Environmental, Social and Governance Report 環境、社會及管治報告 2018/2019

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EDICO Holdings Limited 鉅京控股有限公司^{*}

(Incorporated in the Cayman Islands with limited liability 於開曼群島註冊成立之有限公司) Stock code 股份代號: 8450

* For identification purpose only 僅供識別







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OVERVIEW

EDICO Holdings Limited and its subsidiaries (collectively, the "**Group**, the "**Company**" or "**we**") is one of the leading financial printer in Hong Kong. We committed to maintaining our leading position as an integrated premium financial printing service provider in the Hong Kong capital market by offering a diverse range of high-quality services including typesetting and proofreading, translation, design, printing and binding, distribution, and media placement.

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The financial year ended on 30th September 2019 ("**FY2018/2019**") is the second year of the Group's listing on the GEM of the Stock Exchange of Hong Kong Limited ("**HKEx**"). We have not only focuses on our business in the year, but also have paid great attention to environmental protection and the fulfilment of our social responsibilities. With a strong commitment to be an eco-friendly and sustainable company, the Group never stops in exploring new ways to enhance its operating procedures in order to protect our environmental, Social and Governance ("**ESG**") Report for FY2018/2019 to demonstrate our approach and performance in terms of ESG management and corporate sustainability development.

ABOUT THIS REPORT

THE ESG REPORT WAS PREPARED IN FULL COMPLIANCE WITH THE REQUIREMENT UNDER THE ESG GUIDE, WHICH ORGANISED THE CONTENT INTO ENVIRONMENTAL AND SOCIAL AREAS, AND GREATLY RELATED THE GROUP'S PERFORMANCE DURING THE YEAR UNDER REVIEW TO THE BLUEPRINT OF THE UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS.

This ESG Report covers the Group's business operations in Hong Kong office for the period from 1st October 2018 to 30th September 2019 ("Reporting Period") and has been prepared in strict compliance with the requirement under Appendix 20 — Environmental, Social and Governance Reporting Guide ("ESG Guide") of Rules Governing the Listing of Securities on the GEM of the HKEX. Alongside with the reporting principles of the ESG Guide, general disclosure of the Group's ESG procedures was illustrated through the compliance with relevant laws and regulations. Key Performance Indicators ("KPIs") that need to be revealed compulsorily as required by the ESG Guide were all addressed in the Environmental Sustainability and Social sections of the report. Besides, the Group also adopted a globally-accepted reporting instrument as to advance our future business development in multiple parts in the section of Sustainable Development Goals, ("SDGs"). The Group values the alignment of its business with SDGs, which were elaborated in terms of what SDGs are and how they relate to daily business operations. Both English and Chinese versions of this report have been uploaded to the Group's website www.edicoholdings.com.hk, and English version shall prevail if there is any conflict or inconsistency.





BOARD INCLUSIVENESS



I AM DELIGHTED TO PRESENT EDICO'S ESG REPORT FY2018/2019. AT EDICO, WE BELIEVE THAT OUR TOP-NOTCHED SERVICE IS INTRINSICALLY LINKED WITH OUR BUSINESS PERFORMANCE AND SOCIAL WELL-BEING OF OUR CUSTOMER AND STAFF ARE IMPERATIVE. WE CONTINUE TO ACT WITH INTEGRITY WHILE INNOVATING SOLUTIONS THAT HELP ADDRESS CHALLENGES FOR OUR CUSTOMERS. WE TREAT THEIR PROJECTS AS OUR PROJECTS. OUR SUSTAINABLE FUTURE IS BASED BOTH ON OUR ABILITY TO DELIVER REAL VALUE TO OUR CUSTOMERS AND STAKEHOLDERS WHILE ALSO MAKING A MEANINGFUL CONTRIBUTION TO THE COMMUNITIES THAT WE SERVE.



REPORTING PERIOD AND SCOPE OF THE REPORT

This ESG report covers the operational boundaries of the Group's working offices in Hong Kong. For corporate governance section, please refer to the Group's 2018/2019 Annual Report on pages 50 to 72 therein. The reporting period of this ESG report is for FY2018/2019, from 1st October 2018 to 30th September 2019. This report has been prepared in both English and Chinese, and uploaded to the Group's website at **www.edicoholdings.com.hk**. If there is any conflict or inconsistency, the English version shall prevail.

