



# Reach New Holdings Limited

## 新達控股有限公司

(Incorporated in the Cayman Islands with limited liability)

Stock Code : 8471

### Environmental, Social and Governance Report

## 2017





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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2017

## 1. ABOUT THIS REPORT

Reach New Holdings Limited (the “Company”) is pleased to present our Environmental, Social and Governance (“ESG”) Report (“ESG Report”) for the financial year ended 31 December 2017. The report involves environmental and social impacts, policies and initiatives of the Company and our subsidiaries (“the Group”) to demonstrate our continuous commitment to sustainability. For additional information in relation to the Group’s corporate governance and financial performance, please refer to our Annual Report 2017.

The present scope of ESG reporting covers the operating core activities of the Group’s headquarters and subsidiaries, which include labelling solution management and garment accessories production. This report highlights our sustainability activities spanning over the period from 1 January 2017 to 31 December 2017.

The ESG Report is prepared in accordance with the “Environmental, Social and Governance Reporting Guide” (the “ESG Reporting Guide”) under Appendix 20 of the GEM Listing Rules. Those aspects and key performance indicators (“KPI”) defined in the ESG Reporting Guide which are considered to be relevant and material to the Group’s businesses and operations will be presented under the four subject areas, namely: Environmental Protection, Employment and Labour Practices, Operating Practices and Community Investment. A complete list of index in compliance with the ESG Reporting Guide is also available at the end of this report for reference.

In order to define what are relevant and material to our business in relation to sustainability, the Group has to understand what issues our stakeholders are most concerned with. We define our stakeholders as people who affect our business and people who are affected by our business. Our stakeholders include the shareholders, employees, suppliers, customers and community. In our daily business, we actively exchange information with our stakeholders through our transparent platform while we are devoted to continuous improvement of our communication system. We are committed to maintain long-term partnerships with our stakeholders and are actively engaged in addressing their concerns with follow-up actions.

If you, as one of our stakeholders, have any questions about the content of the ESG Report or comments on the Group’s sustainability issues, please contact us via [info@sth.com.hk](mailto:info@sth.com.hk).

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## 2. ENVIRONMENTAL PROTECTION

### 2.1 Corporate Environmental Policy

Being the foundation of a sustainable economy, a sustainable environment is crucial to the well-being of human beings. In accordance with our environmental vision, the Group is committed to upholding high environmental standards to fulfil relevant requirements under applicable laws or ordinances during the operation of the business, including all necessary requirements under the Environmental Protection Law of the People's Republic of China ("PRC"). As at 31 December 2017, the Group was in compliance with the applicable regulations and rules governing air and greenhouse gas emission, discharges into water and land, and generation of hazardous and non-hazardous waste. We have received FSC certification for our products which meet the requirements of chain-of custody by purchasing FSC certified mixed and recycled paper, production and sales of FSC certified mixed and recycled printed paper products. We have also achieved Oeko-Tex standard 100 Confidence in Textiles which certified that our woven labels made of white & dyed polyester yarn (with disperse dyestuffs) and woven badges made of white and dyed polyester yarn (with disperse dyestuffs) and polyester interlining in black and white meet the human ecological requirements of the Oeko-Tex Standard 100.

### 2.2 Energy Efficiency Management

Electricity consumption of our plant is the major contribution to our greenhouse gas emission and energy footprints. In 2017, the Group adopted a number of energy-saving initiatives and efficiency practices to enhance our employee's awareness for greenhouse gas emission reduction and energy saving, including:

- electrical machinery improvement;
- encouraging digital printing to reduce the utilisation of water, electricity, screen films and other resources;
- encouraging the employees to turn off IT devices when not in use;
- setting office machines such as copiers and TV monitors to turn off automatically after office hours;
- maintaining an indoor temperature at an optimal level for comfort; and
- putting up signage emphasizing the importance of energy saving.

By adopting the above practices, our employee's awareness for greenhouse gas emission reduction and energy saving is enhanced.

### 2.3 Non-Hazardous Waste Management

Believing that every small step will make a difference, the Group is as committed as ever to conserving precious resources by taking eco-friendly measures to reduce disposal of non-hazardous waste throughout our operation.

We encourage paperless solution for as documents storage, material sharing or internal administrative documents. When using paper, employees are encouraged to use double-sided paper, black and white or recycled papers when printing or photocopying documents. It considerably improves operational efficiency while helping create a paperless operation system. Most of the used paper can be recycled and such materials were collected by waste collector.



## 2.4 Environmental Performance

The Group considers environmental stewardship an essential component of our corporate responsibility and are therefore exceptionally committed to promoting environmental protection activities in harmony with economic development.

