

Prohibition of Child Labor Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.03.2023
Subject: PROHIBITION OF CHILD LABOR			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of a child labor policy, is to protect the rights and well-being of children. It aims to ensure that no child is engaged in any form of labor within the project, promoting their education, health, and overall development. By implementing this policy, BPTP can contribute to a more ethical and sustainable approach to construction while setting a positive example for the industry. It's important to prioritize the future of children and provide them with a safe and nurturing environment.

POLICY OUTLINE: Child labor refers to the employment of children in work that is harmful to their physical or mental development. It involves tasks that are mentally, physically, socially, or morally dangerous and harmful to children. Child labor is a serious issue that deprives children of their right to education, health, and a safe and nurturing environment. It is important to work together to combat child labor and ensure the well-being of all children. According to Child Labor (Prohibition & Regulation) Act, 1986 prohibits employment of children below the age of 14 years in 18 occupations and 65 processes.

To support this policy, BPTP will:

- Implement a strict age verification process during the hiring process to ensure that all workers are of legal working age.
- Conduct regular inspections and audits to monitor the presence of child labor on the construction site.
- Provide comprehensive training to employees and contractors about the child labor policy, emphasizing the importance of compliance and the consequences of non-compliance.
- Establish clear reporting mechanisms for employees to anonymously report any suspected cases of child labor.
- Collaborate with local NGOs and organizations that specialize in child rights and labor issues to raise awareness and receive guidance on preventing child labor.
- Regularly review and update the child labor policy to align with international standards and best practices.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Child labor policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited
Authorized Signatory

Community Development Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.03.2023
Subject: COMMUNITY DEVELOPMENT			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of the community development policy is to create a well-planned and sustainable community that meets the needs of its residents. This policy aims to enhance the quality of life by providing essential amenities, green spaces, recreational facilities, and infrastructure development. It focuses on fostering a sense of community, promoting a healthy and safe environment, and ensuring a harmonious living experience for the residents of BPTP.

POLICY OUTLINE: Community development refers to efforts and initiatives that aim to improve the well-being and quality of life in a specific community. It involves empowering community members, fostering social cohesion, enhancing infrastructure, and promoting sustainable development.

To support this policy, BPTP will:

- We will foster a sense of belonging and community by organizing regular events, cultural activities, and social gatherings that encourage interaction and connection among residents.
- We will prioritize the development of essential amenities such as schools, healthcare facilities, parks, and recreational spaces within the community, making them easily accessible to all residents.
- We will invest in the development and maintenance of robust infrastructure, including roads, water supply, sewage systems, and power distribution, to ensure a seamless living experience.
- We will integrate sustainable practices into our development plans, incorporating energy-efficient designs, waste management systems, and green spaces to promote environmental consciousness and reduce our ecological footprint.
- We will implement comprehensive security measures, including surveillance systems, gated access points, and community policing, to prioritize the safety and well-being of all residents.
- We will actively engage with residents, local authorities, and community organizations to gather feedback, address concerns, and collaborate on initiatives that enhance the overall community development of BPTP Capital City.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Community development policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited
Authorized Signatory

Customer Satisfaction Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.03.2023
Subject: CUSTOMER SATISFACTION			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of a customer satisfaction policy is to ensure that customers have a positive experience throughout their journey with the company. It aims to prioritize customer needs, provide excellent service, and exceed expectations. The policy focuses on fostering trust, delivering quality construction, maintaining clear communication, and addressing customer feedback promptly. Ultimately, the goal is to create happy and satisfied customers who feel valued and confident in their decision to choose BPTP Limited.

POLICY OUTLINE: Customer satisfaction refers to the level of fulfillment and happiness experienced by customers after interacting with a product, service, or brand. It is a measure of how well a company meets or exceeds customer expectations and delivers value. When customers are satisfied, it means their needs and desires have been met, resulting in positive feelings and loyalty towards the business. Customer satisfaction is crucial for businesses as it can lead to repeat purchases, positive word-of-mouth, and long-term success.

To support this policy, BPTP will:

- Ensuring open and transparent communication with customers throughout the entire process, from initial inquiries to post-sales support.
- Delivering high-quality construction, timely completion of projects, and attention to detail to meet customer expectations.
- Actively seeking and valuing customer feedback to continuously improve services and address any concerns promptly.
- Upholding professional standards and ethical practices in all interactions with customers, treating them with respect and fairness.
- Providing reliable after-sales support, including maintenance services, to ensure customer satisfaction even after the purchase.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Customer satisfaction policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.



