



**CTF Services Limited**  
**周大福創建有限公司**  
*(incorporated in Bermuda with limited liability)*

**Charitable Giving Policy**

<b>Current Version</b>	1.2
<b>Effective Date</b>	July 2025
<b>Approved By</b>	ESG Committee

## Purpose

The purpose of this Charitable Giving Policy is to establish guidelines for charitable contributions made by our organization which applies to CTF Services Limited (“The Group”) and all business units, ensuring that these contributions are aligned with the values and objectives of the CTF Services Charity Foundation Limited (“The Foundation”). Charitable contributions refer to monetary or in-kind donations, grants, and pro-bono support. All charitable contributions must comply with the Group’s Anti-Fraud and Counter-Corruption Policy and with all other applicable rules and regulations. This policy does not cover commercial sponsorship and marketing activities, other donations which fall under gift & entertainment, or charitable contributions made by employees in their personal capacity.

## Scope

This policy applies to all employees and affiliates of the organization who are authorized to initiate charitable giving on behalf of the organization.

## Principles

The Group is committed to giving back to the communities in which we operate, supporting charitable organizations that align with our core values and mission. We believe in responsible and ethical giving, and we aim to make a positive impact through our charitable contributions.

## Priority Areas

Three programme areas are prioritised that plays a crucial role in creating lasting, positive impacts and fostering a stronger and more resilient community for the future:

- **Empower for Change – Enabling for positive and sustainable transformation**
  - **Inclusive Employment** – providing opportunities and support for disadvantaged groups to access employment
  - **Future Skills** – developing skills that are relevant and valuable in the future workforce thereby to enhance their employability
- **Build for Support – Removing barriers and creating supportive environments**
  - **Mental Resilience** – enhancing the ability to adapt and cope with stress, adversity and life challenges
  - **Social Support Network** – developing support networks that offer assistance and support to those in needs, providing resources, mentoring or access to opportunities
- **Drive for the Future** – addressing challenges that affect the long-term well-being of communities
  - **Energy Efficiency Solutions** – applying energy-efficient appliances and technologies to help reducing energy consumption
  - **Circular Economy Innovations** – supporting a circular economy, including recycling technologies, waste-to-energy solutions, and sustainable product design, reduce resources consumption and minimize waste generation

**\*Emergency Relief** - Provide immediate assistance to disaster situations. The contribution for emergency relief will be distributed to the organisations from the pre-approved charities list.

## Selection Criteria

All recipients of the charitable contributions must be locally registered non-profit organizations, i.e. Section 88 of the Inland Revenue Ordinance in Hong Kong. When considering organizations for charitable contributions, the following criteria should be considered:

- **Clear Objectives:** All contributions should seek to support organizations with long-term goals and publicly communicated objectives. Clarity and transparency in organizational mission and vision are essential for ensuring alignment with the Foundation's philanthropic objectives.
- **Specialization in Service Areas:** Preference is given to organizations that are renowned for their expertise and specialization in the specific service areas for which the charitable contributions are intended.
- **Stakeholder Engagement and Volunteerism:** The supported activities or programmes encourage organizations that actively engage stakeholders and promote volunteerism within the operations. This inclusive approach fosters community involvement and amplifies the positive impact of charitable initiatives.
- **Transparency and Reporting:** Transparency and accountability in reporting practices enhance the ability to track the impact of its contributions and ensure effective utilization of resources.

We will **NOT** make charitable contributions to the following:

- **Individuals, Religious Organizations for missionary activities, Overseas Registered Organizations or Political Organizations**
- **Harmful Activities:** Organizations directly involved in gambling, armaments, tobacco, recreational or illegal drugs are excluded from receiving charitable contributions, except those explicitly focused on addressing addiction or drug abuse.
- **Promote discrimination:** Organizations that discriminate on the basis of race, color, sexual orientation, gender, religion, or disability.
- **Violate Human Rights:** Organizations that do not fully respect human rights in accordance with the UN Guiding Principles on Business and Human Rights.
- **Sponsorship Events, Commercial Shows and Compliment advertising,** such as sponsorship of professional sports events, trade fairs, magazine advertisement
- Activities cause **environmental damage and cause harm to animals**
- **Inadequate Due Diligence:** Organizations that fail to complete the due diligence requirements<sup>1</sup> outlined at Appendix I: Due Diligence Checklist

## Governance

The CTF Services Charity Foundation Limited (“The Foundation”) Committee<sup>2</sup> or other equivalent committee at business units oversees and guides the philanthropic initiatives, ensuring strategic allocation of resources, adherence to the charitable giving policy, and

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fostering impactful partnerships with communities. Business units will be responsible for overseeing their charitable contributions. However, for one-time donations exceeding HKD 200,000, endorsement from CTFS Group Executives will be required.

## Evaluation and Reporting

The Foundation or other equivalent committee ensures applicants comply with the terms and objectives of the Charitable Giving Policy. The Foundation Secretariat or equivalent maintains a regular dialogue with the recipient organisations to evaluate the effectiveness and impact of its charitable contributions, to improve the management of existing projects and to identify future opportunities.

The Foundation Secretariat or equivalent works closely with the fund recipients to monitor and report on the progress and impact of philanthropic initiatives. It also communicates its charitable giving activities to internal and external stakeholders in a transparent manner, highlighting the impact of its donations and the organizations supported.

The recipient organization should submit the report within one month upon the completion of the project.

## Governance & Review

This Policy has been approved by the ESG Committee and its review shall be conducted at least every two years, and whenever deemed necessary.

Where there are any discrepancies or differences of interpretation in the Policy between English text and Chinese translation, the English version shall prevail. If there are any questions about the contents or application of this Policy, please email Group ESG Department at [esg@ctfs.com.hk](mailto:esg@ctfs.com.hk).

## Version Control

Version	Date	Description of Change
1.0	2024 June	Initial release of the document
1.1	2025 Jan	Updated the format and the name of the charity foundation
1.2	2025 Jul	1) Clarify the purpose of charitable donations made to religious organizations. 2) Add Due Diligence Checklist for charitable sponsorship and voluntary activity