In accordance with the ESG Reporting Guide, our environmental performance of “Energy Use and Emissions” and “Use of Resources” during the reporting period are presented as below.

**Table 1 — Energy Use and Emissions**

Energy Use and Emissions	Unit	2017
Electricity Consumption	kWh	3,510,589
Electricity Consumption Intensity	kWh/revenue (in RMB)	0.034
Greenhouse Gas Emissions	CO <sub>2</sub> e (tonne)	70.1
Nitrogen Oxides	g	25,895
Sulphur Oxides	g	92,484
Particulate Matter	g	408,800

**Table 2 — Use of Resources**

Use of Resources	Unit	2017
Paper	tonne	1,216

In the future, the Group will continue to raise employees’ awareness in environmental protection on an ongoing basis and perform our business with an environmentally conscious approach.

## 3. EMPLOYMENT AND LABOUR PRACTICES

### 3.1 Employment and Labour

Human capital has always been considered by the Group as the most important asset for our long-term operation and business development, thus the Group is committed to upholding an open, fair, just and reasonable human resource policy.

Equality and diversity is highly respected in our corporate philosophy during the process of employment, remuneration, promotion and termination. According to our employee inclusion policy, we strictly follow the relevant laws and regulations and our employment policies to select candidates based on skillsets, experience and expertise and offer equal employment opportunities to different genders, age groups and nationalities. It is the Group’s policy to prohibit the use of child and forced labour and our human resource department is responsible to closely monitor the practical situation in order to comply with the applicable regulations related to child labour and forced labour.

The Group safeguards the rights of our employees by strictly complying with the requirements under the employment-related legislations in Hong Kong and the Labour Law of the PRC and offers a competitive remuneration package, including internal promotion opportunities and performance-based bonus, to recruit and retain our experienced employees.

Employees hired by the Group are mainly located in Hong Kong and China. In Hong Kong, the Group safeguards the rights of our employees by strictly complying with relevant employment laws and regulations, including the Mandatory Provident Fund Schemes Ordinance by participating in the Mandatory Provident Fund retirement benefit scheme for our eligible employees, the Minimum Wage Ordinance, Employment Ordinance and the Employees' Compensation Ordinance by offering competitive wages, medical insurance, disability and invalidity coverage, maternity leave and other compensation to our employees. In China, we have participated in welfare schemes concerning pension insurance, unemployment insurance, maternity insurance, occupational injury insurance and medical insurance in accordance with the local regulations including the Regulations on the Administration of Housing Provident Funds and the Social Insurance Law of the PRC.

The Group also reviews the corporate policy of employment and labour regularly to ensure that the Group has fully complied with the local labour legislations and regulations.

As at 31 December 2017, the Group was in compliance with the relevant laws and regulations that have a significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare and relating to preventing child and forced labour in all material respects.

In accordance with the ESG Reporting Guide, the details of the workforce of the Group during the reporting period of 2017 are tabulated as well as presented in graphs below.

#### Summary of employment performance indicators:

	2017
<b>Total Number of Employees</b>	328
<b>By Gender</b>	
Female	189 (57.6%)
Male	139 (42.4%)
<b>By Age</b>	
18 or below	7
19 to 40	213
41 to 60	106
Over 60	2

#### Diversity

	2017					
Number of Employees by Employee Category	Gender		Age Group			
	Female	Male	18 or Below	19 to 40	41 to 60	Over 60
Senior level	9	15	0	12	10	2
Ordinary level	180	124	7	201	96	0

## Turnover Rate

	2017
<b>Number and Rate (%) of Employee Turnover</b>	73/328 (22%)
<b>By Gender</b>	
Female	50/189 (26%)
Male	23/139 (17%)

### 3.2 Training and Development

Believing that the competence, work experience and skill-sets of our staff, including sales and marketing staff, procurement staff, production staff and quality control staff, plays an important role in maintaining our operation efficiency. We ensure that our professional training and development programs continuously evolve to keep pace with the industry latest standards and create a listening culture through support and coaching.

Every new joiner will be provided proper orientation training and mentoring in order to help them adapt to the new working environment affirmatively and quickly. Continuous trainings are also committed by the Group in different ways including on-the-job training, comprehensive training for specific skill development, and professional training for relevant employees.

In 2017, we organized an internal training for our management in different departments and in different management level for the updated management skill in the aspect of customer management, supplier management, effectiveness and efficiency of communication skill, key performance index for assessment of staff performance and efficiency of daily operation flow. Throughout the training, we also updated our management in relation to the Group's internal control procedures and delivered the importance of cost effectiveness in different processes of operation.