Diversity, Equity & Inclusion Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.07.2023
Subject: DIVERSITY, EQUITY & INCLUSION (DEI)			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of the DEI policy is to ensure that diversity, equity, and inclusion are embraced and valued within the organization. It aims to create a work environment where individuals from all backgrounds feel included, respected, and have equal opportunities to thrive. The policy promotes fair and unbiased practices in hiring, career development, and workplace culture. By implementing the DEI policy, BPTP aims to foster a diverse and inclusive community that reflects the rich tapestry of society and promotes the success and well-being of all employees.

POLICY OUTLINE: Diversity, equity, and inclusion, is all about celebrating our differences, treating everyone fairly, and making sure that everyone feels included. It is about recognizing and valuing the unique backgrounds, experiences, and identities that each person brings. DEI focuses on giving everyone equal opportunities and resources, regardless of their background or circumstances. It is about creating a sense of belonging and actively involving everyone so that we can all contribute and thrive together. DEI helps build a more inclusive and fairer world where everyone has a chance to succeed.

To support this policy, BPTP will:

- We celebrate the unique backgrounds and perspectives of our team. We want to build a workforce that reflects the beautiful tapestry of our society.
- We're all about fairness and equal treatment. We'll identify and tackle any barriers that might hold back underrepresented groups from thriving.
- We want everyone to feel like they belong and can contribute their best. We encourage open conversations, respect for different views, and actively seek diverse perspectives.
- We'll make sure our hiring practices are inclusive, attracting diverse talent. We'll provide equal opportunities for career growth, training, mentorship, and advancement.
- We foster a culture of respect, empathy, and collaboration. Discrimination, harassment, or bias won't be tolerated. We're all ears for concerns or suggestions.
- We'll actively engage with our local communities, supporting diversity and inclusion initiatives. We'll partner with like-minded organizations to create a more inclusive society.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Diversity, Equity & Inclusion policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited

Authorised Signatory

Employee Engagement Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.05.2023
Subject: EMPLOYEE ENGAGEMENT			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of an employee engagement policy is to create a positive and motivating work environment for employees. It helps in boosting their morale, job satisfaction, and overall productivity. The policy may include initiatives like regular communication, recognition programs, skill development opportunities, and work-life balance initiatives. By implementing such policies, BPTP aim to attract, retain, and motivate talented individuals, leading to better performance and customer satisfaction.

POLICY OUTLINE: Employee engagement refers to the level of involvement, commitment, and satisfaction that employees have towards their work and their organization. It's about creating a positive work environment where employees feel motivated, valued, and connected to their work and the company's goals. Engaged employees are more productive, innovative, and likely to stay with the organization. It's an important aspect of promoting a thriving and successful workplace.

To support this policy, BPTP will:

- Encourage regular and transparent communication between employees and management through town hall meetings, feedback sessions, and suggestion boxes.
- Implement a recognition program to appreciate and reward employees for their hard work and achievements. This can include employee of the month/year awards, performance bonuses, or other incentives.
- Provide opportunities for professional growth and development through training programs, workshops, and mentoring. Encourage employees to enhance their skills and knowledge to excel in their roles.
- Promote a healthy work-life balance by offering flexible work arrangements, paid time off, and wellness initiatives. Encourage employees to prioritize self-care and maintain a positive work-life integration.
- Organize team-building activities, social events, and community service initiatives to foster a sense of camaraderie and teamwork among employees.
- Establish a system for collecting and acting upon employee feedback. Regularly seek input from employees to understand their needs, concerns, and suggestions for improvement.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Employee engagement policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited

Authorised Signatory

Employee Health & Well-Being Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.05.2023
Subject: EMPLOYEE HEALTH & WELL-BEING			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of employee health and well-being is to ensure that the employees are physically and mentally fit to perform their roles effectively. When employees are healthy and well, they tend to be more productive, motivated, and engaged in their work. It also helps in reducing absenteeism, turnover, and workplace stress. By prioritizing the health and well-being of their employees, BPTP can create a positive work environment and foster a culture of care and support. It's all about taking care of the people who make the company thrive.

