



# Environmental, Social and Governance Report 2018



柏榮集團(控股)有限公司

PAK WING GROUP (HOLDINGS) LIMITED

(Incorporated in the Cayman Islands with limited liability)

Stock Code: 8316



# CONTENTS

|   |    |
|---|----|
| APPROACH  | 2  |
| ABOUT THIS REPORT                                   | 3  |
| ABOUT PAK WING                                      | 4  |
| OUR STAKEHOLDERS                                    | 5  |
| ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT         |    |
| Section A: Environmental                            | 6  |
| Section B: Social – Employment and Labour Practices | 11 |
| Section B: Social – Operating Practices             | 15 |
| Section B: Social – Community                       | 16 |
| REGULATORY COMPLIANCE                               | 17 |
| ENVIRONMENTAL DATA                                  | 18 |
| SOCIAL DATA   | 19 |
| ESG REPORTING GUIDE & REFERENCE                     | 20 |



## APPROACH

Pak Wing Group (Holdings) Limited (hereafter called “the Group” or “Pak Wing”) is committed to providing construction services as a foundation subcontractor in Hong Kong, while integrating sustainability into its business strategy. Various factors, including business-related challenges, work ethics, global trends, applicable laws and regulations, etc., are taken into account by the Group in order to constantly promote its business growth and achieve its long-term sustainability. The Group is constantly seeking opportunities to grow its businesses that will be beneficial not only to its shareholders, but also to its suppliers, customers and the environment in which it operates.

The Group recognizes its responsibilities and accountability to all its stakeholders, including customers, existing shareholders and potential investors, employees, suppliers, non-governmental organizations (NGOs) and local community. Understanding the needs and expectations of the stakeholders is the key to the Group’s success. As each stakeholder requires a different engagement approach, at Pak Wing, we have established tailor-made communication methods in order to better meet each stakeholder’s needs and expectations.

Within the Group, we often keep a close eye on monitoring the risks and exploring potential opportunities. For the sake of striking a balance among business needs, social demands and environmental impacts, we are committed to continuously monitoring the risks and opportunities which exist in our daily operations, and at the same time, embracing transparent corporate culture to ensure that our sustainability strategies are well communicated to our employees, customers, the communities and other stakeholders.

To implement sustainability strategies which apply to all levels of the Group, the top-down approach is adopted for the following sustainability strategies:

1. To achieve environmental sustainability
2. To respect human rights and social culture
3. To engage with stakeholders
4. To support our employees
5. To sustain local communities



## ABOUT THIS REPORT

Pak Wing is pleased to present its Environmental, Social and Governance (“ESG”) Report. The content contained herein focuses on providing an overview of the environmental, social and governance performance of its major operations in Hong Kong from 1 April 2017 to 31 March 2018. This also facilitates the Group to conduct thorough performance review and evaluation to enhance the overall performance results in the future. The reporting period is consistent with its financial year.

### SCOPE OF THE REPORT

This report has been prepared in accordance with the “Environmental, Social and Governance Reporting Guide” in Appendix 20 to the GEM Listing Rules of the Stock Exchange of Hong Kong Limited (the “Stock Exchange”). The report summarizes our ESG performance from 1 April 2017 to 31 March 2018.

### FEEDBACK

For details of our ESG performance, corporate governance as well as financial performance, please visit our website at <http://pakwingc.com/en/index.php> and our Annual Reports. We treasure your feedback and comments on our sustainability performance. Please send your feedback and enquiries to [info@pakwingc.com](mailto:info@pakwingc.com).



## ABOUT PAK WING

### OUR BUSINESS

Pak Wing was listed on the GEM of The Stock Exchange of Hong Kong Limited in 2015 with the stock code of 8316. The principal operations of the Group involve LS Works, mini piling, H-piling, earth stabilization and pile extraction etc. With the competitive advantage of strategically positioning ourselves as a subcontractor with good reputation, and an experienced team of executive management leading a capable team of well-trained operations staff and workers, possessing a broad range of machinery, the Group enjoys a competitive edge in the foundation industry in Hong Kong.

### OUR VISION

To be a professional construction service provider in the foundation market in Hong Kong, enhancing effectiveness and efficiency in our operations, and providing excellent project outputs to our customers.