Through a variety of on-the-job learning sessions, we are able to nurture and retain excellent talents and strengthen the competitiveness of the Group.

In accordance with the ESG Reporting Guide, the details of the of training and development programs provided by the Group during the reporting period of 2017 are presented as below.

**Table 4 — Training and Development**

<b>Employee Training</b>	<b>Unit</b>	<b>2016</b>	<b>2017</b>
Average hours of training received per employees	hours	3.75	<b>4.62</b>
Average hours of training per employee by gender			
Female	hours	3.40	<b>4.04</b>
Male	hours	4.16	<b>5.42</b>
Average hours of training per employee by ranking			
Senior level	hours	12.86	<b>15.42</b>
Ordinary level	hours	3.33	<b>3.77</b>
Percentage of training by gender			
Female	%	74.0	<b>70.4</b>
Male	%	79.6	<b>86.3</b>
Percentage of training by ranking			
Senior level	%	100	<b>100</b>
Ordinary level	%	70.5	<b>75.3</b>

### 3.3 Health and Work Safety

It is important for the Group as a production-driven enterprise to ensure the occupational health and safety of our employees. In compliance with the industry standards and the statutory requirements under the Production Safety Law of the People's Republic of China (《中華人民共和國安全生產法》), the Group is committed to providing our employees with a healthy and safe workplace in the course of its business. On the one hand, the Group has offered our employees with personal protective equipment based on their various positions. For example, the staff at production line will be provided with dust-proof masks and earplugs. On the other hand, the Group has organised regular safety education programs for our employees to raise their safety awareness over the course of production activities. In addition, the plant sites will organise fire drills and fire safety training each year to enhance the fire safety awareness of our employees.

The Group cares about the physical and mental health of our employees and provides our employees with regular health checks. By providing a full-range health service platform for our employees, the Group maintains the health level of our employees with precautions against the spread of diseases, thus ensuring the healthy conditions of our employees. The Group offers our employees an extensive range of fringe benefits, including lucky money or festive gifts to our employees on Chinese New Year, Mid-autumn Festival, Women's Days, and other statutory holidays.

As at 31 December 2017, the Group has complied with all applicable laws and regulations in relation to providing a safe working environment and protecting employees from occupational hazards in all material respects.



## 4. OPERATING PRACTICES

The Group has developed a series of management systems and procedures to be aligned with the Corporate Governance required by HKEX.

### 4.1 Supply Chain Management

Over the course of selecting potential suppliers, our procurement department is required to analyse their competitiveness, and identified suppliers will be further approved by the production department of the plant sites and other related departments following their consensus. In this case, they will qualify as a member on the qualified supplier list of the Group. As at 31 December 2017, the Group has in total 328 suppliers which are all located in the PRC.

In accordance with the requirements under the ISO 9001:2008 quality management system, the Group has established a set of selection and assessment standards, and would investigate into the operating conditions, the quality management system, production capacities, services and delivery capabilities of the potential suppliers, such findings will serve as bases for selecting strategic suppliers. By introducing a regular assessment scheme, we conduct regular reviews and inspections over the performance of our suppliers in various aspects. Our regular assessment indicators cover quality, pricing, delivery schedule, services, etc. for the purposes of achieving risk control over the supply chain. We would also inspect suppliers' qualification certificates such as FSC certificate and Oeko-Tex certificate. Persisting in our stringent approval system for all strategic suppliers, the Group will promote the quality management of our suppliers of raw materials and green management, while timely disqualifying unfit suppliers.

### 4.2 Quality Management System

We have implemented and maintained a quality management system of high standard. We maintain the quality by achieving ISO 9001:2008 certification continuously to demonstrate that we have ability to consistently provide services that meet our customers' needs and fulfill applicable statutory and regulatory requirements.

### 4.3 Intellectual Property Rights

The Group is committed to complying with the relevant intellectual property right ("IP rights") laws by maintaining effective control over production management. As at 31 December 2017, the Group had registered five trademarks which are material to the Group's business. The Group values and protects its intellectual properties through periodic trademark renewals.

In order to ensure that the customer's IP rights are properly protected during the outsourcing processes to subcontractors, a confidentiality agreement regarding IP rights must be signed before business engagement. Internally, we enter into standard employment contracts with our employees which contain provisions on IP rights and confidentiality. Each employee of the Group has signed a written confirmation to (i) confirm that all IP rights created or made during their employment with the Group shall belong to us; and (ii) agree not to use or disclose the confidential information relating to the product designs without authorisation of the Group. When the products designs are provided by the customers to the Group for product development, IP rights of such designs belongs to the customers. IP rights also belong to customers when the Group provides design inputs or polish the original product design from customer.