STAKEHOLDERS' ENGAGEMENT

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Stakeholders refer to the groups and individuals materially influencing or being influenced by the Group's business. The Group's stakeholders include government and regulatory authorities, shareholders, employees, directors, customers, suppliers and general public. We strongly believe that an effective communication with our stakeholders is essential for us to create long-term value to our stakeholders and to help the Group better understanding the topics which are material to our stakeholders. During the Reporting Period, we utilized various channels including regular reports, meetings, face-to-face interviews, trainings, on-site visits, company website and etc., to communicate with our stakeholders.

The Group invited 76 internal and external stakeholders including customers, suppliers, business partners, board members and employees to participate in a materiality assessment survey to identify their main concerns and interests for the ESG Report. The survey was conducted by a professional consultancy company to assure the accuracy and independency. Stakeholders expressed their concerns on a list of sustainability issues through a questionnaire that identify the key ESG issues influencing the Group's business operations. Through this sciencebased materiality assessment, we formulated a materiality assessment matrix below which shows our stakeholders' concerns on ESG issues. It helps the Group to identify and prioritise its sustainability issues, and to develop actions for effective ESG management. Meanwhile, it allows the disclosure of this ESG Report in line with stakeholders' expectations.



STAKEHOLDERS' ENGAGEMENT

TABLE 1: STAKEHOLDERS' EXPECTATIONS AND COMMUNICATION CHANNELS

Stakeholders	Expectations and Concerns	Communication Channels
Government and Regulatory Authorities	 Compliance with laws and regulations Business sustainability 	 Supervision on complying with local laws and regulations Routine reports
Shareholders	 Return on investments Corporate governance Compliance with local customs and business norms 	 Regular reports and announcements Regular general meetings Official company website
Employees	 Employees' compensation and benefits Career development Healthy and safe working environment 	 Performance reviews Regular meetings and trainings Emails, notice boards, hotline
Customers	 High quality products and services Protect customers' rights 	 Face-to-face meetings and on-site visits Customer service hotline and email
Suppliers	 Fair and open procurement Win-win cooperation 	 Open tendering Purchase reviews Face-to-face meetings and on-site visits
General Public	 Involvement in communities Compliance with local customs and business norms Environmental protection awareness 	 Media conferences and responses to enquiries Public welfare activities Regular reports and announcements Official company website

MATERIALITY ASSESSMENT

Since ESG risks and opportunities for companies vary across industries and highly depend on their specific business patterns, the Group undertook an annual review in identifying and understanding its stakeholders' main concerns and material interests for the ESG report. In FY2018/2019, the Group engaged its stakeholders to conduct a materiality assessment survey initiated by a thirdparty agency in order to guarantee the accuracy and objectivity of evaluations. Specifically, internal and external stakeholders including customers, suppliers, business partners, board members and employees from various business units of the Group were chosen and assessed based on their respective influence and dependence on the Group. Stakeholders regarded to be with high levels of influence and dependence on the Group were finally selected by management of the Company. They were then invited to express their concerns on a list of sustainability issues via an online survey that was designed by the third-party agency to pinpoint the ESG issues, which were identified as material to the Group's business development and strategies. Through a science-based materiality assessment to prioritise the topics from the entire inventory of ESG issuers, the Group eventually formulated a materiality assessment matrix below, which could genuinely reflect the real concerns of its stakeholders on ESG matters and facilitate the Group to develop actions plans for more effective ESG management.



STAKEHOLDERS' ENGAGEMENT

STAKEHOLDERS' ENGAGEMENT MATERIALITY MATRIX



Source: the 29 topics mentioned above were derived and summarised from the environmental and social aspects required by the ESG Guide to be disclosed.

STAKEHOLDERS' ENGAGEMENT

The materiality analysis matrix shows that the most material five ESG issues for the Group were,



As the Group strives for excellence, we welcome stakeholders' feedback, especially on topics listed as the highest importance in the materiality assessment and its ESG approach and performance. Readers are also welcomed to share their views with us at corporate@edico.com.hk.