### BOARD OF DIRECTORS

As at the date of this report, the board of directors (the “Board”) consists of:

#### Executive Directors

Mr. Zhang Weijie (*Chairman*)  
Mr. Wong Chin To  
Mr. Duan Ximing (*Chief Executive Officer*)

#### Independent Non-executive Directors

Ms. Li Huanli  
Mr. Yang Zida  
Mr. Lee Man Yeung



## OUR STAKEHOLDERS

Pak Wing actively strives to better understand its stakeholders and engage them to ensure that improvements are implemented to its products and services. We strongly believe that our stakeholders would play a crucial role in sustaining the success of our business in the challenging market.

| Stakeholders                       | Point(s) of concern  | Communication and responses  |
|------------------------------------|--|--|
| <b>HKEx</b>                        | Compliance of listing rules, timely and accurate announcements.  | Meetings, training, roadshows, workshops, programs, website updates and announcements  |
| <b>Government</b>                  | Compliance of laws and regulations, preventing tax evasion, and social welfare.                        | Interaction and visits, government inspections, tax returns and other information  |
| <b>Suppliers</b>                   | Payment schedule, stable demand.   | Site visits  |
| <b>Shareholders/<br/>Investors</b> | Corporate governance system, business strategies and performance, investment returns.                  | Organizing and participating in seminars, interviews, shareholders' meetings, financial reports or operation reports for investors, media and analysts |
| <b>Media &amp; Public</b>          | Corporate governance, environmental protection, human right.   | Issue of newsletters on the Company's website  |
| <b>Customers</b>                   | Product quality, delivery times, reasonable prices, service value, labour protection and work safety.  | Site visits, maintenance services  |
| <b>Employees</b>                   | Rights and benefits, employee compensation, training and development, work hours, working environment. | Conducting union activities, trainings, interviews for employees, issuing employee handbooks, internal memos, employee suggestion boxes                |
| <b>Community</b>                   | Community environment, employment and community development, social welfare.                           | Developing community activities, employee voluntary activities and community welfare subsidies and donations.  |

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## SECTION A: ENVIRONMENTAL

Rooted in the foundation industry in Hong Kong, reducing the environmental footprint from our business operations for protecting our environment is the fundamental business value of Pak Wing. For the year ended 31 March 2018, there was no material issue of non-compliance with relevant laws and regulations relating to the environment.

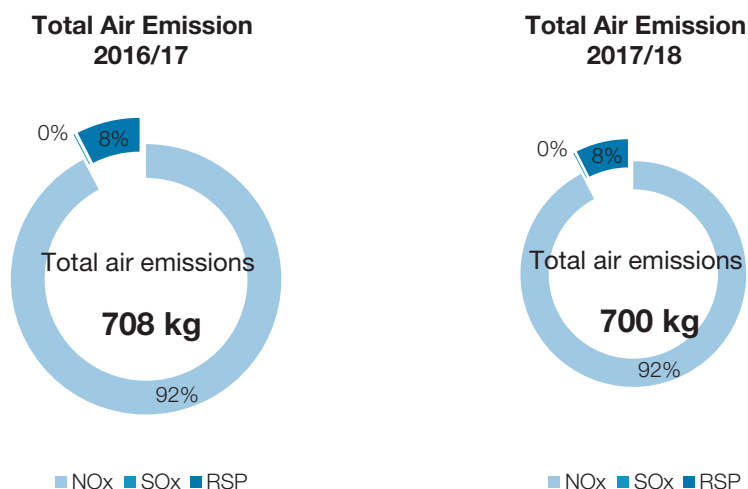
### Emissions

#### *Emissions of air pollutants*

The Group's emissions of air pollutants, which include nitrogen oxides ("NO<sub>x</sub>"), sulphur oxides ("SO<sub>x</sub>") and respiratory suspended particles ("RSP") etc., are mainly generated by usage of vehicles and other machineries in the projects. Various preventive and corrective measures are in place to reduce our negative impact on air quality. Facilities such as hand-held hoses, dust screens and wheel washing bay have been taken in place in our construction sites, for the sake of dust control.

Although we cannot drastically reduce the usage of vehicles and machineries in the construction sites due to industry limitations, we encourage our employees to utilize the capacity of vehicles and other machineries, so as to reduce unnecessary usage and wastage.

Our dedicated efforts were proven effective as in the year ended 31 March 2018, our total air emissions were approximately 700 kg, which decreased by 1% when comparing with last year.