Due to the nature of our business, the Group may be subject to risks in relations to the IP rights of the garment brand companies and the Group may be exposed to claims in respect of the infringement of third party IP rights. Therefore, to ensure that the trademarks or the designs and specifications provided by our customers do not infringe third party's IP rights during the course of business, we have implemented the following internal control measures:

- (i) obtain the relevant certificates, licences or authorisations to check if our customers have the right to authorise us to manufacture products with the relevant trademarks, designs or specifications;
- (ii) our sales and marketing department check the trademarks, designs or specifications through online databases maintained by IP rights registries in various countries to ascertain the name of the owners of the IP rights; external legal counsel will be consulted, if necessary; and
- (iii) incorporate terms in agreements with our customers and require them to, among others, (a) undertake that it is the registered owner/authorised licensee of the registered owner of the trademarks, designs or specifications; (b) hold us harmless from and against any and all third party claims and any associated cost, including legal costs, arising from the use of the products sold by our customers.

#### **4.4 Anti-Corruption**

The Group is committed to upholding a high standard of business ethics and to standards to prohibit bribery and corrupt practices. The Group has developed a series of company policies on anti-fraud, anti-bribery, anti-extortion and anti-money laundering with reference to the Prevention of Bribery Ordinance (Cap 201 of the laws of Hong Kong). These policies apply to all members of the Group, and we also encourage all of our business partners to abide by the principles of the policies. The Group conducts periodic and systematic fraud risk assessments and will effectively communicate its anti-fraud policy and procedures to all levels of employees. The Group continues to monitor the effectiveness of its control related to mitigating fraud risk and remedy any deficiencies identified internally and by any external parties in a timely manner. During the reporting period, we were in compliance with the applicable rules and regulations relating to bribery, extortion, fraud and money laundering in all material respects. No legal case concerned with corrupt practices was brought against the Group or any of our employees in 2017.

With principles of "Commitment, Assurance of High Quality, Fair Deals and Faithfulness", all employees perform their duties with utmost level of good faith, determination and professionalism, and ensure that the reputation of the Group will not be tarnished because of misconduct and corruption behavior.

#### **4.5 Whistle-Blowing Policy**

In order to encourage our employees to report illegality, irregularity, malpractice, unethical acts or behaviours, inappropriate conducts or actions, the Group has set up a new whistle-blowing policy and procedures during the reporting period, by provoking disclosure of relevant information via a confidential reporting channel available to all employees. The policy aims to encourage our employees to report behaviour that is not in line with the principles of ethics and the Group's policy such as events that are non-compliant with the Group's policy, laws, rules, regulations, general practice of financial reporting and internal control.

The Group is committed to handling the reports with due care and conducting a detailed investigation seriously for each reasonably established report. Additionally, the Group is fully aware that we are obligated to refer the matter to the legal enforcement parties or regulators if the Group considers necessary.

The Group has addressed the “whistle-blowers” concerns in a fair and reasonable manner. All “whistle-blowers” who report in good faith are reasonably protected from retaliation or adverse consequence of their employment regardless of whether the allegation is substantiated.

The policy of “Whistle-Blowing” and its procedures, which apply to all levels of the members of the Group, have been documented in the employee handbook and have been circulated among employees for their reference.

## 5. COMMUNITY INVESTMENT

The Group adopts people-oriented management policy. Besides providing fringe benefits and packages to our employees, the Group will conduct an investigation into employees with difficulties on a regular basis each year, and those employees who suffer severe health issues or experience family-related misfortunes will receive specific assistance.

In 2017, continuing our objections as in the past, the Group donated to non-profit and charitable organizations of approximately RMB20,000.

## 6. THE STOCK EXCHANGE ESG REPORTING GUIDE CONTENT INDEX

Aspects, General Disclosures and KPIs	Description	Relevant Section in the ESG Report	Remarks
<b>A. Environmental</b>			
<b>Aspect A1: Emissions</b>			
General Disclosure	Information on:	Environmental Protection:	
	(a) the policies; and	2.1, 2.2 & 2.3	
	(b) compliance with relevant laws and regulations that have a significant impact on the issuer		
	relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste		

Aspects, General Disclosures and KPIs	Description	Relevant Section in the ESG Report	Remarks
KPI A1.1	Types of emissions and respective emissions data	Environmental Protection: 2.4	
KPI A1.2	Greenhouse gas emissions in total and, where appropriate, intensity	Environmental Protection: 2.4	
KPI A1.3	Total hazardous waste produced and, where appropriate, intensity	–	The Group has not identified any hazardous waste that was produced by our core business
KPI A1.4	Total non-hazardous waste produced and, where appropriate, intensity	–	No significant non-hazardous waste was produced by our core business
KPI A1.5	Description of measures to mitigate emissions and results achieved	Environmental Protection: 2.2	
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	Environmental Protection: 2.3	

