

EXTRACT OF CAPITALAND SOCIAL CHARTER

CapitaLand Group Human Resource Policies & Guidelines

Social Charter

1 OVERVIEW

- 1.1 CapitaLand's Social Charter upholds and respects the fundamental principles set out in the Universal Declaration of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, United Nations Global Compact's principles on Human Rights and Singapore government's legal frameworks and legislation to protect individual rights, i.e. Employment Act, Tripartite Alliance for Fair Employment Practices – TAFEP and National Wages Council Guideline.
- 1.2 This policy provides a framework for how CapitaLand will strive to ensure a supportive and respectful environment for individuals across all aspects of CapitaLand's business and operations.

2 SCOPE AND APPLICABILITY

- 2.1 This policy applies to all employees in the CapitaLand Group. 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 from time to time as necessary or if required by law.

3 ROLES AND RESPONSIBILITIES

- 3.1 CapitaLand employees are committed to support the preservation of human dignity and self-respect of every individual. Specific responsibilities include:
- comply with all applicable laws and respecting internationally recognised human rights and prohibit the use of forced labour, child labour or human trafficking
 - support a workplace free from malpractice, improper conduct or unethical behaviour and comply with company's code of conduct
 - respect workplace diversity and inclusion guidelines (Diversity and Inclusion Policy)
 - ensure healthy and safe work environments (Environmental, Health and Safety Policy)
 - contribute to healthy work-life balance through flexible work arrangements and a focus on wellbeing (Flexible Work Arrangement Policy)

4 FAILURE TO COMPLY

- 4.1 Breaches or alleged breaches of this policy will not be tolerated and will be fully investigated and dealt with under the prevailing disciplinary procedures where appropriate.
- 4.2 Preventing and tackling inappropriate conduct is essential to ensuring that CapitaLand maintain the highest standards in conformity with the guidelines.
- 4.3 Employees should immediately report any malpractice, human rights abuses / discrimination or alleged breaches of this policy to Immediate Supervisor / Head of Department/ Head of Group Human Resources

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- 4.4 In the event that employees do not consider reporting in the matter described in paragraph 4.3 practicable, employees could consider reporting via the confidential whistleblowing email account

FOR DETAILED POLICY, PLEASE REFER TO CAPITALAND INTRANET.