



# CLP's Group Labour Standards

# CEO Foreword

“  
CLP’s Group Labour Standards support and bring to life our core value of ‘Cares for People’.”



At CLP, we recognise business’ fundamental responsibility to sustainability, particularly in the context of the global energy transition underway, and we are pleased to see stakeholders’ growing interest in social issues.

We believe that embedding respect for human rights in the workplace improves the lives of everyone who works with us, their families and the communities in which we operate, and ensures that no one is left behind as the energy industry evolves.

As a company working across hundreds of sites in the Asia Pacific region, ensuring that everyone who works for us is safe, secure, treated fairly and with respect, is at the core of how we work, and underpins our long-term success.

To continue our efforts in this area, I am pleased to introduce CLP’s Group Labour Standards. These standards support and bring to life our core value of “Cares for People”. They outline our commitment to international principles and conventions and provide more detail

on how we deliver on these commitments through company-wide minimum standards on critical working conditions and basic rights of employees in the workplace.

Our commitment to operating in line with these Standards applies to all aspects of our business operations and is integrated across Group and local policies and processes. We assess, identify, monitor and manage the human rights impacts of our business activities on an on-going basis.

We are deeply committed to these Standards and together with our **Value Framework**, they will guide us and CLP to continued success, today and into the future.

**Richard Lancaster**  
Chief Executive Officer  
April 2021

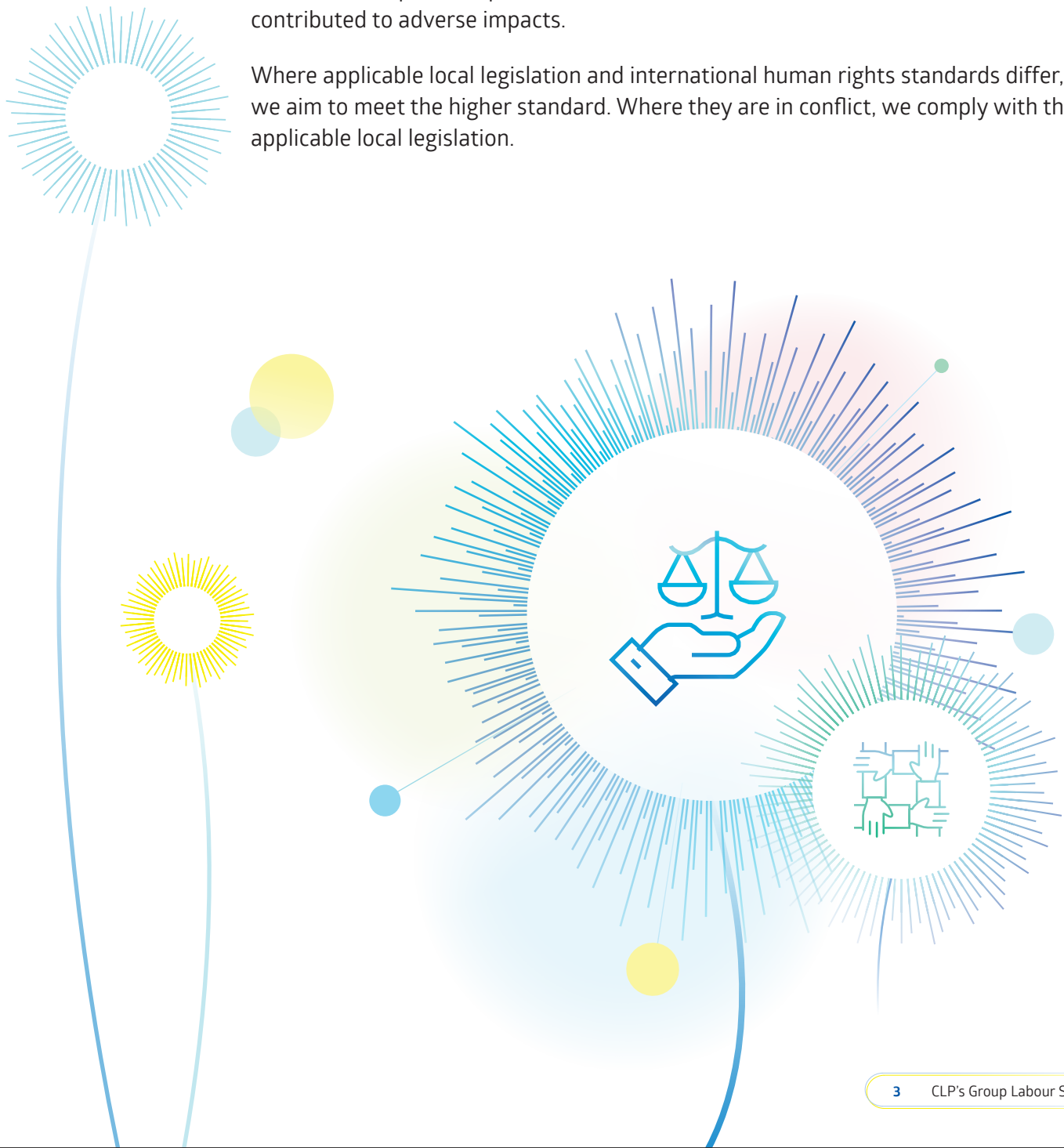
# CLP's Commitment to Human Rights at Work