POLICY OUTLINE: Employee health and well-being refers to the physical, mental, and emotional state of employees in the workplace. It involves creating an environment that supports and promotes good health, both physically and mentally. This includes providing resources and programs that focus on physical fitness, stress management, work-life balance, mental health support, and overall wellness. It's important to take care of ourselves and our colleagues.

To support this policy, BPTP will:

- Provide access to fitness facilities, gym memberships, or organize fitness classes/activities. Encourage regular exercise and healthy lifestyle choices.
- Offer counselling services, stress management workshops, and resources for employees. Promote a supportive and inclusive work environment.
- Provide flexible work arrangements to accommodate personal commitments. Encourage employees to take regular breaks and vacations.
- Arrange regular health check-ups and screenings for employees. Promote preventive care and awareness of health-related issues.
- Ensure comfortable and ergonomic workstations to minimize physical strain. Provide training on proper posture and ergonomics.
- Offer healthy food options in cafeterias or provide nutrition workshops. Encourage employees to make nutritious choices.
- Organize team-building activities, wellness challenges, and social events. Foster a sense of camaraderie and community among employees.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Employee Health & well-being policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited
Authorized Signatory

Employee Remuneration Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.05.2023
Subject: EMPLOYEE REMUNERATION			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of Employee remuneration is to serves the purpose of rewarding and motivating employees for their contributions. It helps attract and retain talented individuals, ensuring a skilled workforce to drive the company's growth and success. Additionally, fair and competitive remuneration enhances employee satisfaction and engagement, leading to increased productivity and overall business performance.

POLICY OUTLINE: Employee remuneration refers to the compensation or payment that an employee receives for their work. It includes wages, salaries, bonuses, and other benefits.

To support this policy, BPTP will:

- Offers competitive salaries based on job roles, responsibilities, and market trends.
- Employees have the opportunity to earn performance-based incentives, such as bonuses and commissions, for meeting or exceeding targets.
- Provides comprehensive benefits packages, including health insurance, retirement plans, and other perks.
- Offers opportunities for career growth and development through training programs, workshops, and mentorship initiatives.
- Believes in recognizing and rewarding employees for their hard work and contributions to the company's success.
- The remuneration process is fair and transparent, ensuring that employees understand how their compensation is determined.
- Regularly conducts market research to stay updated on industry standards and ensure their remuneration remains competitive.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Employee remuneration policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited

Authorised Signatory

Prohibition of Forced or Compulsory Labor Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 15.05.2023
Subject: PROHIBITION OF FORCED OR COMPULSORY LABOR			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of the forced or compulsory labor policy is to ensure that all employees are treated with dignity and respect, and that their rights are protected. The policy aims to prohibit any form of forced labor within the company and its supply chains. It emphasizes the importance of upholding human rights, promoting fair employment practices, and creating a safe and inclusive work environment. BPTP is committed to complying with international labor standards and fostering a culture of social responsibility.

POLICY OUTLINE: Forced or compulsory labor refers to situations where individuals are pressured or forced to work against their will, often under threat or penalty. It involves the deprivation of personal freedom and the use of force, fraud, or pressure to exploit individuals for labor purposes. Forced labor is a violation of human rights and is prohibited by international law. It's important to promote awareness and fight against any form of forced labor to ensure the dignity and well-being of all individuals.

To support this policy, BPTP will:

- BPTP strictly prohibits any form of forced or compulsory labor within its operations, subsidiaries, and supply chains.
- All employment with BPTP is based on free choice, without any pressure, threats, or deceptive practices.
- The company ensures that recruitment processes are transparent, fair, and free from any form of forced labor, ensuring that all employees are hired based on their skills, qualifications, and willingness to work.
- BPTP provides safe and healthy working conditions for all employees, complying with applicable laws and regulations. This includes fair wages, reasonable working hours, and appropriate rest periods.
- The company establishes effective grievance mechanisms that allow employees to report any concerns related to forced labor or labor rights violations, without fear of retaliation.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Forced or Compulsory labor policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited
9
Authorised Signatory

Freedom of Association Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 15.05.2023
Subject: FREEDOM OF ASSOCIATION			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of the freedom of association policy would be to ensure that all employees have the right to join associations or trade unions without any interference. This policy aims to protect workers' rights, promote collective bargaining, and create a fair and inclusive work environment. By following ILO standards, BPTP demonstrates its commitment to social responsibility and ethical labor practices.

