

CK Hutchison Group Telecom Holdings Corporate Communications Policy

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**CK Hutchison Group Telecom Holdings Limited**  
**Corporate Communications Policy**

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**Table of Contents**

1. Policy Statement
2. Media Engagement
3. Public and Social Media Engagement
4. Responsible Advertising
5. Donation & Sponsorship
6. Company Logo
7. Company Website(s)

## 1. Policy Statement

CK Hutchison Group Telecom Holdings Limited, its subsidiaries and controlled affiliates (collectively, the “CK Hutchison Group Telecom”) highly values its reputation in the communities and countries where it operates.

CK Hutchison Group Telecom works with its Business Units (“BU”) to provide truthful, complete, timely and clear information in its reports, whether submitted to relevant markets, or used in other public communications of the CK Hutchison Group Telecom.

To ensure the market receives timely and accurate information about the CK Hutchison Group Telecom, CK Hutchison Holdings Group Corporate Affairs Department (“GCA”) and BU corporate communications / public relations (“PR”) departments assist the management to provide clear, consistent and congruent messages for the businesses of the CK Hutchison Group Telecom through the media in a speedy, professional and well-coordinated manner.

This Policy also establishes a framework for handling incoming requests for corporate donation and sponsorship activities. A common and coherent approach among all CK Hutchison Group companies is important to ensure that CK Hutchison resources are deployed effectively and contribute to the development of communities CK Hutchison serves.

This Policy applies to all employees across CK Hutchison Group Telecom and its BUs as well as to all directors and officers.

This Policy should be read in conjunction with the CK Hutchison Holdings (“CKHH”) Employee Code of Conduct.

## 2. Media Engagement

Only Company directors, BU CEOs or Managing Directors or their designated executives may act as spokespersons. No one can speak to the media on behalf of the CK Hutchison Group Telecom either off the record or on the record unless authorised to do so.

All enquiries and requests from the media with regards to CK Hutchison Group Telecom should be directed to CKHH GCA. BU specific media requests are to be directed to the PR department of the relevant BUs. No one should respond to media enquiries unless authorised.

If any representative of the media turns up at BU’s shops, stores or offices without prior notification, the PR department of the relevant BU should be notified immediately to handle the media requests. No one can provide the media with any company information / data / comment without prior approval.

### 3. Public and Social Media Engagement

Prior to accepting any public speaking opportunity as a CK Hutchison Group Telecom representative, approval from CK Hutchison Group Telecom directors should be obtained and the CKHH GCA should be notified.

Whenever being approached by public bodies, NGOs, political parties / associations or similar entities for assistance or participation in a business or community event / function / campaign, as a speaker or panelist in the capacity as a CK Hutchison Group Telecom's employee, prior approval from a CK Hutchison Group Telecom director should be obtained and CKHHGCA should be notified.

Nothing should be posted on personal web pages, social media platforms or social networking sites that may compromise the CK Hutchison Group Telecom's image and competitive edge. The CKHH Group's Code of Conduct and confidentiality agreement are applicable to personal blogs / websites / social media and networking sites etc.

### 4. Responsible Advertising

CK Hutchison Group Telecom is committed to advertising ethically and responsibly. BUs must ensure that all advertising and promotions comply with relevant laws and voluntary codes in the jurisdictions in which each BU operates.

To ensure the reputation of CK Hutchison Group Telecom is safeguarded, all advertising and promotional materials should be clear, unambiguous, accurate, fair, and contain no false or misleading information about price, value or service.

### 5. Donation & Sponsorship

#### 5.1 Definition

**“Donations”** (cash or in-kind) are charitable in nature and benefit the targeted organisation or cause.

**“Sponsorships”** (cash or in-kind) have company exposure through sponsored event or programme advertisement recognition or publicity.

**“Charitable organisations”** include non-profits, non-governmental organisations / NGOs. In addition to community, environmental protection and service organisations, these may also include trade bodies.

**“Government and related organisations”** include local government departments / agencies, statutory or public bodies.

#### 5.2 Contribution to Charitable Organisations

CK Hutchison Group Telecom recognises the diversity of people, culture and social needs. It seeks to make contributions to programmes that have a positive impact on

## CK Hutchison Group Telecom Holdings Corporate Communications Policy

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community development and reflect CK Hutchison Group Telecom values and sustainability objectives with a profound respect of all cultures and the unique social needs of different communities. CK Hutchison Group Telecom supports strategic charitable contributions, and encourages and supports programmes to facilitate employee giving.