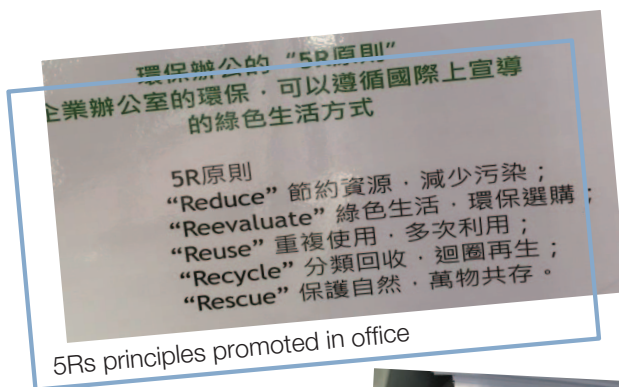
Looking ahead, we would continue reducing unnecessary usage of fuels, in order to reduce our air emissions. Moreover, we would endeavor to do our best for reducing our negative impact on air quality by the dust controlling measures.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (continued)

## Greenhouse Gas Emissions

Greenhouse gas emissions are the main culprits of global warming. Fossil fuel consumption, electricity consumption, water and sewage processing, disposal of paper waste, etc. are all sources of greenhouse gas emissions. In the light of reducing greenhouse gas emissions, we embrace in driving green practices in our day-to-day operations. We are committed to environmental conservation, natural resource saving and waste reduction.

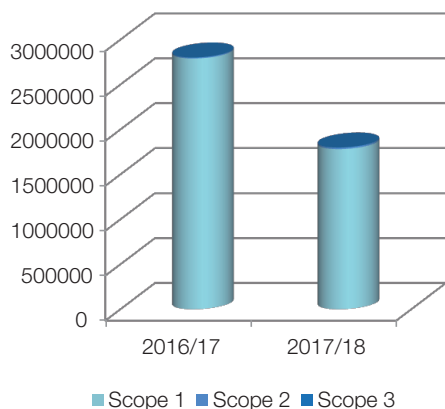
In office, we uphold the 5Rs principle, namely reduce, reevaluate, reuse, recycle and rescue. We promote reduction of usage of paper, replacing paper document by electronic versions, to achieve paperless office. Reminders are posted next to the switches and water tap for reminding reduction of water and electricity consumption. For purchase of appliances, we encourage choosing products with energy efficiency labels. For the office wastage, we do waste sorting in our office. Single-side-printed paper and computer accessories are collected for reuse, while other wastage, including rechargeable batteries and double-side-printed paper, is collected for recycling purpose. We wish our dedications and efforts can help rescue the environment and the animal species.





# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (continued)

The emissions of greenhouse gases are mainly classified into three separate scopes as below:



Scope 1: direct emissions from the usage of fuels by our drilling rigs, fans and vehicles

Scope 2: energy indirect emissions

Scope 3: indirect emissions due to electricity used for fresh water and sewage processing, and methane gas generation at landfill in Hong Kong due to disposal of paper waste

Our success in reduction of greenhouse gas emissions was mainly contributed by the reduction in usage of fossil fuel by the machineries on construction sites. Our direct emissions from usage of fuels reduced greatly from 2,790 tonnes in the fiscal year 2017 to 1,782 tonnes in the fiscal year 2018. The reduction margin amounted to 36%. The same reduction margin was recorded for the total greenhouse gas emissions, recognizing our efforts.

Looking ahead, the Group aims to continue reducing its greenhouse gas emissions. Building on the success this year, the Group aims to focus more on educating employees to reduce unnecessary electricity, water and paper consumption, so as to reduce its indirect greenhouse emissions.

## Waste Management

The principal operating activities of the Group include LS Works, mini piling, H-piling, earth stabilization and pile extraction etc. The business operations of the Group may produce some chemical wastes at the construction work. Due to limitation of information, the amount of chemical wastes produced cannot be estimated accurately. Yet, a sewage treatment system is utilized in every site to clean up the sewage before discharging the sewage to the public sewers. The chemical wastes are filtered and passed to the external waste handling company to handle. The Group aims to reduce its adverse impact of producing hazardous wastes by this means.

The Group's operations also involve production of some non-hazardous wastes, which mainly include construction wastes and paper wastes.

For each construction site, it is the main contractor who is responsible for handling the construction wastage. As the Group mainly operates as the subcontractor for projects, it does not have available information to estimate its total construction waste disposal. During the year ended 31 March 2018, the Group operated as the main contractor for only one project. In the project, the total construction wastes produced was 33.80 tonnes. On the construction sites, solid waste is segregated into general wastes and construction wastes before transporting to landfills. 3-color recycling bins are placed in the sites to collect any recyclable waste. Moreover, an on-site waste sorting area is prepared for temporary storage of segregated waste material for reuse in the other sites to avoid wastage.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (continued)



3-color recycling bins on site

Sewage treatment system on sites



Storage and labelling for chemical wastes



On the other hand, the Group promotes reduction of paper usage at office, encouraging double-sided printing and collecting single-side-printed paper for reuse. As the major wastage produced by our office, the paper waste amounted to approximately 171 kg in the fiscal year 2018, which was estimated using the purchase amount and the printing quantity. Although the paper wastes produced increased slightly when comparing with last year, the Group targets to put more resources in educating employees to treasure the paper resources. With our waste reduction efforts, we are confident to reduce our paper waste in the coming years.

