

Hung Hing Corporate Social Responsibility Policy

At Hung Hing, we are committed to providing print and packaging services that are second to none. In our pursuit of excellence, we commit to meet or exceed all related national and local laws and regulations as well as industry standards for the wellbeing of our employees, environment, communities as well as our business partners. Below are the cores of our CSR Policy;

Ethical Policy

Health and Safety

We are committed to making the working environment at Hung Hing safe and hygienic. For employees who elect to work in necessarily less comfortable environments, we provide training and protective clothing.

We provide training on industrial safety and fire prevention for all new employees. All employees must complete this training before commencing work. Hung Hing monitors and records all training activities.

Hung Hing maintains an accident reporting system and immediately takes necessary steps to correct potential issues. We provide dormitory accommodation for employees. Dormitories have free drinking water, hot-water showers and recreation facilities. All rooms are well lit and ventilated.

Toilets and bathrooms are cleaned regularly. These facilities are monitored regularly to ensure cleanliness.

Query Handling & Corrective Action

If an employee has a question or concern regarding any action or regulation of the company which he or she believes does not comply with government laws or regulations, the company will fully investigate and provide feedback. If the concern is found to have merit, action will be taken to remedy the situation.

We will provide adequate resources to correct any instance of non-compliance against our Ethical Policy.

Freedom of Association

Employees are free to form lawful associations.

Child Labor

We do not hire anyone under the age of 16. All applicants must have an official identification document verifying that they are 16 or older.

Forced Labor

The Company neither recruits nor condones any form of forced/imprisoned labor including modern slavery. We have established procedure to eliminate slavery and human trafficking within our recruitment practice, and have communicate our policy to our supply chain partners through questionnaire and during site visit.

Discrimination

We do not discriminate in hiring, salaries, benefits, advancement, termination or retirement on the basis of gender, race, religion, age, sexual orientation or ethnic origin.

Working Hours

Hung Hing's working hours comply with local regulations, which require that employees must have one full day off every week. The maximum number of working hours per week is 60 hours.

Remuneration

Hung Hing's minimum wage meets or exceeds standards set by local government. All wages and benefits are calculated and paid in accordance with any applicable laws or regulations.

Environmental Policy

"Protecting the earth's environment, implementing clean production, and developing green culture" is Hung Hing's basic environmental protection concept.

We promise:

- to improve environment continually and strive to prevent the occurrence of pollution;
- to comply with related environmental laws or rules, and other applicable regulations and standards;
- to establish periodically environmental improvement targets, based on the requirements of law or rule, the existing environmental conditions and the requirements of trade partners;

- to propagate company's environmental policy to all employees through training and education.
- to encourage the use of papers with Chain-of-custody certification
- to use energy efficiently in order to reduce carbon footprint
- to use raw materials with no or less GHG and VOC contents

Responsible Paper Supply from Hung Hing

Consumers' awareness of the importance of making responsible environmental choices continues to be an increasing factor in our purchasing decisions. With Hung Hing you can be assured that we pursue the highest standards of responsible manufacturing where ever possible.

We hereby agree not to be directly or indirectly involved in the following unacceptable activities.

- Illegal logging or the trade in illegal wood or forest products;
- Violation of traditional and human rights in forestry operations;
- Destruction of high conservation values in forestry operations;
- Significant conversion of forests to plantations or non-forest use;
- Introduction of genetically modified organisms in forestry operations;
- Violation of any of the ILO Core Conventions as defined in the ILO Declaration on Fundamental Principles and Rights at Work.

Responsibly Sourced Paper at Hung Hing

Responsible manufacturing practices have always been an important value at Hung Hing. Our success in continually working towards higher standards of employee wellbeing, sustainable resources and responsible manufacturing, are reflected in the many certifications we have achieved and work hard to maintain, so that we can provide you with the confidence you need in us as a conscientious part of your supply portfolio.

Our policy on paper and board purchasing is a good example and a step forward in our commitment toward best practice. This is to source all our paper and board from third-party certified mills (such as FSC™, PEFC and SFI) wherever possible. This means that all paper grades held in stock have been sourced from accredited mills, and whilst not all paper and board will carry FSC™ or PEFC chain of custody, they will originate from highly responsible sources through these accredited mills. Exceptions would be grades that are not at this time available from the accredited mills, such as

heavy CCNB or papers that use recycled fibre content. We continue to update our stock portfolio as and when accredited grades become available.

If you do require a particular paper, brand or certification, this must still be requested at quoting stage as per current practice, as there are premiums on certain brands and FSC™ materials.

To complement our responsible paper purchasing policy, we also maintain our FSC™ and PEFC Chain of Custody certification at both our Shenzhen and Heshan printing operations.

Care of the community

Our philosophy is to operate our business in benefit for both the community and the company. We support charity organization to serve the community and encourage our employees to participate voluntary works.

Obsolete but usable computer will donate to Non-Government Organization for refurbish and distribute to needy pupils.

Business Integrity

We operate our business in highest integrity standard and will not tolerate any misconduct or bribery activities. We only choose business partner on the ground that it will bring value to both of us.

In daily operation, we follow the anti-corruption guideline provided by Independent Commission Against Corruption of Hong Kong. We circulate company's anti-corruption policy regularly to our employees and suppliers to remind them our commitment.

Whistle Blowing Policy

All employees are encouraged to report genuine concerns about unethical behavior, malpractices including improprieties in financial reporting or internal control, illegal acts or failure to comply with regulatory requirements. The purpose of this Policy is to outline the channel and the process so that employees can do so without fear of reprisal when they act in good faith reporting such concerns.

Only genuine concerns should be reported under Whistle Blowing procedures. This report should be made in good faith with a reasonable belief that the information

and any allegation in it are substantially true.

Procedure has setup for employees to report allegations to the CEO or Independent Board Committee by mail for e-mail.

The written report of the conclusion of all cases shall be filed as an official record by the Company Secretary in strict confidence. The written report of the conclusion of all cases shall be made available upon request by any member of the Audit Committee.

The Audit Committee will have the responsibility for monitoring the progress, producing and publishing results and undertaking periodic review. The Audit Committee will receive information periodically or at least twice a year on the numbers and types of cases arising from this policy prepared by the Company Secretary