According to the outcome of the materiality analysis matrix, the Group identified five ESG issues that were of great significance to both the Group and its stakeholders from the inventory of 29 sustainability topics, namely "26. Preventing bribery, extortion, fraud and money laundering", "24. Protection of consumer information and privacy", "20. Customers satisfaction", "11. Occupational health and safety" and "10. Employee remuneration and benefits". This review and assessment helped the Group to objectively prioritise its sustainability issues and to precisely identify the material and relevant aspects, and made for the purposeful documentation and disclosure of its ESG performance so as to align them with stakeholders' expectations.

STAKEHOLDERS' FEEDBACK

As the Group strives for excellence, EDICO welcomes stakeholders' feedback, especially on topics listed as the highest importance in the materiality assessment and its ESG approach and performance. Readers are also welcomed to share their views with the Group at <u>corporate@edico.com.hk</u>.



This section primarily discloses the Group's policies, practices, and quantitative data on emissions, use of resources, and the environment and natural resources in FY2018/2019.





A.1 EMISSIONS

As a financial printing service provider, the Group's business operations have immaterial impact on the environment in terms of emissions of air pollutants, discharges into water and land, and generation of hazardous waste. Thus the Scope 1 (Direct Emission) stated in the ESG Guide for the Group in FY2018/2019 was immaterial and the greenhouse gas ("GHG") emissions from the Group were mainly attributed to the Scope 2 (Energy Indirect Emission) and Scope 3 (Other Indirect Emissions) stated in the ESG Guide, which amounted to 203.2 tonnes CO_2e (decreased by 8.0% year-on-year) and 161.2 tonnes CO_2e (increased by 18.1% year-on-year) respectively. The decrease in Scope 2 GHG emission was mainly due to the reduction in electricity consumption while the increase in Scope 3 GHG emission was mainly due to the increase in paper consumption. Other than GHG emissions, the Group also generated nonhazardous waste of 91.7kg waste toner cartridges (decreased by 28.1% year-onyear) and 680.0kg other commercial solid waste (unchanged year-on-year) for the Reporting Period. The reduction in non-hazardous waste was mainly due to the effective waste control and recycle.

TABLE 2: TOTAL EMISSIONS BY CATEGORY IN FY2018/2019

Emissions Category	крі	Unit	Amount	% Change	Intensity (Unit/Square Meter)*
GHG Emissions		Tonnes CO₂e	N/A	N/A	N/A
	Scope 2 (Energy Indirect Emissions)	Tonnes CO₂e	203.2	-8.0%	0.209
		Tonnes CO2e	161.2	18.1%	0.166
	Total (Scope 1, 2 & 3)	Tonnes CO ₂ e	364.4	2.0%	0.375
Non-hazardous	Ø Waste toner cartridge	Кд	91.7	-28.1%	0.094
Waste	 Other commercial solid waste from offices 	Kg	680.0	0%	0.700

Note:

* Intensity was calculated by dividing the floor area coverage by the Group in FY2018/2019 of approximately 972 square meter.

** The Group's Scope 3 (Other Indirect Emissions) included only paper waste disposed of at landfills.

The GHG emissions generated by the Group was mainly from the electricity consumption (Scope 2) and paper usage and water consumptions (Scope 3) for daily business operations in office. To mitigate GHG emissions, the Group adopts a number of measures in new energy-efficient technologies and reduction in the usage of electricity, water and paper. Detailed measures taken by the Group during the Reporting Period are described in A.2. Use of Resources of this report.

Other commercial solid waste generated by the Group were mainly solid waste from daily business operations in office such as plastic, paper waste and waste toner cartridges. The Group has implemented a classification method for waste collection to recycle commercial waste. Solid wastes that have been sorted by recycling bins will be transported to a local recycling center or waste disposal plant for further treatment by a sanitary service company. We paid special attention to the recycling of toner cartridges used in copiers and printers, which successfully applied the well-known '3Rs' principle — Reduce, Reuse and Recycle, into daily practice in order to minimize its impact on the environment. In addition, the Group also collected and returned used spare parts of consumables to certain suppliers for recycling and reusing based on the contract.

In FY2018/2019, the Group complied with all relevant environmental laws and regulations in Hong Kong and found no non-compliance case relevant to GHG emissions, water or land discharging and hazardous or nonhazardous wastes.





A.2 USE OF RESOURCES

The use of natural resources, especially paper, has always been the key issue for the Group's environmental concern. To effectively manage its paper and natural resources usages, the Group kept improving its tracking of ESG related KPIs and launched an internal monitoring program on the procurement and use of resources. In FY2018/2019, the major resources consumed by the Group were electricity, water, paper, and toner cartridge.