The Group has complied with the relevant laws and regulations relating to air and greenhouse gas emissions, and waste management during the fiscal year 2018.

## Use of Resources

The Group is committed to becoming a resource-saving and environment-friendly enterprise to promote environmental protection.

### Energy Consumption

The total energy consumption for the financial year 2018 was 21,961 kWh, which increased by approximately 37% when compared with last year. To reduce the Group's carbon and energy footprints, the Group has posted reminders to encourage employees switching all idle appliances off. Moreover, the Group has been advocating keeping the room temperature at 25.5 degree Celsius to reduce electricity consumption.

However, as the electricity consumption by the Group depends greatly on the quantity and nature of its construction projects, the fluctuation in electricity consumption may be out of control of the Group in certain extends. Nevertheless, the Group would do its best to reduce unnecessary electricity consumption in the coming years.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (continued)

## ***Water Consumption***

The water consumption in the fiscal year 2018 was approximately 24 meter cubes, which increased by 59% when comparing with last year. At office, water saving reminder was posted. On the construction sites, the waste water is collected and preceded for reuse, such as using for dust control measures, so as to reduce water usage. However, the Group's water consumption depends greatly on the quantity and nature of its construction projects, alike its electricity consumption. As a result, the fluctuation of water consumption may not reflect the Group's efforts in water saving. Nevertheless, the Group would do its best to save the precious water resources in the coming years.

## ***Packaging Material***

As the Group's operations involve no packaging materials, no disposal of products or packaging materials can be identified.

## **The Environment and Natural Resources**

The Group believes that corporate development should not come at the expense of the environment. Therefore, we have been adopting environmental friendly practice for reducing our impact on air quality, greenhouse gas emissions and waste production as mentioned above.

With the Group's determination in minimizing the impacts of our operations on the environment, we have successfully reduced our air emissions by 1%, while reducing our greenhouse gas emissions greatly by 36%.



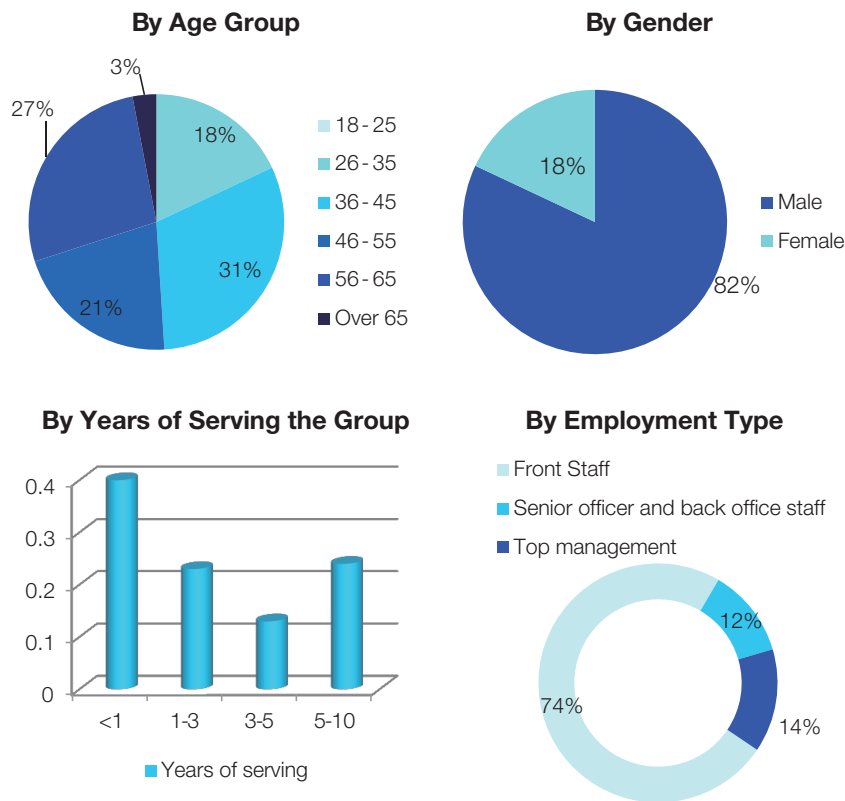
## SECTION B: SOCIAL – EMPLOYMENT AND LABOUR PRACTICES

### Employment

As an enterprise with social responsibility, we are not only responsible to our consumers, but also responsible to our employees. When pursuing economic goals, we also bear social and environmental responsibilities in order to achieve sustainable development.

