



EMPLOYEE HANDBOOK

Welcome on board the Deutsche Bank Group ("the Group"). You will find enclosed a copy of the Deutsche Bank Group Employee Handbook ("the Handbook"), which details the benefits and policies applicable to staff employed by the Group in Hong Kong.

The Handbook forms a part of the contractual basis of your employment with the Group. Therefore you must familiarise yourself with its contents, as you are deemed to have received, understood and agreed to abide by its contents. Should you have any queries regarding the benefits and policies, kindly contact your respective product Human Resources Advisor.

For your information, the handbook is also available on the Deutsche Bank Group intra-net, see below.

https://dbpolicyportal.intranet.db.com/gpag/pdf/0901e5be8071c2d0/filename_is_null.pdf

Finally, the Group reserves the right to amend the contents of the Handbook and any updates will be notified to you in writing, upon which you are expected to familiarise yourself with the changes, as you would likewise be bound by any such amendment.

INFORMATION SECURITY POLICY

The Deutsche Bank Information Security Principles defines the high level of objectives, principles, as well as your responsibility for managing information security risks within the Deutsche Bank Group ("the Group"). You must therefore familiarise yourself with its contents, as you are deemed to have read and understood the policy.

Further information relating to security roles, specific policies/standards, security contacts, security tools and the Security Initiative can be found on the Global Information Security Web Site at :

https://dbpolicyportal.intranet.db.com/gpag/pdf/0901e5be80984aca/filename_is_null.pdf

> DB Policy Portal

> Information Security Principles

Finally, the Group reserves the right to amend the above-mentioned policy and you will be notified of any update by the Regional Information Security Team.

OBLIGATION FOR THE USE OF IT SYSTEM

Here below are your obligations for the use of IT system in Deutsche Bank Group:

- To use the Bank's IT systems solely within the framework of your official duties and powers
- To protect from unauthorized use all media (user codes, keys and identification cards) given to you to access the bank's IT systems and only to use yourself
- To keep your personal password strictly confidential and to report without delay any unauthorized use – whether actual or suspected – to superiors
- To change your personal password if you must assume that an unauthorized third party has learned it

You are aware that all entries made under your user code shall be deemed to have been made by yourself. Furthermore, you are aware that an infringement of these obligations may have consequences under labour law.