POLICY OUTLINE: The International Labour Organization (ILO) defines freedom of association as respecting employers and employee's freedom to freely form and join organizations of their choice. Forced labor is a violation of human rights and is prohibited by international law. It is important to promote awareness and fight against any form of forced labor to ensure the dignity and well-being of all individuals.

To support this policy, BPTP will:

- BPTP is committed to upholding the rights of its employees to freely associate, join trade unions, or form associations without any interference or discrimination.
- The policy ensures that all employees, regardless of their background, have equal opportunities to exercise their right to freedom of association.
- BPTP recognizes the importance of collective bargaining as a means to negotiate fair employment terms, wages, working conditions, and other relevant matters.
- The policy encourages open communication and active participation from employees, allowing them to voice their opinions, concerns, and suggestions through their chosen associations or unions.
- BPTP is committed to complying with all applicable labor laws and regulations related to freedom of association, trade unions, and collective bargaining.
- BPTP establishes effective mechanisms to address and resolve any disputes or grievances related to freedom of association, ensuring a fair and respectful work environment.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Freedom of association policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited
Authorized Signatory



Health & Safety of Community Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 25.05.2023
Subject: HEALTH & SAFETY OF COMMUNITY			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of health and safety of community, is to create a safe and healthy environment for community. It involves implementing policies and practices that prioritize the well-being of individuals, such as providing safe working conditions, promoting physical and mental health, and ensuring the proper maintenance of buildings and facilities. By prioritizing health and safety, BPTP Limited can enhance the overall quality of life for its community members.

POLICY OUTLINE: The health and safety of a community refers to the well-being and protection of its residents. It involves ensuring that people have access to quality healthcare, safe environments, and measures to prevent accidents and illnesses. It's important to promote awareness, education, and resources to support the overall health and safety of the community.

To support this policy, BPTP will:

- Implement measures to prevent workplace accidents and injuries, such as regular safety inspections, proper training, and the use of protective equipment.
- Develop plans and protocols to handle emergencies like fires, natural disasters, or medical emergencies. This includes establishing evacuation procedures, providing first aid kits, and conducting regular drills.
- Encourage employee well-being by promoting healthy habits, offering wellness programs, and providing access to healthcare resources. This can include initiatives like fitness challenges, health screenings, and mental health support.
- Regularly inspect and maintain buildings and facilities to ensure they meet safety standards. This includes checking electrical systems, fire alarms, ventilation, and maintaining cleanliness.
- During project activities, we will regularly engage with the surrounding communities to manage and mitigate EHS risks through the creation of action plans.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Health & Safety of Community policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited
[Signature]
Head Signatory

Health & Safety of Contractors Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.07.2023
Subject: HEALTH & SAFETY OF CONTRACTORS			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of prioritizing the health and safety of Contractors is to ensure their well-being and protection. When we involve contractors in a project, it becomes our responsibility to prioritize their safety. This includes providing them with proper training and equipment, ensuring their safety during work.

POLICY OUTLINE: The health and safety of contractors refers to taking care of their well-being and ensuring their safety while they are working on a project. It involves providing them with a safe working environment, proper training, and necessary protective equipment. The goal is to prevent accidents, injuries, and promote their overall health and well-being of contractors.

To support this policy, BPTP will:

- All contractors must undergo comprehensive safety training before starting work on-site. This includes familiarizing them with potential hazards, emergency procedures, and the proper use of safety equipment.
- Contractors are required to wear appropriate PPE, such as hard hats, safety goggles, gloves, and high-visibility vests, based on the nature of their work. BPTP Limited will provide necessary PPE.
- Regular inspections will be conducted to identify and address any safety hazards on-site. Contractors are encouraged to report any potential risks or safety concerns they observe.
- Contractors will be provided with clear and accessible information about potential hazards present on-site. This includes proper labelling of hazardous materials and effective communication of safety procedures.
- Contractors will be trained on emergency response procedures, including evacuation routes, assembly points, and communication protocols. Regular drills and updates will be conducted to ensure preparedness.
- Contractors are required to report all incidents, accidents, or near-misses immediately to their supervisor or the designated safety officer.
- Promotes a culture of safety and encourages contractors to actively participate in maintaining a safe work environment. Suggestions for improvement are welcomed and will be considered for implementation.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Health & Safety of Contractors policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited

Authorised Signatory

Health & Safety of Employees Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.07.2023
Subject: HEALTH & SAFETY OF EMPLOYEES			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED.