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TABLE 3: USE OF RESOURCES BY CATEGORY IN FY2018/2019

Use of Resources	Unit	Amount	% Change	Intensity (Unit/Square Meter) *
& Electricity	kwh '000	263.1	-7.3%	0.271
🚺 Paper	Kg	33,587.0	18.1%	34.6
Paper (by outsourced printing suppliers)	Tonnes	154.9	-56.3%	N/A
Recycled Paper (by outsourced printing				
suppliers)	Tonnes	19.6	-37.0%	N/A
🛱 Toner Cartridge	Kg	91.7	-28.1%	0.094

Note:

* Intensity was calculated by dividing the floor area coverage by the Group in FY2018/2019 of approximately 972 square meter.

G Electricity

The Group's use of electricity came from the daily business operations in office. In FY2018/2019, the total electricity consumption of the Group was 263,088 kWh, decreased by 7.3% from the previous financial year. The saving in electricity consumption was mainly due to the Group continued to encourage the adoption of more environmentally friendly technologies in its business operations and operating procedures, as well as to make sure that all of its employees to adhere to the electricity-saving measures. During the Reporting Period, the Group continued to replace energy intensive lightings with energy-saving ones in office and educated its employees about the importance and approach of energy conservation and emissions reduction. The Group believes that a substantial reduction of electricity consumption could represent a significantly dwindling GHG emissions and remarkable progress towards better stewardship in ESG management. Followings are the electricity saving measures implemented by the Group to ensure the effective use of electricity.



[Paper

Paper is the key natural resources being used for the Group and its suppliers. The Group's use of paper came from the printing paper for its customers (including in its office and by outsourced suppliers) and daily business operations in office. In FY2018/2019, the total paper consumptions of the Group and its outsourced suppliers were 33,587kg (increased by 18.1% year-on-year) and 154.9 tonnes (decreased by 56.3% year-on-year) respectively. Meanwhile, our printing suppliers recycled of 19.6 tonnes of paper in FY2018/2019, decreased by 37.0% from the previous financial year. The increase in paper consumption in our office was mainly due to the increased number of customers working on their potential projects in our office and the decrease in paper consumptions by our outsourced supplier was mainly due to the decline in printing of listing documents. We understand that paper is the main natural resource consumed by the Group and thus the reduction of paper usage has always been our main focus. The Group emphasized on the efficient usage of paper and choosing suppliers with eco-friendly paper sources. Apart from that, the Group also paid great attention to the daily business operations involved with paper consumption in detail as illustrated below.



Encourage double-sided printing and take full advantage of both sides of a piece of paper



of electronic mail, intranet and scanners to send or save documents electronically



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) Water

The Group's use of water came from the daily business operations in office. As the water bill was included in its monthly property management fee, the Group did not have any data on the amount of water consumed in FY2018/2019. Nevertheless we still adopted the following measures on water conservation.



Place "Saving Water Resource" posters in prominent places to encourage water conservation



A.3 ENVIRONMENT AND NATURAL RESOURCES

leakage is found

Save for the electricity, paper and water consumptions discussed above, the Group's operations did not have direct material impact on the environment and other natural resources. We will continue to develop our financial printing service according to the "Going Green and Low Carbon" concept and gearing up to incorporate the idea into every office and business unit.





This section primarily discloses the Group's policies, practices, and quantitative data on employment, health and safety, development and training, labour standards, supply chain management, product responsibility and anti-corruption in FY2018/2019.



B.1 EMPLOYMENT

Talents are the most valuable asset of the Group and they are the driving force for the Group's sustainable growth. Therefore, it is our obligation to provide our staff a fair and safe platform for their professional career development. We established 'Internal Control Policy Handbook and Procedure Manual', in which hiring, termination and promotion procedures and other employment related matters are clearly stated. The Group's human resources policies fully align with the applicable employment laws and regulations in Hong Kong, such as the Employment Ordinance, the Empolyees' Compensation Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. To make sure that the relevant internal policies are in line with the latest laws and regulations, our Human Resources Department is regularly reviewing and updating corporate documents in talent management. As an equal opportunity employer, the Group has been dedicated to creating a fair, respectful and diverse working environment by promoting anti-discrimination and equal opportunity in all human resource matters. Staff assessment, promotion, dismissal and retirement policies are determined irrespective of employees' gender, race, age, disability, family status, marital status, sexual orientation, religion beliefs, nationality or any other non-job related factors. We are zero tolerance to any workplace discrimination, harassment or victimization. Disciplinary actions would be taken if any non-compliance of the equal opportunities policies is discovered.

