

FD-5 Corporate Sustainability

1. Purpose

This Corporate Sustainability Policy reflects our commitment to conducting business in a responsible and ethical manner. We recognize that our long-term success depends not only on delivering value to our owners but also on ensuring that we operate sustainably and contribute positively to society and the environment. This policy outlines our approach across the three pillars of sustainability: Environmental, Social, and Governance (ESG).

2. Scope

This policy applies to all employees, departments, subsidiaries, and business partners of Asian Express International Movers Ltd.

A. Environmental Responsibility

Environmental Policy

A. Our Mission Statement

It is our policy to seek continual improvement throughout our business operations to lessen our impact on the local and global environment by conserving energy, water and other natural resources; reducing waste generation and recycling.

B. Our aim – to minimise and conserve

We shall identify opportunities to reduce the resources we consume including energy, water and other natural resources, thereby also minimizing the amount of waste we produce. Where practicable, we shall reuse materials, recycle waste and procure recycled products.

C. Comply

We shall endeavor to comply with all relevant environmental legislation and regulations. Moreover we shall treat these as the minimum standard and seek to exceed them wherever possible.

Air Pollution Control Ordinance Cap.311
Waste Disposal Ordinance Cap.354
Water Pollution Control Ordinance Cap.358
Noise Control Ordinance Cp.400
Motor Vehicle Idling (Fixed Penalty) Ordinance Cap.611

D. Involve and communicate

We shall document and communicate our policy to employees, suppliers, business partners and the public and provide guidelines to support the implementation of our policy.

Assessment

Our 'day to day' operations has an environmental impact in the following areas...

Air pollution from our vehicles
Noise pollution from our vehicles, forklifts etc.
Waste disposal to landfill
Wastage of energy resources

Goals:

Activities, requirements and instructions to achieve our goal of an overall reduced carbon footprint...

- Minimize the use of paper by using both sides of a sheet of paper for drafting and photocopying. Once both sides are used, put it into the "Recycle Box" and it will be shredded as packing materials.
- Reduce photocopying documents and make copies only when deemed absolutely necessary. Think paperless!
- Reduce paper usage for internal and external communications...use email or phone when communicating outside the office and the QIS for any internal messaging.
- Re-use manila files and envelopes by putting labels over the old details.
- Use the blank side of old paper to make note pads.
- Recycle waste wherever possible.
- Keep lighting to a minimum after 'normal' office / warehouse hours.
- Replace ordinary light bulbs with energy saving bulbs where possible.
- Maintain the cleanliness of the air-conditioning ducts regularly.
- Switch off all electrical equipment and appliances when they are not in use, such as photocopiers, printers and computers.
- Return the used fax and laser printer toner cartridges to the supplier for recycling.

- Save used packing materials (cartons, corrugated card, poly-bubble etc.) for re-use by PBO clients, local moves, storing of office files etc.
- Save fuel and fuel emissions by switching off the engine while the truck is parked at the client's residence.
- No smoking in the Office or Warehouse.
- Save water usage where possible.

Ensure Company trucks, cars etc. are regularly serviced and maintained on accordance with the manufactures recommendations.

We fully embrace the Hong Kong Government's Climate Action Plan 2050 and their stated goal of being Carbon Neutral by 2050. Our support will come from reducing waste destined for landfill with the additional economic benefit of cost saving as the Government seek to introduce charges for rubbish going to landfill.

Communication:

The Environmental policy is communicated to all staff during Induction Training.

It is also reinforced to all staff when periodically updated.

B. Social Responsibility

We aim to foster a diverse, inclusive, and safe workplace while positively impacting the community in which we operate.

1) Health, Safety and wellbeing.

Policy Statement

Asian Express International Movers Ltd is committed to ensuring the health, safety, and wellbeing of all its employees, contractors, visitors, and others who may be affected by our operations.

We aim to provide a safe and healthy working environment and to prevent accidents and cases of work-related ill health.

Objectives

- ✓ Comply fully with all relevant health and safety legislation.
- ✓ Prevent accidents and work-related ill health.
- ✓ Provide clear instructions and training to ensure employees are competent to carry out their work safely.
- ✓ Engage and consult with employees on health and safety matters.

- ✓ Periodically review and improve our health and safety performance.

Responsibilities

Management

- ✓ Ensure all health and safety procedures are implemented and maintained.
- ✓ Conduct regular risk assessments and safety inspections.
- ✓ Provide necessary training, instruction, and supervision.
- ✓ Investigate accidents and implement corrective actions.

Employees

- ✓ Take reasonable care of their own health and safety.
- ✓ Follow all health and safety policies and procedures.
- ✓ Report hazards, near misses, and unsafe conditions to Management.
- ✓ Use equipment and personal protective equipment (PPE) as required.

4. Risk Assessment

We will undertake risk assessments to identify new hazards and put control measures in place as appropriate to either eliminate, or if that is not possible, reduce the potential for harm.

5. Training

All employees will be provided with appropriate training to ensure they understand the risks associated with their particular roles and how to perform these safely.

6. Emergency Procedures

Clear emergency procedures, including fire evacuation and first aid, will be in place. All employees must be familiar with these procedures.

