HONG KONG EXCHANGES AND CLEARING LIMITED

CORPORATE SOCIAL RESPONSIBILITY (CSR) MANAGEMENT SYSTEM GOVERNANCE STRUCTURE

HKEX's CSR Management System (CSRMS) is a means to ensure compliance with CSR-related legal requirements and best practices and continual improvement under HKEX's existing CSR commitments, as well as to facilitate more efficient and effective CSR reporting.

The CSRMS governance structure with designation of responsibilities and authorities are detailed below.



Responsibility and Authority of CSR Committee

The CSR Committee exercises the authority delegated to it by the Board, and among others, it reviews and monitors the Company's CSR Policy and practices to ensure compliance with legal and regulatory requirements. Its duties, powers and functions are set out in the CSR Committee's <u>Terms of Reference and Modus Operandi</u>.

Responsibility and Authority of CMR

The CSR Committee's Secretary shall be appointed as the CMR who oversees the daily operation of the CSRMS at company level and has the responsibility and authority to:

- (a) ensure the CSR-related actions, initiatives and decisions approved by the CSR Committee are timely implemented by relevant divisions/departments and report periodically to the CSR Committee on the implementation progress;
- (b) ensure the approved resources are allocated to the operational level for CSRMS operation;
- (c) organise and chair the CSR Working Group meetings or appoint his/her delegate to perform such function as appropriate;
- (d) assist relevant divisions or departments to handle CSR enquiries and complaints from internal and external parties; and
- (e) act as the coordinator between the CSR Committee and the CSR Working Group.

Responsibility and Authority of DCMR

The CMR shall appoint a person as the DCMR who has the responsibility and authority to:

- a) assist the CMR to ensure that the CSRMS is effectively implemented and maintained at company level;
- b) work with the DCCs to ensure implementation of the CSRMS by the divisions and departments;
- c) act as HKEX's CSR coordinator to handle CSR-related matters with internal and external parties; and
- d) assume the responsibility and authority of the CMR in his/her absence.

Responsibility and Authority of DCCs

Each division and department shall appoint at least one DCC for operating and maintaining the CSRMS within his/her division or department. The DCCs have the responsibility and authority to:

- a) implement the CSRMS within his/her division or department to support HKEX's CSR commitments and policy, and to achieve the defined objectives and targets;
- b) promote CSR awareness and requirements in his/her division or department;
- c) attend the CSR Working Group meetings;
- d) monitor the performance of CSRMS within the division or department and report it to the CSR Working Group periodically;
- e) work with the CMR to handle CSR enquiries and complaints related to the activities of his/her division or department; and
- f) perform any other specific CSR tasks assigned to his/her division or department.

Responsibility of HKEX's Employees

All HKEX's employees are encouraged to:

- a) carry out their work or tasks in accordance with the established procedures and guidelines under the CSRMS;
- b) promptly report problems and/or suggested improvements associated with the CSRMS operation to their immediate supervisors or the DCCs or the CMR/DCMR as appropriate; and
- c) promote CSR awareness and requirements throughout their workplace.

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