CHILLON
TRADING LIMITED

Name of Company: CHILLON TRADING LIMITED

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1. Policy Statement

Chillon Trading Limited has implemented and communicated a Diversity, Equity and Inclusion (DEI) Policy to foster a respectful, inclusive and equitable workplace. This policy is endorsed by senior management and applies across all levels and departments of the Company. It reflects our commitment to a culture where every individual is valued, respected and supported, regardless of gender, race, religion, age, disability, sexual orientation or background. The policy is displayed at Company premises and shared with all employees at induction and through refresher training. It gives effect to the Company's commitments under RJC Code of Practices provision COP 23 (Diversity, Equity and Inclusion).

2. Policy Commitments

- Diversity — respecting and embracing differences in identity, background, experience and perspective.
- Equity — ensuring fair access to opportunity, addressing systemic barriers, and supporting individual needs and growth.
- Inclusion — fostering an environment where all individuals are heard, valued and enabled to contribute fully and thrive.

These principles are embedded in all people practices, including hiring, training, promotion, mobility, employee relations and compensation.

3. Procedures and Implementation

3.1 Recruitment and Hiring

- Job advertisements use inclusive, non-discriminatory language; equal opportunity is provided to all applicants.
- Interview panels are diverse and trained on DEI principles; selection decisions are documented and reviewed to prevent bias.

3.2 Onboarding and Orientation

- New hires receive a copy of this policy; orientation covers DEI expectations and respectful workplace behaviour.
- Employees may confidentially declare any support or accommodation needs.

3.3 Training and Development

- Equal access to training, skills development and leadership opportunities, with particular focus on underrepresented groups.
- Mentorship programmes support inclusive career progression.

3.4 Performance Evaluation and Advancement

- Transparent performance criteria, reviewed regularly to prevent bias.
- Promotion and pay decisions are reviewed for fairness and representation; pay equity is reviewed annually across roles and departments.

3.5 Workplace Inclusion

- Cultural and diversity observances are recognised; flexible work arrangements are supported where feasible.
- An anonymous feedback/suggestion channel is available to all employees.

3.6 Grievance and Complaint Resolution

- Clear mechanisms are in place to report discrimination or exclusion, in line with the Company's Grievance and Whistleblowing procedure.
- Complaints are handled confidentially, without retaliation, and investigated within fixed response timelines.

4. Training and Awareness

A structured training programme promotes awareness and practical understanding of DEI, covering: core DEI concepts; recognising unconscious bias; inclusive communication and teamwork; and individual responsibility for supporting DEI in the workplace.

- All staff: annual refresher training.
- Managers and HR: specialised sessions every six months.

Training attendance is tracked and feedback is collected for continuous improvement.

5. Review and Monitoring

- Annual review of this policy by HR and senior management.
- Collection and analysis of employee feedback on inclusion, fairness and participation.
- Monitoring of training, promotion, grievance trends and attrition by demographic indicator (aggregated and privacy-compliant, per the Personal Data (Privacy) Ordinance, Cap. 486).
- Quarterly internal DEI Committee meetings to review progress and recommend changes.

Improvement actions and policy updates are communicated via staff meetings and internal channels.

6. Communication and Visibility

- This policy is posted at prominent locations across all operational sites.
- Management regularly reaffirms its commitment to DEI in internal communications.
- Employees are encouraged to participate actively in DEI initiatives, forums and events.

7. Outcomes Since Implementation

- Full employee participation in DEI training programmes.
- Increased awareness of bias and respectful workplace behaviour.
- Positive employee feedback on organisational culture and fairness.
- Proactive reporting and resolution of inclusion-related issues.



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