PURPOSE: The purpose of prioritizing the health and safety of employees is to ensure a secure and conducive work environment. By implementing robust health and safety measures, we aim to protect employees from workplace hazards, reduce the risk of accidents or injuries, and promote their overall well-being. This commitment not only safeguards the physical health of employees but also contributes to their job satisfaction, productivity, and retention.


POLICY OUTLINE: The health and safety of employees refers to creating and maintaining a work environment that prioritizes the well-being and physical safety of the individuals who work there. It involves implementing policies, procedures, and practices to prevent accidents, injuries, and illnesses in the workplace. This can include providing proper training, ensuring ergonomic workstations, promoting mental health support, conducting regular safety inspections, and adhering to health and safety regulations. The goal is to create a work environment where employees can thrive and feel secure.

To support this policy, BPTP will:

- BPTP Limited is committed to providing a safe and healthy work environment for all employees. We prioritize the well-being of our workforce and aim to prevent occupational injuries, illnesses, and accidents.
- Responsibility of management to establish and maintain effective health and safety programs, policies, and procedures. All employees are expected to comply with health and safety guidelines, report hazards or incidents, and actively participate in safety training.
- Regular inspections will be conducted to identify workplace hazards, and appropriate measures will be taken to eliminate or minimize the risks. Risk assessments will be conducted for all job tasks, and control measures will be implemented to mitigate identified risks.
- Employees are encouraged to report all incidents, near misses, and hazards promptly. Thorough investigations will be conducted for all incidents to determine root causes and implement corrective actions.
- Emergency response plans will be developed, communicated, and practiced regularly. Emergency exits, evacuation routes, and assembly points will be clearly marked and maintained.
- All employees will receive appropriate health and safety training, including hazard awareness, emergency procedures, and safe work practices.
- Appropriate PPE will be provided to employees based on job-specific hazards and risk assessments. Employees will be trained on the proper use, maintenance, and disposal of PPE.
- BPTP Capital City will promote employee well-being through initiatives such as health screenings, wellness programs, and access to resources for mental health support.
- Closed Circuit Television (CCTV) cameras will be strategically placed throughout the premises to enhance security and monitor potential safety risks. The purpose of CCTV monitoring is to deter misconduct, enhance incident response, and ensure the safety of employees and visitors.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Health & Safety of Employees policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited

 Authorised Signatory

Health & Safety of Tenants Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.07.2023
Subject: HEALTH & SAFETY OF TENANTS			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of prioritizing the health and safety of Tenants is to create a nurturing environment where residents can thrive. This involves adhering to regulations, conducting regular inspections, and addressing potential hazards promptly. By promoting a secure living space, BPTP Limited aims to enhance tenant satisfaction and foster a strong sense of community. The policy also emphasizes emergency preparedness to ensure residents are well-equipped during unforeseen situations. Overall, it is about providing a safe and comfortable place for all tenants.

POLICY OUTLINE: The health and safety of tenants refers to ensuring a safe and healthy living environment for individuals residing in rental properties. It involves maintaining the physical condition of the property, addressing potential hazards, and promoting a safe living environment. This can include measures such as regular maintenance, proper ventilation, fire safety, pest control, and access to emergency services.

To support this policy, BPTP will:

- Regular maintenance checks will be conducted to ensure the safety and functionality of all residential units. Inspections will be carried out to identify and address any potential hazards promptly.
- Adequate fire safety systems, including smoke detectors, fire extinguishers, and emergency exits, will be installed throughout the property. These measures aim to prevent and mitigate the risk of fire-related incidents.
- BPTP Capital City will implement robust security measures, such as surveillance cameras, access control systems, and trained security personnel, to maintain a secure living environment for tenants.
- The property will adhere to hygiene and sanitation standards, including regular cleaning of common areas, waste management procedures, and pest control measures, to ensure a healthy and pleasant living environment.
- An emergency response plan will be in place to guide tenants and staff during unforeseen events. This plan will include evacuation procedures, communication protocols, and collaboration with local emergency services.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Health & Safety of Tenants policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited

