

**Human Rights Policy**

Mitsubishi Elevator Hong Kong Company Limited (HMEC) and its group subsidiaries respect human rights and we have full commitment on understanding and compliance with relevant laws and regulations of the countries and regions in which we conduct business. We strive not to violate any human rights.

- We respect human rights in every aspect of our business activities, and will not allow child or forced labor.
- We provide all employees with fair opportunities to acquire education, experience, skills and abilities in accordance with their duties. We also treat all employees fairly in accordance with their experience, skills, abilities, performance and growth potential.
- We value diversity and inclusion in the workplace. We accept the individuality of each employee and foster working environment where diverse employees can work with each other synergistically.
- We will not allow any form of discrimination based on race, ethnicity, nationality, gender, age, beliefs, religion, social status, sexual orientation, gender identity, disability, etc. in employment and working conditions.
- We respect the rights of each employee and will not engage in any harassment, libel or defamation, humiliating or hostile conduct or any other actions that deny human rights in the countries and regions in which we conduct business. We check our words and actions continuously to make sure they do not raise any misunderstanding or perception of such actions that deny human rights.
- We value every employee's personal data, and are committed to only collecting, using, retaining and disclosing personal data in a legal, fair, transparent and secure way. We ensure safeguards are in place to prevent unauthorized access, leakage, loss and alteration of personal data.