



# HOTEL PROPERTIES LIMITED

21 May 2024

To : Employees of Hotel Properties Limited Group of Companies

### **Policy on Business Related Conduct**

Hotel Properties Limited's directors and employees are expected to carry out their duties as required and conduct themselves in a professional manner at all times and act in ways that bring credit to themselves, the Company and the public we serve. We are required to observe high standards of business and personal ethics, honestly and with integrity, in fulfilling our responsibilities and to comply with all applicable laws and regulations. Being a public listed company, we are socially responsible in ensuring that this is practiced within the organization, consistent with the company's code of ethics.

### **Reporting Allegation**

Information about known or suspected violations by any employee should be reported promptly to :-

Audit Committee Chairman  
Mr Rahul Goswamy  
rahul.goswamy@gatewayfund.net

### **Confidentiality**

The Company will treat all reported information about known or suspected violations in a confidential manner (consistent with appropriate evaluation and investigation) and will seek to ensure that no acts of retribution or retaliation are taken against anyone for making a report.

### **Investigation of Reported Violations**

After acknowledging the reports of violations, the Audit Committee Chairman will ensure that they be investigated appropriately and all employees are expected to cooperate fully in the investigation. Appropriate corrective action will be taken if warranted by the investigation.

On Behalf of the Board  
**Hotel Properties Limited**

Mr Rahul Goswamy  
Audit Committee Chairman

50 Cuscaden Road #08-01

HPL House

Singapore 249724

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