



CTF Services Limited
周大福創建有限公司
(incorporated in Bermuda with limited liability)

Health and Safety Policy

Current Version	3.1
Effective Date	February 2025
Approved By	Board of Directors

Introduction

This Health and Safety Policy (“Policy”) outlines the commitments of CTF Services Limited (“CTFS”) on occupational health and safety (“H&S”) and its approach in fostering a healthy and safe workplace for our employees by minimising H&S risks as far as practicable.

Scope

This Policy applies to CTFS and its subsidiaries, collectively referred to as the “Group”. It applies to all CTFS’ stakeholders including employees and service providers (e.g. contractors, suppliers, etc.) on premises at the corporate office as well as the subsidiaries. Those with a higher exposure to H&S risks should consider adapting this Policy to suit their specific contexts and needs.

Commitments

We are committed to

- complying with all local laws and regulations related to H&S where the Group operates;
- communicating this Policy to all employees and service providers (e.g. contractors, suppliers, etc.) and providing guidelines or training and development specific to their job requirements;
- assessing the H&S performance of service providers on a regular basis;
- providing employees with office equipment taking ergonomics into consideration;
- engaging employees and service providers to improve their H&S practice through information sharing and soliciting feedback for continuous improvements to enhance awareness about health and safety issues to prevent occupational disease;
- ensuring the implementation of proper systems on H&S-related incident reporting (including service providers), in-depth analysis and documentation across all operations;
- incorporating H&S risks into our enterprise risk management; and
- providing sufficient resources to enforce implementation of this Policy with regular reviews.

Monitoring and Reporting

- incidents shall be reported and followed-up timely with preventive and corrective actions for future improvements;
- reporting H&S performance in the Environmental, Social and Governance Management Task Force at the subsidiary level;
- reporting H&S performance at the ESG Committee; and
- disclosing key and relevant H&S metrics in the annual ESG Report.

Governance & Review

This Policy has been approved by the ESG Committee and its review shall be conducted at least every two years, and whenever deemed necessary. Any amendments or updates should be subject to the Board's approval.

Where there are any discrepancies or differences of interpretation in the Policy between English text and Chinese translation, the English version shall prevail. If there are any questions about the contents or application of this Policy, please email Group ESG Department at esg@ctfs.com.hk.

References

- CTFS Group's Environmental, Social and Governance Policy ("ESG Policy")
- ISO 45001 Occupational Health and Safety Management System documentation – Hip Hing Construction Group

Version Control

Version	Date	Description of Change
1.0	2020 June	Initial release of the document
2.0	2021 Dec	Updated commitments
3.0	2024 Apr	Updated the governance structure
3.1	2025 Feb	Updated governance & review section, changed the name of the company and contact information