### Our Employees

Our headcounts consisted of 62 members as at 31 March 2018, and the composition of our members is set out below:

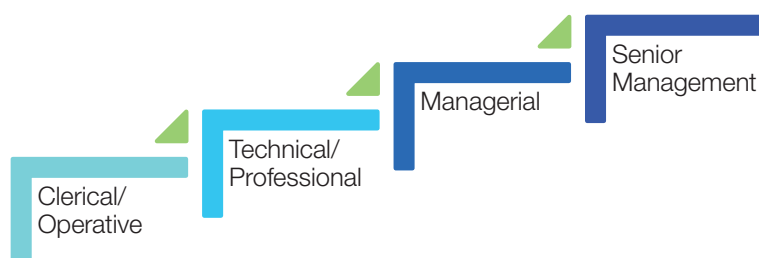


We believe that our diverse and inclusive workforce enhances our business by enabling innovative ideas and better communication.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (continued)

## ***Employee Benefits***

Every year, the Board of the Group reviews and discusses the improvement measures and implementation of human resources management procedures. The Group offers a comprehensive employee benefits package for all its dedicated, talented staff. Employees are compensated fairly according to their contributions, with reference to the market practice. The remuneration committee is established for making appropriate annual update on remuneration policy. Employees' salaries are reviewed annually based on the Group's performance, individual's performance, job responsibilities and market conditions etc. A clear structure for pay and benefits, employees' promotion and advancement is set out for all employees to know clearly their career development and goals.



In addition, we contribute to the Mandatory Provident Fund and employees' compensation insurance with reference to the Employment Ordinance of Hong Kong.

## ***Harmonious Workspace***

The Group places considerable value on staff management and has developed its human resources management procedures, striving to build a harmonious and inclusive working environment, free from any harassment and discrimination. The Group respects human rights, providing equal opportunities for its staff, regardless of their age, race, gender, national origin, religion, physical condition, medical condition, marital status and/or sexual orientation. The Group's equal opportunity policy is applicable towards its recruitment, training and development, recognition and reward, and termination and dismissal.

## ***Work-life Balance of Employees***

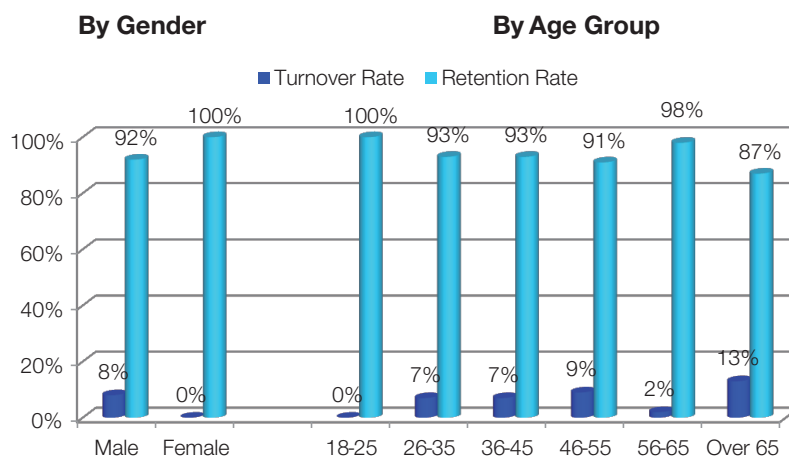
The Group is committed to labour legislation, providing employees with appropriate holidays and paid leave pursuant to various local labour legislations stipulated by the those national and local governments. The Group strives to strike a proper work-life balance of its employees, providing them 6 days' work per week with eight to nine working hours per day. Overtime compensation is paid for employees working overtime voluntarily. Employees are also entitled special leaves to meet their families' needs, such as marriage leave, funeral leave and maternity leave, etc. The specific day of leave varies with reference to years of experience.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (continued)

## Talent Retention

With all the above benefits and welfare for employees, we successfully achieved 92% total retention rate in this fiscal year.



The Group has no material non-compliance with the Employment Ordinance (Chapter 57 of the Laws of Hong Kong) and other relevant legislation relating to employment during the fiscal year 2018.