7. Monitoring and Review

This policy and associated procedures will be monitored regularly and formally reviewed at least annually or in response to significant changes in the workplace.

2) Diversity, equity and inclusion initiatives.

Asian Express operates in the diverse environment that makes up the SAR (Hong Kong) with its multitude of races, religions and ethnicities.

Our workforce is made up of many individuals with diverse skills, values, backgrounds and experiences. Asian Express respects and values the benefit of this diversity and is committed to creating and maintaining both a diverse workforce and an inclusive workplace for all employees.

When we say “Diversity” we are referring to all the characteristics and that make individuals different from each other, including gender, gender identity, ethnicity, disability, age, sexual orientation, religion and social-economic background.

When we say “Inclusion” we are referring to providing a work environment where everyone feels comfortable to be at work, where they have an opportunity to fully participate in achieving our business objectives and where each person is valued for their unique perspectives, skills and experiences.

We want our people to be naturally proud to work in the Company and to echo this sentiment whenever appropriate in their daily lives.

Diversity and inclusion creates a healthy workplace culture which extends to supporting the values and objectives of the Company.

We recognise that the promotion of a diverse and inclusive environment will assist the business to:

- ✓ Promote additional and broader perspectives in approach, thinking, problem solving and leadership.
- ✓ Maintain and improve employee morale, satisfaction and engagement.
- ✓ Encourage creativity and innovation.
- ✓ Attract and recruit people with the best skills and attributes.
- ✓ Enhance brand and reputation.

Asian Express also have a robust Anti-harassment and Discrimination policy.

3) Employee engagement, fair and respectful treatment

We aim to foster a workplace culture where employees are actively involved, motivated, and committed to the success of the company.

To support this we:

- ✓ Encourage open communication between staff and management.
- ✓ Recognize and celebrate employee achievements and contributions.
- ✓ Promote work-life balance by supporting flexible work arrangements where possible.
- ✓ Provide equal opportunities for all in hiring, training, and promotion.
- ✓ Make decisions based on merit, qualifications, and business needs.
- ✓ Treat others with dignity, kindness, and professionalism.
- ✓ Avoid any behaviour that could be considered bullying, harassment, or discrimination.
- ✓ Listen actively and communicate respectfully, even when disagreeing.
- ✓ Encourage staff to report concerns or violations without fear of retaliation.
- ✓ Applying company policies and disciplinary procedures in a consistent and impartial manner.

4) Learning and development opportunities

Whilst we are a relatively small company, with a stable core work force, we do try and promote from within whenever possible.

When this is possible we provide the learning plans, mentorship and training programmes to help the staff member assimilate into their new role with regular reviews to ensure their understanding is sufficient.

We also support extramural education for our staff as long as it aligns with the staff member's role and the objectives of the Company.

We know our limitations and if we cannot provide a career path for any individuals looking for this we fully understand personnel may have to leave Asian Express to grow their careers and experience. We would not discourage them from doing so and in fact we'd support it. We would never try and hold anyone back from bettering themselves.

5) Community Engagement Initiatives

We have supported, and will continue to do so, the communities we live and work in, particularly the business communities with whom we do business for in the Corporate, Diplomatic and Government arenas.

This has included port tours, fundraisers etc. in Hong Kong for various business organisations (eg: American Woman's Association of Hong Kong) and contributed to 'Family day out' events for Embassies and Consulates in the form of both sponsorship and the supply of equipment such as 'bouncy castles' and game prizes.

We have also participated in local trade fairs and given out free toys, books etc. to the attendee's children.

C: Governance

To ensure that our sustainability goals are effectively measured, and that progress is monitored, we will be developing and implementing a reporting system that measure goals and Key Performance Indicators (KPIs). These KPIs will encompass various aspects such as, but not limited to, waste reduction, accident rates, staff wellbeing, staff learning / training opportunities, any social impacts and areas for improvement.

A dedicated team drawn from across the Company will meet at 6 monthly intervals to actively review the KPI's, our sustainability initiatives and the general health of our Corporate Sustainability initiatives.

The team will consist of senior managers, middle management and operational staff to ensure representation from our small, yet diverse, work force.

The team will be expected to complete the academy training module on Corporate Sustainability before their inaugural meeting in Q3 / 2025.

Meetings will be minuted and shared with the Managing Director to ensure they are aligned with the Company's objectives and his long-term strategic vision.

Any staff member can approach any of the CR team at any time to offer their ideas, suggested changes or improvement to our policies, new initiatives the Company should be thinking about etc. without any fear of repercussions whatsoever. Their ideas and suggestions will be valued.

Conversely the CR Team will be sharing with staff their activities, results of their meetings and progress made against the agreed KPI's.

It is expected that the KPI's will change as stated goals are met.

The Company want their Corporate Responsibility programme to be totally transparent and available to all stakeholders that touch our business including our key Corporate clients.

As such our Corporate Responsibility Programme will be available through our website (www.aemovers.com.hk) and linked through our email footer.

This policy will be reviewed and updated annually by the CR team to reflect any necessary changes. The updated policy will be shared with all stakeholders.