
Media, Stakeholder Engagement and Donation Policy

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1. Policy Statement

- 1.1 HK Electric Investments Limited (“Company”, together with its subsidiaries including without limitation The Hongkong Electric Company, Limited, the “Group”) highly values the reputation it has been enjoying in Hong Kong where it operates as well as within the energy sector across the world.
- 1.2 We strive to promote stakeholders’ understanding of our policies, operations and practices by maintaining effective communication with them, providing timely, clear and consistent messages through various channels including the media. We also recognise that our operations have significant impacts on our stakeholders, hence have been engaging with them continuously to gauge their views and expectations.
- 1.3 This Policy establishes a framework for stakeholder engagement and for handling incoming requests for corporate donation and sponsorship activities. A common and coherent approach is important to ensure that Group resources are deployed effectively and contribute to the development of communities we serve.
- 1.4 This Policy applies to all employees across the Group. If any employee has questions regarding the contents of this Policy, he/she should approach the Public Affairs Department (“PA”) for assistance.

2. Media

- 2.1 The Group publishes press releases on its operations and performance regularly on its corporate website and maintains several social media channels for efficient and effective dissemination to both the media and members of the public.
- 2.2 A media protocol has been established for the Group. Only the Chairman, Deputy Chairman, Chief Executive Officer, Operations Director, other Executive Directors, heads of business units or their designated executives as well as designated representatives from PA may act as spokespersons.
- 2.3 General Manager, Public Affairs (“GM/PA”) or PA is the focal point of contact for handling enquiries or requests from the media. Employees approached by the media should contact PA for assistance, and should not speak to the media on behalf of the Group unless authorised.

3. Stakeholder Engagement

- 3.1 We have identified the following as our major stakeholders:
 - > Customers
 - > Holders of Share Stapled Units
 - > Employees
 - > Business partners

- > Local communities
- > Green groups and social NGOs
- > Education sector
- > Engineering sector and professional institutions
- > Media.

- 3.2 We organise talks, visits, focus group meetings, workshops and seminars regularly to share with our stakeholders our operations, new initiatives and development, and to build trust and understanding.
- 3.3 As a leading utility in Hong Kong, we are always invited to share our thoughts to various members of the public, for instance at various seminars and conferences organised by business chambers, engineering groups or the NGO sector. Before agreeing to speak at any public speaking opportunities as a Group representative, the concerned employees must seek prior approval from an Executive Director and PA should be notified.
- 3.4 Likewise, whenever employees are approached by public bodies, NGOs, political parties or similar entities for assistance in the capacity as a Group employee, prior approval from an Executive Director should be obtained.
- 3.5 Employees are not allowed to post anything on their personal blogs or social media pages that may compromise the Group's image, reputation or competitive edge. The Group's Code of Conduct and confidentiality agreement are applicable to personal blogs and social media pages.

4. Donation and Sponsorship

- 4.1 The Group recognises the diversity of people, culture and social needs. It seeks to make contributions to programmes that have a positive impact on community development and reflect Group values and sustainability objectives with a profound respect of all cultures and the unique social needs of different communities.
- 4.2 Over the years, the Group has provided support, in cash or kind, for programmes and activities with the following objectives:
- fostering relations with various stakeholders and building goodwill in the community;
 - promoting energy efficiency and conservation, environmental protection, climate change mitigation and public understanding of electricity market issues;
 - supporting researches in energy technologies;
 - supporting emergency relief and worthy causes;
 - caring for the elderly and other needy groups; and
 - promoting occupational health and safety

- 4.3 All requests for corporate donation and sponsorship are handled by PA. Prior approval must be obtained in accordance with the protocol established by the Group before commitment of any monetary donations or sponsorship on behalf of the Group.
- 4.4 Employees of the Group have a long history of volunteering for worthy public causes, be they supporting the elderly or other disadvantaged members of society, participating in environmental work or assisting in donation drives. We have introduced a Volunteers Leave policy to encourage employees to volunteer their time by joining services organised by the Group's Volunteers Team.
- 4.5 It is the Group's general policy not to make any form of donation to political associations or individual politicians. If any requests are made for political donation by the Group, such request should be referred, via GMPA, to the Chief Executive Officer for consideration. However, the Group does not restrict its employees from making donations to political associations or individual politicians in their personal capacity, but they must indicate clearly that such donations are personal.

5. Use of Corporate Identity

The Group has in place strict Corporate Identity Guidelines as to the usage of the HK Electric brand, the related logos and corporate signatures. Strict adherence to the guidelines is required to maintain brand consistency. PA should be approached if and when necessary.

6. Corporate Website

- 6.1 The Group should ensure that all information on its corporate website is accurate, and up to date.
- 6.2 Each business unit is responsible for ensuring that the content and delivery of the information on the corporate website comply with all applicable laws. Examples of such laws include those relating to the collection and use of personal data, privacy, copyright, as well as Trade Descriptions Ordinance. In case of doubt, the Group Legal and Company Secretarial Department should be consulted for advice.
- 6.3 Stakeholders will refer to information on the corporate website for their own intended purposes. There may be potential liabilities for disseminating inaccurate or defunct material as well as for damaging the image and integrity of the Group.
- 6.4 The Information Technology Division is responsible for ensuring that the Group's domain registrations are renewed and maintained.