We respect all internationally recognised human rights relevant to our operations.

In accordance with the **United Nations Guiding Principles on Business and Human Rights**, our commitments are based on the **International Bill of Human Rights** and the principles concerning fundamental rights set out in the **International Labour Organisation's Declaration on Fundamental Principles and Rights at Work**.

We take all necessary steps to embed these commitments in our operations. We monitor and report compliance and take remedial action where we have caused or contributed to adverse impacts.

Where applicable local legislation and international human rights standards differ, we aim to meet the higher standard. Where they are in conflict, we comply with the applicable local legislation.



# Roles and Responsibilities

These Labour Standards apply to CLP Holdings Limited and its subsidiaries. Implementation of the Labour Standards is the responsibility of the management of each business unit.

We expect every employee to comply with relevant laws and regulations and the requirements set out in these Labour Standards.

## This means everyone must



**Read and ensure compliance with the Labour Standards in their daily work.**



**Act to avoid, prevent or stop practices not in compliance with the Standards.**



**Speak up and report concerns.**

## Additional expectations of managers and Human Resources

- Ensure employees understand the Labour Standards and complete any necessary training.
- Guide employees to adhere to the Standards in their daily work.
- Promote an open culture for employees to raise any queries or concerns about the Labour Standards to their relevant manager or Human Resources.
- Address and remediate issues when they are raised.
- Encourage continuous improvement and strive for higher standards where applicable.

# Labour Standards

The Group Labour Standards cover the following: child labour and forced labour, freedom of association and to join labour unions in accordance with local law, working hours, fair and decent work, working conditions, and equality, discrimination and harassment.

In addition to the Group Labour Standards, **CLP's Health, Safety, Security and Environment (HSSE) Management System Standard** defines standards and expectations for ensuring safe, healthy and secure work environments.

CLP also secures the right to privacy of our employees. The **CLP Privacy Principles and Practices** set out how we respect and protect the personal data we receive and the practical steps in handling and safeguarding personal data privacy.





## Child Labour and Forced Labour

**We are committed to never allowing any form of child labour, forced or involuntary labour in our operations.**



### We safeguard this by:

- Never employing any person under the age of 15, or younger than the local legal minimum age for work, whichever is higher.
- Following all local legal requirements and limitations regarding the employment of anyone below the age of 18. This includes, but is not limited to, any requirements or limitations on working hours, rest days and protection from potentially hazardous work that might hamper a young person's development or wellbeing.
- Providing all employees with written employment documents specifying their terms of employment.
- Respecting the rights of employees to terminate their employment after giving reasonable notice and to be paid and receive all entitlements owed to them, according to their terms of employment.
- Ensuring that original copies of employees' identity documents are never withheld.
- Taking necessary measures to prevent employment of child labour and use of forced labour including stringent checking and control procedures in selection and on-boarding processes.



