

## 健康及安全政策

公司深明工作安全與健康是企業營運重要一環。為替員工締造安全及健康的工作環境，保障員工、業戶、訪客及承辦商員工安全，減低工業意外發生的機會，公司已建立安全及健康管理系統，將此列為各級員工主要職責之一。

港基致力：

1. 組成『職業安全及健康委員會』，成員包括各『分區安健環委員會』主席及各部門代表，將安全及健康資訊傳達各級員工，並邀請員工參與及磋商，有需要時尋求專業意見；
2. 承諾提供足夠及合適資源及設施，嚴格跟從長江實業集團有限公司的相關政策，從而減低職業危害、風險及意外；
3. 承諾預防工傷與健康狀況符合適用的法例法規及其他要求，以達到持續改善公司安全表現及職安健管理系統；
4. 就所採購的貨品及服務採納當地或國際健康及安全指引；
5. 為所有僱員提供適當安全培訓或工作坊，以確保所有員工能勝任其崗位職責，並提高他們對健康及安全的認知。協助確保與彼等共同工作的人士(承辦商及供應商(如適用)熟悉及遵從適用的健康及安全程序及指引；
6. 致力推動及鼓勵全體員工參與工作場所的清潔及整理，為僱員建立安全工作環境，以維持良好工作場所整理；
7. 持續關注及推廣員工身心健康，並強調下列元素：健康飲食、體能活動及心理健康；
8. 適當分配資源以提供健康的工作環境，並已組成『樂善委員會』，推廣員工福利活動；
9. 承辦商有責任協助公司履行安全事項，包括提供資料、指示、訓練及監督等，以確保所有員工健康及安全；
10. 監察及匯報健康及安全表現，迅即向當地管理層匯報所有事故及受傷情況，以及不安全或不健康的工作環境，以便即時採取步驟更正、防止或控制該等情況；
11. 定期評估承辦商及供應商(如適用)在健康與安全方面的表現；
12. 管理層每年全面檢討職安健管理系統及指標，以評估政策的適合性。



謝加利  
總經理

## Health and Safety Policy

Citybase Property Management Limited, its subsidiaries and controlled affiliates (collectively, the “Group”) is committed to offering a safe and secure environment for its employees, customers and other stakeholders when they are at Group facilities and premises.

The Group corporate security standard is applicable to all premises and sets out minimum requirements on fire safety, air quality, business travel, hygiene and other related matters.

The company is committed to:

1. A “Occupational Safety & Health Committee” has been set up and consisted of chairpersons of each regional SHE Committee as well as representatives from all departments to communicate the importance of OSH to all levels of staff members, and invite their participation and discussion. The SHE Committee acts as the channel for seeking professional advice, when necessary.
2. We are committed to providing adequate and appropriate resources and facilities, and strictly prohibit all relevant policies of CK Asset Holdings Limited, so that occupational hazards, risks and accidents can be reduced.
3. We are committed to preventing injury and ill health, complying with all applicable legal and other requirements. Aiming at continuous improvement in OSH management system.
4. Adopting local or international health and safety guidelines for goods and services purchased.
5. Appropriate training is provided to all levels of staff to ensure their competence in carrying out duties and responsibilities and improve their health and safety awareness. Help to ensure that those they work with, including contractors (and subcontractors, if applicable) and visitors, are familiar with and follow applicable health and safety procedures and instructions.
6. We are devoted to promoting a tidy and systematic workplace for establishment of a safe working environment and encouraging all staff members to take part in tidying up the workplace in order to continuously maintain a good housekeeping standard.
7. We are committed to continuously caring and promoting physical and mental well-being of staff with emphasis on the following areas: Healthy Eating, Physical Activity and Mental Well-being.
8. We are devoted to allocating suitable resources to support a healthy workplace and appoint the CB Caring Committee to promote staff welfare activities.
9. Contractors are to shoulder the responsibility to execute safety measures including provision of information, instructions, training and supervision for their staff.
10. We are committed to monitoring and reporting health and safety performance. Promptly report to local management all incidents and injuries, and work conditions that are unsafe or unhealthy, so that steps can be taken to correct, prevent or control those conditions immediately.
11. Regularly evaluate the performance of contractors and suppliers (if applicable) in the areas of health and safety.
12. The management keeps the OSH management system, with its objectives under periodic review; and evaluates such compliance annually.

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Gary Tse  
General Manager