Authorised Signatory

Human Rights Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.07.2023
Subject: HUMAN RIGHTS			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of human rights policy is to ensure that all individuals involved, including employees, contractors, and residents, are treated with dignity, respect, and fairness. It means promoting equal opportunities, preventing discrimination, and upholding the basic rights and freedoms of everyone within the BPTP community. This includes the right to safe and healthy living conditions, non-discrimination in housing, and fair treatment in all aspects of operations. Human rights create an inclusive and harmonious environment for everyone involved.

POLICY OUTLINE: Human rights are the basic rights and freedoms that every individual is entitled to, regardless of their nationality, race, religion, gender, or any other characteristic. They include the right to life, liberty, equality, and dignity. Human rights protect individuals from discrimination, ensure their safety and well-being, and guarantee their fundamental freedoms such as freedom of speech, religion, and assembly. They are essential for promoting fairness, justice, and respect for all people.

To support this policy, BPTP will:

- BPTP Limited is committed to providing equal opportunities and fair treatment to all individuals, regardless of their race, religion, gender, disability, or any other protected characteristic.
- We strive to ensure that all housing units within BPTP Capital City meet high standards of safety, sanitation, and habitability, providing residents with a secure and dignified living environment.
- Respecting the privacy of our residents and employees is of utmost importance. We have policies and procedures in place to safeguard personal information in accordance with applicable privacy laws and regulations.
- BPTP Limited supports the right of individuals to freely associate and form organizations, such as tenant associations, to protect their rights and advocate for their interests.
- Discrimination has no place within BPTP Limited. We strictly adhere to fair housing practices, ensuring that all individuals have equal access to housing, regardless of their background or protected characteristics.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Human rights policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited

Authorised Signatory

Labor Standards & Working Conditions Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.07.2023
Subject: LABOR STANDARDS & WORKING CONDITIONS			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 2	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of the Labor Standards and Working Conditions policy, is to safeguard the rights and well-being of employees. It aims to ensure fair treatment, promote safe working environments, prevent discrimination, and establish guidelines for hours of work, remuneration, and employee benefits. The policy strives to create a positive and inclusive workplace culture that prioritizes the health, safety, and overall satisfaction of all employees.

POLICY OUTLINE: Labor standards refer to the set of rules and regulations that protect workers' rights and ensure fair treatment in the workplace. Working conditions, on the other hand, are the physical, social, and psychological aspects of the work environment. They include factors such as safety, health, hours of work, and the overall well-being of employees. Labor standards and working conditions are crucial for creating a healthy and productive work environment.

To support this policy, BPTP will:

- We are committed to providing equal opportunities, fair wages, and benefits to all employees, regardless of their background or position.
- We adhere to regulations on maximum working hours to promote a healthy work-life balance and prevent employee burnout.
- We prioritize the safety and well-being of our employees by implementing stringent safety protocols, conducting regular inspections, and providing necessary training.
- We maintain a workplace free from discrimination, where all employees are treated with respect and dignity, irrespective of their race, gender, religion, or any other protected characteristic.
- We strictly prohibit the use of child labor in any form and ensure compliance with applicable laws and regulations.
- We promote employee health and well-being by offering access to fitness facilities, wellness programs, and resources for mental health support.
- We provide comprehensive benefits packages that include healthcare, retirement plans, and other perks to support our employees' financial security and overall well-being.
- We recognize the importance of work-life balance and offer flexible work arrangements whenever possible, accommodating personal needs and responsibilities.
- We ensure fair and competitive remuneration for our employees, considering factors such as job responsibilities, experience, and industry standards.
- We respect and uphold the rights of employees to freely associate, join unions, and engage in collective bargaining, in accordance with ILO standards.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Labor standards & Working conditions policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited
Authorised Signatory

Social Enterprise Partnering Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.07.2023
Subject: SOCIAL ENTERPRISE PARTNERING			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 1	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

PURPOSE: The purpose of the social enterprise partnering policy is to foster collaborations and alliances with social enterprises that align with our values and goals. By partnering with social enterprises, we aim to create positive social impact, promote sustainability, and contribute to the well-being of the communities we operate in. This policy helps us identify and engage with social enterprises that can bring innovative solutions, expertise, and resources to address social and environmental challenges. It's all about working together to make a difference.

