

## EXTRACT OF CAPITALAND SOCIAL CHARTER

### CapitaLand Group Human Resource Policies & Guidelines

<b>Social Charter</b>
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#### 1 OVERVIEW

- 1.1 The Social Charter acknowledges and upholds the fundamental principles set out in the Universal Declaration of Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work, United Nations Global Compact's principles on Human Rights and local government's legal frameworks and legislation to protect individual rights.
- 1.2 At CapitaLand, our approach to human rights ensures that our people policies and practices respect the rule of law and embody best practices in the countries that we operate in. By doing so, we aim to create a #OneCapitaLand culture that leverages our global workforce's collective capabilities.

#### 2 SCOPE AND APPLICABILITY

- 2.1 This policy applies to all employees in CapitaLand. For partially owned associates and joint ventures where CapitaLand does not have majority control, the CapitaLand representatives shall endeavour to observe the guidelines as far as practicable.
- 2.2 This policy is subject to change as necessary to meet evolving standards and best practices in the protection and promotion of human rights.

#### 3 ROLES AND RESPONSIBILITIES

- 3.1 **Senior Leadership:** CapitaLand's senior leadership team plays a vital role in upholding and promoting the principles of human rights throughout the organisation. They lead by example, foster an inclusive culture, and set the tone for respecting and protecting human rights. They allocate necessary resources to support human rights initiatives and promote transparency and accountability to stakeholders.
- 3.2 **Managers and Supervisors:** Managers and supervisors are responsible for creating a work environment that is free from all forms of discrimination, harassment, or human rights abuses. They promote awareness and understanding of human rights principles among their teams, address instances of human rights violations promptly and impartially, and ensure due process and confidentiality in investigations.
- 3.3 **All Employees:** Every employee at CapitaLand has a responsibility to contribute to the protection and promotion of human rights. They must respect and uphold human rights principles in their daily interactions and decision-making. They treat colleagues, customers, and stakeholders with dignity, respect, and fairness, regardless of their background or identity.

#### 4 REPORTING AND COMPLIANCE

- 4.1 CapitaLand is committed to addressing and remedying human rights breaches promptly and effectively. Any breaches or suspected breaches of this policy will be thoroughly investigated, and appropriate actions will be taken in accordance with applicable laws and regulations, internal policies, and in line with best practices.

- 4.2 Employees are encouraged to report any perceived human rights breaches or concerns in accordance with CapitaLand's reporting mechanisms, such as reporting to their immediate supervisor, Human Resources department, or through the confidential whistleblowing channel. All reports will be handled with utmost confidentiality and will be appropriately addressed.

**FOR DETAILED POLICY, PLEASE REFER TO CAPITALAND INTRANET.**

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