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**TOM Group Limited**

**Health and Safety Policy**

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*(If there is any inconsistency or conflict between the English and the Chinese versions, the English version shall prevail.)*

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## 1. Policy Statement

TOM Group Limited, its subsidiaries and controlled affiliates (collectively, the "Group") is committed to offering a safe and secure environment for its employees, contractors, 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.

## 2. Approach

The Group is committed to:

- Complying with all applicable laws and regulations in the relevant jurisdictions;
- Meeting industry specific standards or referencing relevant best practices;
- Adopting local or international health and safety guidelines for goods and services purchased;
- Maintaining a safe working environment;
- Providing employees and contractors with guidelines or training and development specific to their job requirements;
- Assessing the health and safety performance of contractors and suppliers on a regular basis;
- Engaging employees and contractors through information sharing and programmes to improve their health and well-being; and soliciting feedback for continuous improvements;
- Monitoring and reporting health and safety performance;
- Providing adequate resources to implement this Policy; and
- Enforcing the implementation of this Policy with regular reviews and internal audits.

Employees and individuals working for the Group should adhere to safe working practices. They must:

- Follow health and safety procedures and instructions relevant to their work and/or about which they have been trained or notified;
- Help ensure that those they work with, including contractors and visitors, are familiar with and follow applicable health and safety procedures and instructions;
- Only undertake work that they are trained, competent, medically and physically fit, sufficiently rested and alert to do; and
- 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.