Talent acquisition is vital to the sustainable development of the Group's business. To attract high-calibre candidates, the Group offers fair and competitive remuneration packages to qualified applicants based on their performance, personal attributes, job experiences and career aspirations. We utilized a variety of channels for talent acquisition such as recruitment fairs, job advertisements in newspapers, magazines and internet websites, in order to recruit the most suitable talents to join the Group.

In order to retain and motivate our existing well performed staff, compensation reviews and salary adjustments are regularly conducted with reference to the general market standards, inflation, corporate business performance and employees' performance. Discretionary performance bonus would be given to the well performing staff. We promote work-life balance and set reasonable working hours and rest periods for our employees. Besides the annual leaves stated in the employment contracts and statutory public holidays, employees are entitled to additional leave benefits such as marriage leave, birthday leave and compassionate leave. Any termination of employment contract would be strictly based on reasonable and lawful grounds. The Group prohibits any kinds of unlawful or unreasonable dismissals. To guarantee that any termination of employee's contract is conducted properly, the termination letter and statement of final payment are required to be approved by both Chief Executive Officer and Chief Financial Officer. During the Reporting Period, we organized a number of corporate activities for our employees, including Chinese New Year and Christmas lunch parties, monthly birthday celebration party, Green Monday free fruits, Karaoke gatherings and etc. These events were believed as an essential part of its enterprise management, which could to large extent help employees to relieve stress, and reflect the Group's corporate culture through reinforcing the spirit of solidarity and cohesion among employees.

In FY2018/2019, the Group was in full compliance with relevant laws and regulations in relation to employment.

As at 30th September 2019, the Group had a total staff size of 62 employees and all of them are located in Hong Kong. Thirteen employees were resigned during the reporting period which represented an annual staff turnover rate of 21%.

TABLE 4: EMPLOYEES BY CATEGORY AS AT 30TH SEPTEMBER 2019





B.2 HEALTH AND SAFETY

The Group is committed to provide and maintain a healthy and safe working environment for its 62 employees. Thus our health and safety policies are in line with the Occupational Safety and Health Ordinance and other related laws and regulations in Hong Kong. The Group has established a comprehensive mechanism and stringent safety and labour practice standards to minimize the risk of accidents in the workplace. Occupational trainings are also provided to enhance employees' health and safety awareness. During the Reporting Period, the Group participated in fire drills arranged by management office, cleaned airconditioning system and carpets regularly, and provided adequate sanitations and air refreshers in the workplace. First aid boxes were placed in the workplace to confront any emergency. Safety inspections and spot checks across all departments were conducted periodically to review the safety and health issues. The Group is committed to maintaining a clean, tidy, smoke-free, nontoxic, non-hazardous, healthy and safe working environment for all employees.

In FY2018/2019, the Group did not in violate of any relevant laws and regulations regarding occupational health and safety, and there was no work-related fatalities and loss of working days due work injury.



B.3 DEVELOPMENT AND TRAINING

The Group acknowledges the importance of on-the-job training for the development of its employees. Thus we have provided both standardized and customized trainings to our staff in different positions. Those trainings are aimed at to enhance the work related skills and knowledge of our staff, in particular for the newly employed staff to understand the Group's corporate culture, business processes, work health and safety measures, management systems and group development. In FY2018/2019, we provided a total of 365 training hours to all our employees which represented an average of 5.9 hours per employee. In addition, the Group encourages its employees to pursue further career development through continuous learning by attending external trainings, seminars, examinations and obtaining professional qualifications and certifications.

