



BEA 東亞銀行

The Bank of East Asia, Limited

東亞銀行有限公司

(Incorporated in Hong Kong with limited liability in 1918)

(Stock Code: 23)

OCCUPATIONAL HEALTH AND SAFETY POLICY

(reviewed and approved on 30 November 2024)

1. Introduction

- 1.1 As a leading Hong Kong-based financial services provider, The Bank of East Asia, Limited and its group members (collectively “BEA” or the “Group”) strive to make our organisation more sustainable. Managing health and safety is an integral part of our business, and we prioritise the health and safety of our employees, contractors, customers, and visitors.
- 1.2 Occupational Health and Safety (“OHS”) is central to the way we conduct our business and is incorporated into every aspect of our operations. Through consistent and continuing efforts, we strive to prevent incidents and occupational illnesses from happening while make our best efforts to enhance staff well-being.
- 1.3 BEA recognises that management involvement is crucial in establishing a proactive safety culture at all locations where we operate, but we also acknowledge that everyone shares the responsibility to achieve and maintain the highest standards of OHS performance
- 1.4 This *Occupational Health and Safety Policy* (the “Policy”) aims to adhere to OHS principles, legislations and the ISO 45001: 2018 Occupational Health and Safety Management System (“OHSMS”) Standards. The Policy sets out the OHS commitments of the Bank, both internally and externally, and applies across the Group.

2. Our Approach to Implementation

To implement this policy, we:

2.1 Business Practices

- 2.1.1 Fully comply with legal requirements and other OHS requirements with reference to the guidelines from the approved code of practice in all locations where we operate.
- 2.1.2 Provide safe and healthy working environment, equipment and working methods to prevent work-related injuries and occupational disease for all employees and contractors.
- 2.1.3 Avoid unhealthy and unsafe conditions and activities.
- 2.1.4 Where appropriate and applicable, provide all employees, contractors, customers, and visitors with relevant information, instructions and regular training on OHS requirements to enable them to conduct their activities safely.
- 2.1.5 Provide all necessary protective equipment and instructions for employees and contractors’ use and care.
- 2.1.6 Offer programmes on OHS inspection and education to:
 - Identify and eliminate unhealthy and unsafe working conditions or practices;
 - Control health and safety hazards;
 - Ensure compliance with health and safety requirements; and
 - Demonstrate BEA’s continual efforts to improve OHS management for every job.

- 2.1.7 Investigate the root cause of every incident promptly and thoroughly, and implement corrective and preventive measures to avoid possible recurrence.
- 2.1.8 Handle safety-related complaints and respond to safety recommendations in a timely manner, taking all possible actions to resolve any problems or concerns as soon as possible.
- 2.1.9 Ensure concerted efforts of BEA's top management, staff of all levels and other stakeholders with an objective that they proactively identify, manage and eliminate hazards and reduce risks in the workplace.
- 2.1.10 Conduct ongoing assessments on business operations to create more efficient processes and manage our safety impacts.
- 2.1.11 Monitor safety performance through our OHS management system to ensure continual improvement.
- 2.2 Awareness and Outreach
 - 2.2.1 Foster a positive safety culture to encourage every employee, contractors, customers, and visitors to speak up about non-conformances, undesirable or unsafe situations, or any other OHS related issues.
 - 2.2.2 Actively promote OHS at work among employees and in the wider community through various means
 - 2.2.3 Engage and consult stakeholders on safety issues to identify priorities, trends, and potential challenges.
 - 2.2.4 Promote greater safety communication and stewardship among employees through internal communication and training, among other means.

3. Monitoring and Communication

- 3.1 To ensure that this Policy is implemented in our operations, BEA has appointed Facility Management Department to be responsible for coordinating efforts to implement various safety initiatives and reporting on progress. Health and Safety is one of the key indicators of the Group's ESG performance. The ESG Steering Committee monitors the ESG performance of the Bank and reports on both achievements and challenges to the Board-level ESG Committee, which has oversight and accountability for the Bank Group's ESG performance.
- 3.2 We are committed to reporting on our safety performance and communicating this Policy to all employees via internal channels and to external stakeholders via the BEA's corporate website and the Group's annual ESG Report.

4. Review of This Policy

- 4.1 This Policy shall be reviewed annually and amended as required to ensure its relevance and effectiveness.

Should there be any discrepancy between the English version and the Chinese version of the Occupational Health and Safety Policy, the English version shall apply and prevail.