

GROUP POLICY

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Policy Version  
V1

Policy Function  
People & Culture

Policy Approver  
Sustainability  
Management Committee

**Chow Tai Fook Jewellery Group Limited**  
Diversity, Equity & Inclusion (DEI) Policy

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# CHOW TAI FOOK

## 1. Purpose

Chow Tai Fook Jewellery Group Limited and its subsidiaries (collectively, hereafter referred to as the “Group”) is dedicated to cultivating a culture that values diversity, equity and inclusion (DEI) throughout our operations. We acknowledge that every employee is unique and committed to creating a work environment that values diverse perspectives.

This commitment is integral to our Sustainability Strategy, aligning with our priority area of People Focused. By embedding DEI into the core of our business practices, we aim to leverage diverse perspectives to better understand and serve our customers, thereby driving sustainable growth and value creation across all areas of the Group.

## 2. Scope

This policy governs all aspects of our employees’ life cycle, from recruitment to separation and participation in company-sponsored social and recreational programs. It extends beyond our people agenda to encompass interactions with our customers and community, ensuring that our commitment to DEI is reflected in every aspect of the business.

All directors and staff have the responsibility to comply with and communicate the principle of this DEI Policy during their interactions with external parties, such as customers, franchisees, franchisee employees, suppliers, consultants, contractors, and other relevant external parties.

## 3. Authorisation and Oversight

The Sustainability Management Committee (SMC) oversees and endorses the DEI policy, plans and initiatives as part of SMC’s role in advancing sustainability and culture building as well as ensuring effective management and governance.

## 4. Our Vision

Together, we craft a world of inclusion. Chow Tai Fook crafts more than exquisite jewellery; we create a world where everyone feels welcomed, valued and belonged.

Our vision is to blend the diverse traditions and stories into every piece we create and every interaction we have. We are committed to ensure that everyone - our people, our customers and our community - can see themselves reflected in our brand. Together, we celebrate the rich heritage of diverse cultures that makes us vibrant.

## 5. Implementation

### **Sustainability Management Committee (SMC)**

The SMC plays a pivotal role in guiding and advancing the Group's DEI initiatives. Its responsibilities include:

- Developing and recommending strategic DEI goals and objectives aligned with the Group’s overall business strategy.

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- Assisting in the creation and revision of DEI policies to ensure they are comprehensive and reflective of best practices.
- Overseeing the implementation of DEI programs and initiatives, ensuring they are effectively executed across all departments.
- Regularly monitoring the effectiveness of DEI efforts and reporting on progress to senior management and the board of directors.
- Acting as a liaison between employees, management and external stakeholders to promote DEI awareness and engagement.
- Providing expert advice and recommendations on DEI matters to various departments and teams within the Group.

For more information on SMC, please visit

<https://www.ctfjewellerygroup.com/en/sustainability/governance.html>

## Senior Executives

Senior Executives play a crucial in embedding DEI into the corporate culture and set the examples. Their responsibilities include:

- Demonstrating a top-down commitment to DEI, fostering an inclusive corporate culture.
- Ensuring that adequate resources are allocated for the development and implementation of DEI initiatives.
- Upholding all DEI policies and ensuring that management at all levels is accountable for their enforcement.
- Effectively communicating the importance and benefits of DEI initiatives to all levels of the organization.
- Integrating DEI principles into corporate daily operations, including strategic planning, performance management and employee development.
- Maintaining transparency in DEI practices and progress, both internally and externally.
- Acting as role models by embodying inclusive behaviours and practices, setting a standard for all employees.

## People Managers

People managers are accountable for specific DEI responsibilities and achieving DEI outcomes as part of their job performance. These responsibilities include:

- Ensuring that employment-related decisions are free from discrimination.
- Engaging in conscious inclusion and other behaviours that promote equity.
- Mitigating potential unconscious bias in employment decisions and talent practices (including performance, development, compensation).
- Providing reasonable accommodations for qualified individuals with a disability and for those with needs related to their religious observance or practices of personal religious expression. A reasonable accommodation depends on the facts and circumstances and is addressed on a case-by-case basis.

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- Cultivating a culture that inspires respect for all employees, customers, vendors, contractors and others in the work environment.
- Contacting People & Culture Department when becoming aware of an employee who may be subject to discrimination, harassment or bullying.
- Appropriately addressing any other behaviour not consistent with this or other policies, or with applicable laws relating to equal opportunity, diversity, equity or inclusion.

## Employees

DEI is everyone's responsibility at Chow Tai Fook Jewellery. It requires purposeful action every day. Every employee is responsible for:

- Respecting the dignity and diversity of all people.
- Creating an inclusive environment that is free from discrimination, harassment and bullying.
- Enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.

## 6. Review and Revision

This Policy will undergo an annual review to ensure compliance with local laws and regulations and to reflect our unwavering commitment to DEI.

## 7. Misconduct Report, Whistleblowing and Complaints

Employees who believe they have experienced discrimination or harassment are encouraged to report the matter promptly to their supervisor, People & Culture Department or any member of Senior Executives.

Alternatively employees may also report these wrongdoings as stipulated in section 4 of the Group's Whistleblowing policy

(<https://www.ctfjewellerygroup.com/en/sustainability/governance/group-policies-and-procedures.html>) The Group will investigate all allegations swiftly and thoroughly, taking appropriate corrective measures, which could include termination of employment if necessary.

## 8. Key Definitions

- **Diversity:** Our People come from diverse backgrounds. We are dedicated to offering equal opportunities regardless of race, colour, religion, gender, age, national origin, disability, sexual orientation, gender identity or expression or any other status protected by local law.
- **Equity:** We commit to promote fair access to opportunities and resources for our People and our Customers.
- **Inclusion:** An inclusive environment is one where everyone feels welcomed, valued and belonged. We are devoted to craft a world of inclusion that encourages and celebrates the diverse perspectives.

9. Language Version

In the event of any inconsistency between the English version and the Chinese version of this document, the English version shall prevail.

10. Version Control

Version	Policy Owner/ Function	Effective Date	Key Updates
V1	People & Culture	13/6/2024	N/A

# CHOW TAI FOOK

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