

## 1.1 COMMITMENT TO DIVERSITY

Our workplace recognizes its talented and diverse workforce as a key competitive advantage. Our business success is a reflection of the quality and skill of our people. XBO is committed to seeking out and retaining the finest human talent to ensure top business growth and performance.

XBO believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realize their maximum potential within the company, regardless of their differences. We are committed to employing the best people to do the best job possible. We recognize the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our talented workforce, positions XBO to anticipate and fulfill the needs of our diverse customers, providing high quality products/services. We believe that the wide array of perspectives that results from diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.

### 1.2 Details of Policy:

XBO's diversity policy covers 4 areas: recruitment, career development and promotion, employee support and community programs. This policy applies to all employees, prospective employees, customers, clients, contractors, vendors and all others who do business with or are in contact with XBO.

#### 1.2.1 Recruitment

We believe that our employees from many different cultural, linguistic and national backgrounds provide us with valuable knowledge for understanding complex international markets. We have established outreach programs to identify talented women and individuals from under-represented backgrounds for recruitment.

#### 1.2.2 Career Development and Promotion

XBO rewards excellence and all employees are promoted on the basis of their performance. All managers are trained in managing diversity to ensure that employees are treated fairly and evaluated objectively.

#### 1.2.3 Employee Support

XBO provides a safe and pleasant environment for our employees. We offer:

- Flexible working time arrangements
- Employee education assistance

- Employee network and support groups
- Childcare assistance

Diversity Policy for XBO Technologies Ltd (XBO)

- Open communications
- Mentor programs

#### 1.2.4 Community Programs

XBO recognizes that there are distinct demographic groups that have long been disadvantaged. We recognize that racism, ageism, sexism and other forms of discrimination are problems both for our organization and society as a whole. XBO is committed to tackling cultural stereotypes both within and outside our organization. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incidents.

#### 1.3 Party Responsible for Policy:

Diversity Committee - Our commitment to diversity is led by our diversity champions who come from all levels of the company, from top management to the shop floor. The diversity champions make up a diversity committee, which is responsible for ensuring that our diversity policy is articulated in the day to day running and the strategic direction of the company.

#### 1.4 Policy Enforcement:

We have appointed our CTO as reinforce officer.

##### 1.4.1 Monitor

All employees are expected to be aware of XBO's policies around diversity and share the responsibility of upholding the policies. All employees undergo diversity training. Diversity training encompasses raising awareness about issues surrounding diversity and developing diversity management skills. If an employee notes that a section of the policy is not being upheld they should bring it to the attention of one of the members of the diversity committee.

##### 1.4.2 Enforce

Issues and non-compliance will be brought to the attention of the diversity committee and dealt with on a case by case basis by members of the committee and individuals involved in the incident or non-compliance.

##### 1.4.3. Review

The diversity committee will review the diversity policy with the board of directors or management on an annual basis.

### 1.5 Communication of Policy

All new employees will be given a copy of this policy upon commencement of employment. Updates will also be distributed annually if changes are made to the policy during the yearly review. The policy will be posted, along with the names and contact information for members of the diversity committee on bulletin boards and on the company website at: <https://www.xbo-t.com/>.

President

**Stanley Tso**

A handwritten signature in blue ink, appearing to read 'Stanley Tso', with a long horizontal flourish extending to the right.

Last Update: 2020-06-15