## Health and Safety

The Group attaches importance to the health and safety of its employees. An occupational safety and health guidelines is set up and circulated for creating a safe working environment and protecting employees from occupational hazards. Ensuring employees' health and safety is placed the top priority of the Group when making decisions, and is also one of the major responsibilities of the management.

The Group reviews the health and safety management system for its employees every year, and displays warnings on facilities, machines which are dangerous or prone to accidents. In addition, the Group actively strengthens the occupational safety awareness of employees by providing regular in-house safety training. And the Group encourages employees to take external safety training revalidation course for construction workers. And the Group ensures all employees operating the cranes and other machineries are equipped with the relevant certificates.

For any injuries, the safety officer on duty on site is responsible for providing aids immediately, and investigating the cases. A first-aid cabinet is placed on every construction site in case of any injuries. An incident investigation report is prepared, recording the causes and findings regarding the incident, in any case of injuries. Recommendations for further improvement to avoid relevant injuries are also included in the incident investigation report.

Staff medical insurance was acquired, protecting employees from any unexpected medical costs. The labour insurance is closely monitored and adjusted according to the headcounts. In the light of these practices, no death or permanent disability case was noted during the fiscal year 2018, and no lost day of work due to work injury was noted.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (continued)

The Group has no material non-compliance with relevant laws and regulation in relation to providing a safe working environment and protecting employees from occupational hazards during the fiscal year 2018.

## **Development and Training**

The Group provided a wide variety of training to its staff to encourage positive behaviour of the employees, and to equip employees with the work-related skills. Induction training is provided to all newly-recruited employees, while regular on-job-training is provided to the current staff. The Group encourages all its employees to continue learning in order to promote their career growth and development. Employees joining external vocational training are subsidized by the Group which includes those concerned with construction safety and environmental management, professional skills operation training and emergency awareness.

## **Labour Standards**

Respecting human rights has been an integral part of the Group's approach to sustainability. The Group fully complies with labour laws and other relevant legislation that prohibits child labour and forced labour. The Group does not employ any person below the age of eighteen at its workplace. Any violence, with the purpose of deliberately causing difficulties, threats and/or corporal punishment, forcing employees to work is prohibited. The Group strives to ensure that no employee is forced to work against his/her will, or work as forced labour, or be made subject to corporal punishment or coercion of any type relating to work. The Group regularly reviews its employment practice to ensure that are in full compliance with the Employment Ordinance and other regulations related to child labour and forced labour.

For the year ended 31 March 2018, there was no material non-compliance with applicable laws and regulations in relation to labour standards.

## ***Communication with Employees***

The Group strives to create an open environment in which employees are able to speak up with ideas and issues. Employees are welcome to provide comments and feedback directly to their supervisors or the next upper level managers in the first instance. In case of any complaint received from employees, an independent investigation and the appropriate follow-up actions would be taken, if necessary. Through both top-down and bottom-up communication, the Group is confident that harmonious relationship with its employees is achieved.

## SECTION B: SOCIAL – OPERATING PRACTICES

### Supply Chain Management

The Group recognizes that proper management of its supply chain could bring positive impacts to the social environment. The Group does not only implement a set of environmental, occupational health and safety management systems in accordance with ISO 14001 and OHSAS 18001 standards, but also invite its business partners to cooperate with environmental and occupational health and safety. The suppliers are encouraged to demonstrate their corporate social responsibilities by complying with corporate social responsibility codes as well as business ethics, with respect to workplace operations, marketing activities, social contacts and environmental responsibilities. High standards of morality which include prohibition of provision and acceptance of bribes and/or other unfair benefits are adopted by the Group. Information of business activities, business structure, financial status and financial performance, etc. should be disclosed only in accordance with applicable laws and regulations.

An approved supplier and subcontractor list is established and maintained by the Group. The financial and operational background (including recognized qualifications and licenses, etc.) of the suppliers, price level, and terms and conditions of supply are all taken into consideration when annually reviewing the list.

For the year ended 31 March 2018, the Group was cooperating with mainly 20 suppliers selected from the approved supplier list. All these 20 suppliers are located in Hong Kong, improving the Group's ability to manage its supply chain efficiently.

### Product Responsibility

The Group is committed to providing services with high standards of quality and reliability. A detailed SWOT analysis is prepared annually, analyzing the Group's strengths, weaknesses, opportunities and threats, and preparing for relevant remediate or follow-up actions if necessary. The Group also obtains the product quality certification from its suppliers regularly, so as to ensure the quality of supplies.