TABLE 5: TRAINING HOURS OF EMPLOYEES BY CATEGORY IN FY2018/2019

	Senior Management	Middle Management	General Staff	Total
Number of Training Hours	65	180	120	365
Average Training Hours				
Per Employee	5.9	15.0	3.1	5.9



B.4 LABOUR STANDARDS

The Group strictly complies with the Employment Ordinance and other related labour laws and regulations in Hong Kong to prohibit any child and forced labour employment. Our 'Internal Control Policy Handbook and Procedure Manual' requires the Human Resources Department to verify the job applicants' identification documents and academic/work records during the recruitment process to ensure that applicants are lawfully employable. The Human Resources Department is also responsible for monitoring and ensuring the compliance with the latest and relevant laws and regulations that prohibit child and forced labour. Moreover, we requires all our suppliers strictly prohibits to employ any child or forced labour.

As a caring employer, the Group provides meal allowance, birthday welfare, medical insurance and retirement scheme, and allows flexible working hours or working from home for those staff to take care their families.

In FY2018/2019, the Group was not in violation of any laws and regulations related to the prevention of child and forced labour.



B.5 SUPPLY CHAIN MANAGEMENT

The Group outsources some production processes such as printing and translation to third-party suppliers. During the selection and evaluation of the suppliers, we adopt a fair and open process to ensure no conflict of interests are qualified. Our general procurement principles are: (i) prioritise direct supplier with competitive price, scope of services, financial background, potential competitive factors and loyalty; and (ii) avoid conflict of interests and prevent bribery during procurement process. The Group chooses its suppliers mainly based on their financial background, product/service quality, price, customer service quality, reputation, past cooperation experience, delivery time, and results from annual evaluation. The Procurement Department needs to contact at least three potential suppliers to compare price and quality before making a final decision. In addition, we have incorporated sustainability considerations into our sourcing and outsourcing practices, which requires suppliers to adhere the key ESG principles.

The Group maintains an approved supplier list which will be reviewed annually. We keep close monitoring on our suppliers to ensure that all of them must comply with their local laws and regulations. Meanwhile, our internal policy "EDICO Business Ethics" requires our representatives must evaluate the performance of suppliers objectively, trade with suppliers under the principle of 'Respect and Fairness', and most importantly, firmly refuse the bribe and commission on sales that might influence the judgement of representatives on the final selection of suppliers. The Group always keeps a great relationship with its suppliers and is updated of the suppliers' situation timely through internet, phone calls, and other communication means.



B.6 PRODUCT RESPONSIBILITY

Being a premium service provider of integrated financial printing services, the Group emphasizes on providing elite services and top quality products to its customers. The Group established standard operating procedures to ensure the quality of its services and products. Our 24-hour customer service team is dedicated to receive customer instructions and answer service inquiries promptly. Meanwhile, quality control systems were in placed with senior management's participation to ensure the quality of our services including typesetting and proofreading, translation, design, printing and binding, distribution, and media placement. The Group has set up designated channels such as customer service hotline, emails, facsimiles or letters for customers to lodge complaints. Upon receive the complaints, the Group will investigate in a timely manner and findings will be reported to senior management. Afterwards, we would review the complaint to see if any further actions are required to improve our operating procedures and services.

The Group is fully aware of the importance in the protection of customers' privacy especially the financial printing business frequently handles customers' confidential information. We adheres to the Personal Data (Privacy) Ordinance and other relevant laws in Hong Kong, and we have internal guidelines and trainings to our staff in how to collect, process and use customers' personal and confidential information. Privacy or confidential information collected would only be used for the purpose for which it has been collected. Customers would be informed of how the data collected would be used in the business. The Group prohibits the provision of consumer information to a third party without authorization from customers. Customers always have the rights to review and revise their personal data, including opting out of any direct marketing activities. To further protect customer's information, the Integration Department has set restrictions on software installation and limitation on the business network to prevent unauthorized use, export or copying of customer data.

Protecting intellectual property right is one of the top priorities of the Group. We are working hard to protect our own and customers' intellectual property rights. The Staff Handbook regulates the procedures and standards in intellectual property rights protection. The Group follows the legitimate intellectual property application procedures in Hong Kong for its new trademark, labelling, and product design. All of the software and information used in our daily business operations are with legal licenses and the Group would only procure genuine products.

In FY2018/2019, the Group did not violate any laws and regulations regarding the product responsibility and data privacy.



