and Injury Free" to all of our daily business activities.
- 1.4 The policy applies to the whole group and assets of all geographical location.

2. Abbreviations

<u>Abbreviation</u>	<u>Full Description</u>
EMS	Environmental Management System
HR & A	Human Resources & Administration
KPI	Key Performance Indicator(s)
NGO	Non-Governmental Organisation(s)
OHS	Occupational Health and Safety
SWG	Sustainability Working Group

3. General Policy

- 3.1 Link aims to develop, manage and own a diverse portfolio that provides healthy and safe environments for our tenants, visitors and staff.
- 3.2 Accordingly, we will:
 - 3.3.1 Provide safe and healthy working conditions for employees and to ensure that work done by the employees does not adversely affect the safety and health of anyone;
 - 3.3.2 Foster a strong safety culture where our leaders hold themselves to account in ensuring that risk is identified and mitigated;
 - 3.3.3 Have a clear objective and target to meet the intent of the OHS policy;
 - 3.3.4 Have a comprehensive risk management system based on continuous improvement;
 - 3.3.5 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;
 - 3.3.6 Focus on training and education to ensure our employees have the suitable skills, resources and support to detect and manage risks and to contribute to ongoing improvements in our safety performance;
 - 3.3.7 Engage our partner companies, suppliers and contractors to work in a safe and healthy responsible manner; and
 - 3.3.8 Be proactive and strive to be transparent in reporting and investigating incidents.

4. Implementation and Review

- 4.1 Link will enact this policy by implementing procedures in the Link's EMS.
- 4.2 This policy should be enforced into Link's practices and the responsibility to review the policy lies with Corporate Development & Strategy, Internal Audit & Risk Management, Project & Development, Property Management, Operations and Repair & Maintenance and HR & A.
- 4.3 All management team will ensure that assessments of the risks to people arising from our daily operations are undertaken and appropriate control measures are implemented to manage these risks.
- 4.4 Suggestions, issues and concerns raised by Link's employees and service providers regarding Link's Occupational Health and Safety will be reported to the management team and conveyed back to respective departments as listed in Section 4.2. Further amendments to this policy will be made as necessary.
- 4.5 All respective budget controls are included in Link's annual budgets of relevant parties.
- 4.6 KPI and status updates relating to each commitment identified in this policy will be reported to meetings of the SWG when needed. In addition, updated information will be placed on Link's sustainability website.
- 4.7 The OHS Policy will be regularly reviewed considering legislation and organisational changes and developments in sustainability best practices, or at a minimum, every three (3) years.