



KINGSTON WHARVES LIMITED

A decorative graphic consisting of four white, parallel diagonal bars of increasing length, creating a stylized 'K' shape, positioned over the blue background.

Doing Business the KW Group Way

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The KW Group is guided by the following 6 foundational principles which underpin our corporate goals and guide our strategy:

Integrity: We endeavour to ensure that our actions and decisions reflect the highest ethical standards, professionalism and honesty.

Customer Focus: We are deeply committed to meeting the needs of our customers, and we will constantly focus on customer satisfaction.

Respect: We will respect the dignity and rights of our employees and customers.

Teamwork: We commit to working together, frequently transcending organizational and departmental boundaries, to meet the changing needs of our customers.

Social Responsibility: We play an active role in making our country and the community in which we operate a better place to live and work, knowing that the ongoing vitality of our country and community has a direct impact on the long-term success of our business.

Performance: We strive for continuous improvement in our performance, measuring results carefully and ensuring that integrity and respect for people are never compromised.

These principles translate to the following specific policies which guide all our internal and external interactions:

CONFIDENTIALITY POLICY

the KW Group is committed to maintaining the confidentiality of information relating to business partners or stakeholders of the KW Group disclosed during the course of business, however that information is recorded and/or stored, and whether that information is in written, oral, pictorial or any other form. The commitment to confidentiality extends to trade secrets, information that is of a competitive nature or potentially has commercial value, and other information such as customer account details, but does not include:

1. information that is in the public domain at the time of its disclosure to the KW Group or that comes into the public domain after its disclosure to the KW Group otherwise than by reason of disclosure of the said information by the KW Group;
2. information that was already public knowledge at the date of disclosure and was not received in confidence; or
3. information that is required to be disclosed to third parties outside of the KW Group as a matter of law.

Each Director, Manager, and staff member of the KW Group specifically commits to:

- a. keep to himself any confidential information received by him and avoid disclosure of such information to any third party, including a family member; and
- b. use the Confidential Information in only such manner as has been authorized, including refraining from using such confidential information for personal financial gain (such as for purposes of stock trading) or any purpose other than for conducting KW Group business.



RISK ASSESSMENT POLICY

KW Group engages in a constant cycle of risk assessment and estimation to identify hazards and evaluate any associated risks to health, safety, productivity and profitability arising from the Group's activities. The aim of this risk assessment process is to enable informed decisions to be taken to eliminate or minimise any risk of harm to the Group or its staff, customers, or other stakeholders who may be affected. The Group's risk assessment efforts are supported by an Internal Audit function which assesses the effectiveness of existing controls.

Once risks associated with the Group's activities have been identified, an effort is made to establish what potential outcomes or events could be associated with the risk; the likelihood of a detrimental event occurring; the probable consequence of the detrimental event and the likely severity of that consequence. This risk estimation process helps the Group to determine the significance of the risks associated which are inherent in its activities. Thereafter, suitable and sufficient risk control measures which meet legal requirements, at a minimum, are usually identified and implemented to ensure that all risks are appropriately controlled.

SAFETY, HEALTH & ENVIRONMENT (SHE) POLICY

It is the aim of KW Group, to provide a safe, healthy, and environmentally friendly workplace; observe all local and international regulations pertaining to Safety, Health and Environment (SHE); and continuously improve processes, systems and culture towards achieving and maintaining low incidence of safety incidents. KW Group recognises that its core responsibilities include maintaining the quality of the environment, and the protection of the health and safety of our employees, associates, contractors, customers, and others while on our facilities. With that in mind, KW Group is committed to:

- use health, safety and environmental protocols for KW Group's key activities;
- assess the health, safety and environmental impacts of KW Group's activities;
- identify workplace hazards and establish

procedures to eliminate loss caused by harm to persons, damage to property or delay to normal business and operations;

- accurately report, record, and investigate all workplace accidents and incidents;
- monitor health, occupational hygiene, and safety compliance in a professional manner;
- abide by applicable health, safety and environmental laws, regulations, policies and rules; and
- promote awareness and understanding of the various aspects of health and safety through education and training.

STAFF WELFARE POLICY

We recognize that an investment in the health and welfare of employees is an investment in the efficiency and productivity of the KW Group, and accordingly, that it is therefore necessary to promote and maintain a healthy organisational environment to enable employees to perform optimally towards achieving organisational goals, and to maintain harmonious working relationships between the Management and employees at all levels.

The KW Group therefore aims to ensure the execution of basic employee relations activities targeted to promote harmonious working relationships under controlled conditions and in a consistent manner, and in particular to:

- promote the development of high morale among all staff; and
- enable staff to develop practices that will enhance their health and well-being.

The KW Group approach to staff welfare includes:

- facilitating various events to allow for informal interactions among staff at all levels;
- executing various initiatives for recognising exceptional performance in the line of duty;
- executing various initiatives for providing financial assistance to staff members and their families;
- providing quality listening and helping service, offering support and information; and where necessary, liaising or facilitating contact
- with external organisations, medical/health professionals and other relevant agencies.

Doing Business the KW Group Way cont'd



LABOUR RELATIONS POLICY

KW Group recognises the importance of establishing and maintaining a work environment that is conducive to the prompt resolution of labour issues through effective communication and consultation. To that end, the Group aims to:

- provide a framework for the conduct of industrial relations in the workplace that is fair and just based on the Labour Relations Code;
- promote efficiency and productivity in all areas of operation;
- prevent and eliminate discrimination in the workplace; and
- provide for the resolution of disputes and grievances in a prompt and fair manner.

The KW Group aims to conduct business in such a way as to foster recognition of the rights of employees, while keeping employees and Trade Unions mindful of their respective obligations, and encourage cooperative participation in resolving workplace issues and developing a workplace that promotes productivity.

COMMUNICATIONS POLICY

KW Group is committed to providing timely, accurate and balanced disclosure of all material, as well as fair and equal access to such information, to appropriate stakeholders including shareholders, regulators, employees, rating agencies, analysts and stock brokers.