POLICY OUTLINE: Social enterprise partnering refers to the collaboration between social enterprises and other organizations or businesses to achieve shared social or environmental goals. It involves forming strategic alliances, partnerships, or joint ventures to leverage resources, expertise, and networks for greater impact and sustainability.

To support this policy, BPTP will:

- The social enterprise partnering policy aims to establish strategic collaborations with social enterprises to drive positive social impact and sustainability within the firm.
- BPTP Capital City will partner with social enterprises that align with our values, mission, and sustainability goals. We will consider their social and environmental impact, innovation, scalability, and alignment with our community development objectives.
- We will explore various forms of collaboration, including joint ventures, strategic alliances, co-creation of projects, and knowledge sharing initiatives.
- BPTP Capital City will provide support to social enterprises through funding opportunities, access to our networks, mentorship programs, and sharing of expertise in the firm.
- We will establish clear metrics and evaluation frameworks to measure the social, environmental, and economic impact of our partnerships with social enterprises.
- Our social enterprise partnerships will prioritize community engagement, ensuring that the projects and initiatives benefit the local communities and address their specific needs.
- We are committed to maintaining transparency and accountability throughout the partnership process, including clear communication, regular reporting, and monitoring of the agreed-upon objectives.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Social enterprise partnering policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

For BPTP International Trade Centre Limited

Authorised Signatory

Stakeholder Relations Policy

Entity: BPTP INTERNATIONAL TRADE CENTRE LIMITED	Section: SOCIAL POLICY	Version: V2	Effective Date: 01.07.2023
Subject: STAKEHOLDER RELATIONS			
Policy Owner: CHRO	Review Date: 01.07.2024	Pages: 2	

APPLICABILITY: It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED.

PURPOSE: The purpose of the Stakeholder relations policy, is to establish and maintain positive relationships with all our stakeholders. We aim to actively engage with our employees, customers, investors, suppliers, local communities, and government agencies to understand their needs, address their concerns, and create mutually beneficial outcomes. By fostering trust, open communication, and collaboration, we strive to build long-term partnerships that contribute to the success and sustainability of BPTP INTERNATIONAL TRADE CENTRE LIMITED.

POLICY OUTLINE: Stakeholder relations refers to the management and nurturing of relationships with individuals or groups who have a stake or interest in an organization's activities, decisions, or outcomes. These stakeholders can include employees, customers, investors, suppliers, local communities, government agencies, and more. Building positive stakeholder relations involves effective communication, understanding their needs and concerns, and actively engaging with them to create mutually beneficial outcomes. It's all about fostering trust, collaboration, and long-term partnerships with those who have a vested interest in the success of the organization.

To support this policy, BPTP will:

- The stakeholder relations policy aims to establish and maintain positive relationships with all stakeholders involved, including employees, customers, investors, suppliers, local communities, and government agencies.
- We will prioritize open and transparent communication channels to actively engage with our stakeholders. This includes regular updates, feedback mechanisms, and platforms for dialogue to ensure their voices are heard and their concerns are addressed.
- We are committed to understanding the needs, expectations, and concerns of each stakeholder group. Through surveys, meetings, and ongoing dialogue, we will gather insights to inform our decision-making processes.
- We will actively seek opportunities for collaboration and partnerships with stakeholders to drive positive social impact and sustainability. This includes joint initiatives, community development projects, and shared value creation.
- BPTP is dedicated to conducting business in an ethical and responsible manner. We will uphold high standards of integrity, respect for human rights, and environmental sustainability in all our interactions with stakeholders.
- We will maintain accountability by regularly reporting on our stakeholder engagement efforts, progress, and outcomes. This includes sharing information on our social, environmental, and economic impacts.
- We are committed to continuously improving our stakeholder relations practices. Feedback from stakeholders will be valued and used to enhance our policies, procedures, and initiatives.

RESPONSIBILITY: Everybody involved in our endeavors to manage and oversee Stakeholder relations policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

AMENDMENTS: This policy is subject to any changes in the applicable laws, rules and regulations by the management.

BPTP International Trade Centre Limited
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