#### Aspect A2: Use of Resources

General Disclosure	Policies on the efficient use of resources including energy, water and other raw materials	Environmental Protection: 2.1, 2.2 & 2.3	
KPI A2.1	Direct and/or indirect energy consumption by type in total and intensity	Environmental Protection: 2.4	

Aspects, General Disclosures and KPIs	Description	Relevant Section in the ESG Report	Remarks
KPI A2.2	Water consumption in total and intensity	–	The Group believes that our water consumption is mainly used for commercial purpose and is not identified as material aspect in the Group's business
KPI A2.3	Description of energy use efficiency initiatives and results achieved	Environmental Protection: 2.2	
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose water efficiency initiatives and results achieved	–	The Group believes that our water consumption is mainly for commercial use and is not identified as material aspect in the Group's business
KPI A2.5	Total packaging material used for finished products, and if applicable, with reference to per unit produced	–	Use of packaging material is not applicable to our core business and is not identified as material aspect in the Group's business

### Aspect A3: The Environment and Natural Resources

General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources	Environmental Protection: 2.1 & 2.4
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them	Environmental Protection: 2.2 & 2.3



Aspects, General Disclosures and KPIs	Description	Relevant Section in the ESG Report	Remarks
<b>B. Social</b>			
<b>Aspect B1: Employment</b>			
General Disclosure	<p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</p> <p>relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti – discrimination, and other benefits and welfare</p>	Employment and Labour Practices: 3.1	
KPI B1.1	Total workforce by gender, employment type, age group and geographical region	Employment and Labour Practices: 3.1	
KPI B1.2	Employee turnover rate by gender, age group and geographical region	Employment and Labour Practices: 3.1	

Aspects, General Disclosures and KPIs	Description	Relevant Section in the ESG Report	Remarks
<b>Aspect B2: Health and Safety</b>			
General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to providing a safe working environment and protecting employees from occupational hazards	Employment and Labour Practices: 3.3	
KPI B2.1	Number and rate of work-related fatalities	–	No work-related fatalities were recorded during the reporting period.
KPI B2.2	Lost days due to work injury	–	No lost days due to work injury were recorded during the reporting period
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	Employment and Labour Practices: 3.3	
<b>Aspect B3: Development and Training</b>			
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	Employment and Labour Practices: 3.2	
KPI B3.1	The percentage of employees trained by gender and employee category	Employment and Labour Practices: 3.2	

Aspects, General Disclosures and KPIs	Description	Relevant Section in the ESG Report	Remarks
KPI B3.2	The average training hours completed per employee by gender and employee category	Employment and Labour Practices: 3.2	
<b>Aspect B4: Labour Standards</b>			
General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to preventing child and forced labour	Employment and Labour Practices: 3.1	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	Employment and Labour Practices: 3.1	
KPI B4.2	Description of steps taken to eliminate child and forced labour practices when discovered	–	No such incidents were reported during the reporting period.
<b>Aspect B5: Supply Chain Management</b>			
General Disclosure	Policies on managing environmental and social risks of the supply chain	Operating Practices: 4.1	
KPI B5.1	Number of suppliers by geographical region	Operating Practices: 4.1	
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	Operating Practices: 4.1	

Aspects, General Disclosures and KPIs	Description	Relevant Section in the ESG Report	Remarks
<b>Aspect B6: Product Responsibility</b>			
General Disclosure	<p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</p> <p>relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress</p>	–	No applicable regulations have been identified for the Group's operation and compliance purpose
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	–	No incidents were reported during the reporting period.
KPI B6.2	Number of products and service related complaints received and how they are dealt with	–	No complaints were reported during the reporting period.
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights	Operating Practices: 4.3	
KPI B6.4	Description of quality assurance process and recall procedures	–	No recall procedures are required throughout the Group's operation.
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	Operating Practices: 4.3	

Aspects, General Disclosures and KPIs	Description	Relevant Section in the ESG Report	Remarks
<b>Aspect B7: Anti-corruption</b>			
General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to bribery, extortion, fraud and money laundering	Operating Practices: 4.4	
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases	Operating Practices: 4.4	
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	Operating Practices: 4.5	
<b>Aspect B8: Community Investment</b>			
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes communities' interests into consideration	Community Investment: 5	
KPI B8.1	Focus areas of contribution	Community Investment: 5	
KPI B8.2	Resources contributed to the focus areas	Community Investment: 5	