## Freedom of Association and Collective Bargaining

**We are committed to recognising employees' rights to freedom of association and respecting relevant processes and laws on collective bargaining.**



### We safeguard this by:

- Respecting the right of employees to form or join organisations and professional bodies of their own choice.
- Complying fully with all legal requirements regarding union membership and collective bargaining in the countries we operate in.
- Establishing and maintaining constructive dialogue with employees and their representatives in good faith.



## Working Hours

**We are committed to providing fair working hours, rest periods and leave for all employees.**



### **We safeguard this by:**

- Ensuring that regular (i.e., normal contractual hours excluding overtime) and maximum working hours comply with requirements under relevant local legislation and applicable industrial instruments. In the absence of such laws or instruments, employees shall not be required to work more than 48 hours per week (excluding meal breaks) on a regular basis.
- Providing employees with at least 24 consecutive hours off within a 7-day period (the period being defined as per local operating requirements). In exceptional circumstances such as accidents or emergencies where 24 consecutive hours off cannot be arranged in the aforementioned 7-day period, proper compensation such as overtime pay or replacement leave shall be provided per local legislation and applicable law.
- Ensuring that overtime is not excessive, is voluntary, and is compensated at a premium rate of at least the rate set by local legislation or applicable industrial instrument.
- Maintaining accurate records of regular, overtime and emergency working hours.
- Ensuring employees are entitled to leave for sickness, personal or family reasons, parental leave, and public holidays in accordance with local legislation.



## Fair and Decent Work

**We are committed to treating employees fairly and respecting the fundamental right of Decent Work.**



### **We safeguard this by:**

- Ensuring that wages and benefits paid to employees for a defined wage period satisfy, at a minimum, applicable local legislation or appropriate local industry benchmarks, whichever is higher.
- Making wage payments directly to employees or to an employee-controlled account. Payments shall be made regularly and on time.
- Reviewing wages and benefits provided to employees periodically and ensuring wage determination considers changes in accordance with the market and the company's ability to pay.
- Ensuring wages are paid fairly by applying objective and non-discriminatory processes of job evaluation, grading and pay determination.
- Ensuring deductions from wages as a disciplinary measure or any other deductions which are not provided for by local legislation are not permitted without the expressed consent of the employee concerned.



## Working Conditions

**We are committed to providing hygienic work environments with reasonable working conditions.**



### **We safeguard this by:**

- Ensuring access to clean toilet facilities which respect employees' privacy.
- Providing unrestricted access to potable water, and where appropriate, providing sanitary facilities for food storage and preparation.
- Ensuring any company-provided accommodation is clean, safe and meets the basic needs of employees.





## Equality, Discrimination and Harassment

**We are committed to providing work environments that are free from discrimination or harassment on the basis of gender, physical or mental state, race, nationality, religion, age, family status or sexual orientation, or any other attribute recognised by the laws of the countries in which we operate.**



### **We safeguard this by:**

- Treating employees equally with dignity and respect and not tolerating any conduct that involves discrimination, harassment, bullying, vilification or victimisation in the workplace.
- Ensuring that the basis for appointment, advancement, performance appraisal, remuneration and benefits, training or any other aspect of employment within CLP is based on competence, performance, and behaviour in line with CLP's values, and any other relevant and objective criteria in accordance with relevant local legislation.
- Actively promoting inclusion through policies that support the balancing of work and personal commitments and providing opportunities for participation and development for employees at all levels of the organisation.

# Raising Queries and Concerns

**CLP is committed to providing access to mechanisms for employees to raise any queries, concerns or grievances related to the Labour Standards, without fear of discrimination or repercussion.**

Queries concerning any aspect of the Labour Standards can be raised by employees with their manager or local Human Resources. If employees feel uncomfortable doing this, they may follow [CLP's Whistleblowing Policy](#) and contact Group Internal Audit to raise concerns.

CLP places importance on the provision of effective remedy wherever any labour rights issues occur in our operations. CLP will handle each report with care and further investigation may be conducted. All reports and inquiries will be handled confidentially to the extent possible. Anyone initiating or threatening to initiate retaliation against a complainant or informant, will be subject to disciplinary action.