For the year ended 31 March 2018, no products and service related complaints were received, and there was no material non-compliance with applicable laws and regulations relating to product responsibility.

### Anti-corruption

The Group strives to maintain a high level of ethical corporate culture. We prohibit all forms of bribery and corruption. Employees should not solicit or accept any advantage for themselves. The Group has formulated a internal control code to ensure that every staff complies with the rules of the Group in daily operation, so as to prevent violation of law.

In particular, employees are required to refrain from dealing in the Group's securities when they are in possession of material, non-public or inside information about the Group. Moreover, employees are prohibited from directly or indirectly engaging in any personal activities or transactions with customers, principals, suppliers, or third parties, which could conflict with their commitment to their jobs and the interests of the Group.



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (continued)

Fairness and honesty are essential for business dealings. Without the prior consent of the management, employees should not accept, from any person, firm, company or organization which has dealings with the Group, any commission, rebate, spotter's fee, gratuity, loan, gift or favour, monetary or otherwise. Acceptance of or solicitation for any such benefits is a criminal offence under the Prevention of Bribery Ordinance, and the Group is zero tolerant of these acts.

### ***Whistleblowing***

A whistle blowing policy is set up to encourage and enable employees to raise their concerns with the Group. If any employee believes reasonably and in good faith that malpractice exists in the workplace, he/she should report immediately to the supervisor or department head. All concerns are treated in confidence and every effort is made not to reveal employee's identity if employee so wish. Employees may also report to the Compliance Officer if they feel comfortable to. The Compliance Officer or the responsible management is responsible to look into the issue and take necessary actions. Where appropriate, the matters raised may even be referred to the police.

With our dedications and efforts, for the year ended 31 March 2018, there was no concluded legal case regarding corrupt practices brought against the Group or its employees.

### **Section B: Social – Community**

To better protect our communities' interests, the Group is dedicated to reduce its adverse impacts on the environment, by reducing unnecessary resources usage, recycling the wastes and promoting employees' environmental awareness. Apart from protecting the environment, the Group also cares about its employees, suppliers, customers and the general public. Giving equal opportunities to every job applicant and monitoring the performance of suppliers regularly can not only benefit the Group, but also serve the community in long run.



## REGULATORY COMPLIANCE

The Group was not aware of any non-compliance with laws and regulations that has a significant impact on the Group relating to emissions, employment, health and safety, labour standards, product responsibility and anti-corruption during the reporting period.



## ENVIRONMENTAL DATA

| <b>Emissions</b>                                   | <b>Year ended<br/>31 March<br/>2017</b> | <b>Year ended<br/>31 March<br/>2018</b> | <b>Unit</b>    |
|--|---|---|----------------|
| <b>Air Emissions</b>                               |   |   |                |
| Total air emissions                                | 708,106                                 | 700,478                                 | gram           |
| Nitrogen oxides                                    | 653,522                                 | 646,899                                 | gram           |
| Sulphur oxides                                     | 927                                     | 945                                     | gram           |
| Respiratory suspended particles                    | 53,657                                  | 52,633                                  | gram           |
| <b>Greenhouse Gas Emissions</b>                    |   |   |                |
| Total greenhouse gas emissions                     | 2,801,728                               | 1,800,106                               | kilogram       |
| Scope 1 Emissions from Fossil Fuel Consumption     | 2,790,270                               | 1,781,935                               | kilogram       |
| Scope 2 Emissions from Electricity Consumption     | 10,875                                  | 17,335                                  | kilogram       |
| Scope 3 Emissions from Water and Sewage Processing | 9                                       | 14                                      | kilogram       |
| Scope 3 Emissions from Disposal of Paper Waste     | 573                                     | 822                                     | kilogram       |
| <b>Waste Management</b>                            |   |   |                |
| Non-hazardous Waste                                | 119                                     | 205                                     | kilogram       |
| Construction waste                                 | N/A                                     | 34                                      | kilogram       |
| Paper waste  | 119                                     | 171                                     | kilogram       |
| <b>Use of Resources</b>                            |   |   |                |
| <b>Electricity Consumption</b>                     |   |   |                |
| Total Electricity Consumption                      | 16,026                                  | 21,961                                  | kWh            |
| <b>Water Consumption</b>                           |   |   |                |
| Water Consumption                                  | 15                                      | 24                                      | m <sup>3</sup> |

| <b>Employment</b>              | <b>Year ended<br/>31 March 2017</b> | <b>Year ended<br/>31 March 2018</b> |
|--------------------------------|-------------------------------------|-------------------------------------|
| <b>Total employment</b>        | 63                                  | 62                                  |
| <b>Employment by Gender</b>    |                                     |                                     |
| Male                           | 90%                                 | 82%                                 |
| Female                         | 10%                                 | 18%                                 |
| <b>Total turnover rate</b>     | 26%                                 | 8%                                  |
| <b>Turnover Rate by Gender</b> |                                     |                                     |
| Male                           | 75%                                 | 8%                                  |
| Female                         | 3%                                  | 0%                                  |