In addition, charitable contributions are to be executed in a well-coordinated manner within a controlled framework, in consideration of CK Hutchison Group Telecom's targeted prospective beneficiaries.

To ensure CK Hutchison Group Telecom resources are deployed effectively, all such contributions should obtain CK Hutchison Group Telecom Director (s) and BU CEO approvals before commitment of any charitable monetary donation or sponsorship on behalf of the CK Hutchison Group Telecom and / or CK Hutchison Group Telecom companies. It may be possible that pan-European organisations (i.e., EU) may make appeals/solicitations/requests to multiple BUs. In such instances, CKHH Europe Head Office will coordinate such requests and obtain CK Hutchison Group Telecom Directors(s) approval as appropriate.

### (i) Charitable Donations

Requests that fall outside of marketing sponsorships (as defined in 4.1.2) should first be screened by the recipient BU. Should a BU identify appropriate projects it would like to donate to or sponsor monetarily outside of their previously approved marketing budget, the BU CEO or Managing Director should approve and submit such request to a CK Hutchison Group Telecom Director(s), copying the CK Hutchison GCA, for further approval.

Donations of products and services ("in-kind") do not require CK Hutchison Group Telecom Director(s) approval. Such donations, however, must still be approved by the BU CEO or Managing Director. Any donation, monetarily or in-kind, should be notified to the CKHH GCA and CKHH Sustainability teams on a timely basis for record purposes, some of which may be included in the CKHH Annual and Sustainability Reports and/or CKHGT Sustainability Report.

### (ii) Marketing Sponsorships

CK Hutchison Group Telecom BUs with marketing budgets may have budgeted sponsorship and other community / charitable projects with non-profits / non-governmental organisations or local government and related organisations / statutory bodies / entities, in line with their business objectives. Even though these sponsorships or programmes have obtained prior CK Hutchison Group Telecom management approval via the budgeting process, companies are required to inform the CKHH GCA and Sustainability teams when such projects are executed so they are properly recorded on a CKHH basis.

All BUs around the world are expected to follow this Policy.

## CK Hutchison Group Telecom Holdings Corporate Communications Policy

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### 5.3 Contribution to Politicians / Political Associations

It is CK Hutchison Group Telecom's general policy not to make any form of donation or sponsorship to political associations or individual politicians.

## 6. Company Logo

CKHH has in place strict Corporate Identification (CI) Guidelines as to the usage of the brands and logos of CK Hutchison companies available via the CKHH GCA. Consent for the use of the CK Hutchison logo must be obtained from CKHH GCA. BUs also have their own CI. In order to maintain brand consistency, please check with the relevant BU marketing, administrative or branding departments for the guidelines as and when the need arises.

## 7. Company Website(s)

### 7.1 Company Information

It is the responsibility of each BU to ensure that all information on their websites are kept up to date.

Media, analysts and investors, customers and other third party person(s) may refer to information on websites as the basis of their reports and decision making. There are potential liabilities for disseminating inaccurate or defunct material as well as for damaging the image and integrity of CK Hutchison Group Telecom.

### 7.2 Designated Webmaster

Each BU CEO or Managing Director must designate a person (webmaster) to ensure that the information on CK Hutchison Group Telecom company's websites is up to date and accurate. The webmaster also serves as the main contact point for the CKHH GCA. Any change to this webmaster should be reported to the CKHH GCA on a timely basis.

### 7.3 References to CK Hutchison and its Chairman and Directors

The webmaster is responsible for checking with the CKHH GCA periodically for updates (at least twice a year) on references to CK Hutchison Holdings Limited and its Chairman and directors.

### 7.4 Rights, Policies, Obligations

Each BU must take responsibility for ensuring that the content and delivery of the information on its website comply with local and international laws. Examples of such laws include those relating to the collection and use of personal data, privacy, copyright, as well as the Trade Descriptions Ordinance. In case of doubt, the BU legal team (or the CKHH Group Legal Department as appropriate) should be consulted for advice.

## 7.5 Domain Registration

Each BU is responsible for ensuring that its domain registrations are renewed and maintained by the CKHH Group Legal Department.