# ESG REPORTING GUIDE & REFERENCE

## A. Environmental

## Reference in this report

| A1. Emissions  | Page # |
|--|--------|
| Policies and 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. | 6-9    |
| KPI A1.1 The types of emissions and respective emission data.  | 6-8    |
| KPI A1.2 Greenhouse gas emission in total (in tonnes) and where appropriate, intensity (e.g per unit of production volume, per facility).  | 7-8    |
| KPI A1.3 Total hazardous waste produced (in tonnes) and where appropriate, intensity (e.g per unit of production volume, per facility).  | 8      |
| KPI A1.4 Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g per unit of production volume, per facility).   | 8-9    |
| KPI A1.5 Description of measures to mitigate emissions and results achieved.   | 6-8    |
| KPI A1.6 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.  | 8-9    |

| A2. Use of Resources  | Page # |
|---|--------|
| Policies on the efficient use of resources, including energy, water and other raw materials.  | 9-10   |
| KPI A2.1 Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). | 9      |
| KPI A2.2 Water consumption in total and intensity (e.g. per unit of production volume, per facility).   | 10     |
| KPI A2.3 Description of energy use efficiency initiatives and results achieved.   | 9      |
| KPI A2.4 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.                                    | N/A    |
| KPI KA2.5 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.  | N/A    |

| A3. The Environment and Natural Resources  | Page # |
|--|--------|
| Policies on minimizing the issuer's significant impact on the environment and natural resources.   | 6-10   |
| KPI A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. | 6-10   |

## B. Social

## Reference in this Report

### B1. Employment

### Page #

Policies and compliance with laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

11-13

KPI B1.1 Total workforce by gender, employment type, age group and geographical region.

11

KPI B1.2 Employment turnover rate by gender, age group and geographical region.

13

### B2. Health and Safety

### Page #

Policies and compliance with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards.

13-14

KPI B2.1 Fatality number and rate.

N/A

KPI B2.2 Lost days due to work injury.

13

KPI B2.3 Description of occupational health and safety measures adopted how they are implemented and monitored.

13

### B3. Development and training

### Page #

Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.

14

KPI B3.1 The percentage of employees trained by gender and employee category (e.g. senior management, middle management, etc.).

N/A

KPI B3.2 The average training hours completed per employee by gender and employee category.

N/A

### B4. Labour standards

### Page #

Policies and compliance with laws and regulations relating to preventing child and forced labour.

14

KPI B4.1 Description of measures to review employment practices to avoid child and forced labour.

14

KPI B4.2 Description of steps taken to eliminate such practices when discovered.

14

### B5. Supply chain management

### Page #

Policies on managing environmental and social risks of the supply chain.

15

KPI B5.1 Number of suppliers by geographical region.

15

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.

15

## ESG REPORTING GUIDE & REFERENCE (continued)

| <b>B6. Product responsibility</b>   | <b>Page #</b> |
|---|---------------|
| Policies; and compliance with laws and regulations relating to health and safety. Advertising, labeling and privacy matters relating to products and services provided and method of redress. | 15            |
| KPI B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons.   | N/A           |
| KPI B6.2 Number of products and service related complaints received and how they are dealt with.  | 15            |
| KPI B6.3 Description of practices relating to observing and protecting intellectual property rights.  | N/A           |
| KPI B6.4 Description of quality assurance process and recall procedures.  | N/A           |
| KPI B6.5 Description of consumer data protection and privacy policies, how they are implemented and monitored.  | N/A           |

| <b>B7. Anti-corruption</b>  | <b>Page #</b> |
|---|---------------|
| Policies and compliance with laws and regulations relating to bribery, extortion, fraud and money laundering.   | 15-16         |
| 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. | 15-16         |
| KPI B7.2 Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.   | 15-16         |

| <b>B8. Community investment</b>  | <b>Page #</b> |
|--|---------------|
| Policies on community engagement to understand the needs of the communities where we operate and to ensure that our activities take into consideration the communities' interests. | 16            |
| KPI B8.1 Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).   | 16            |
| KPI B8.2 Resources contributed (e.g. money or time) to the focus area.   | 16            |