B.7 ANTI-CORRUPTION

The Group has zero tolerance for any form of corruption in order to maintain an ethical corporate culture. We are strictly in compliance with the laws and regulations relating to anti-corruption and anti-money laundering in Hong Kong, including the Prevention of Bribery Ordinance and the Anti-Money Laundering and Counter Terrorist Financing Ordinance. Furthermore internal anti-corruption policies and guidelines have been formulated and enforced in accordance with relevant laws and regulations. Training programs related to the Group's internal anti-corruption policies were provided to both newly hired and existing employees. All employees are subject to disciplinary actions or even being discharged from their duties if they committed any form of corruption or money laundering activities. The Group has established a whistle-blowing channel which allows employees to report any misconduct behaviors to the Audit Committee. The Audit Committee will then conduct investigations into any suspicious or illegal behavior to protect the Group's interests. Investigations are handled confidentially and the management will take corrective actions to resolve substantiated frauds. The Audit Committee reports misconduct activities to the Board at least annually and if the misconduct activities violate the relevant laws, a report would be referred to the law enforcement authorities.

In FY2018/2019, the Group did not receive any corruption lawsuits against the Group or its employees. Meanwhile, the Group and its employees were not in violation of any of the relevant laws and regulations in relation to bribery, extortion, fraud and money laundering.



COMMUNITY SUSTAINABILITY



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COMMUNITY SUSTAINABILITY



SUSTAINABLE DEVELOPMENT GOALS

While the Group strictly complies the requirement under the ESG Guide of the HKEx, we also commit to integrate those international well-recognized sustainability measures into our business development and strategies. The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 SDGs, which are an urgent call for action by all countries — developed and developing — in a global partnership. They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth — all while tackling climate change and working to preserve the oceans and forests. These 17 SDGs are all well-defined and comprised of a total of 169 targets, each of which has several indicators that are taken as metrics to measure the progress toward reaching the targets.



COMMUNITY SUSTAINABILITY

Same as last financial year, the Group has selected Goal 9, Goal 12 and Goal 13 within the 17 SDGs as its prioritised targets and has taken proactive measures to contribute to global sustainability. We firmly believe that the adoption of these global sustainability standards will further enhance our efforts in environmental protection and corporate social responsibility.

GOAL 9:



We insist on technology innovation and adoption of more environmentally solutions in our financial printing services. The Group has refurnished and upgraded its office facilities to provide a better experience for our customers. We also enlarged the working space for our staff to provide them with a better working environment and enhance their efficiency, which is key to remaining competitive in the printing market.



COMMUNITY SUSTAINABILITY





Raising the awareness of environmental protection among employees has long been a key factor for our business development. By continuously encouraging all employees in the office to prevent, reduce, reuse and recycle the wasted items that may still be functional in other areas, the Group hopes to disseminate the concept of sustainable consumption and production across the company.

GOAL 13: .



We consider ourselves as a member of the global community and thus actively promotes the eco-friendly living style in where the company operates. As the urgency of facing those climate-related challenges has intensified over the past year, a joint effort by all parties, including governments, private sectors and individuals is crucial to tackle the climate change.

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COMMUNITY INVESTMENT

The Group endeavours to fulfil corporate social responsibilities and thus we continued to make contributions to the building of a cohesive and caring society. Over the past few years, our Corporate Social Responsibility team arranged a number of community caring activities and encouraged our staff to actively participate in helping those in need. During the Reporting Period, our staff contributed a total of 43 hours volunteer services. We believe that those community caring activities and collaborations with colleagues. In FY2018/2019, the Group's community caring activities are highlighted below:



LETTER FROM HEEP HONG SOCIETY

EDICO has been a close partner of Heep Hong since 2011. It always supports Heep Hong with their expertise and resources as a financial printer.

Over the years, EDICO sponsored our various promotional printing materials such as event brochures, flag stickers, DM, etc. They also assisted in the publications of our annual reports for some years, which reduced our administration cost so that we could allocate our resources in servicing children with special needs.

Apart from printing sponsorship, the team of EDICO also met with our beneficiaries in person, as to understand the needs of children with special educational needs. The CSR Team of EDICO participated in our Flag Day for years, and visited our centres and played with the children at a birthday party.

We are thankful to have such an ardent corporate partner as EDICO. We look forward to more diverse collaboration in the future.





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REPORT DISCLOSURE INDEX

Aspects	ESG Indicators	Description	Page
🖗 A. Environmental			
A1: Emissions	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 air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and nonhazardous waste. 	13
	KPI A1.1	The types of emissions and respective emission data.	14
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		KPI A2.3	Description of energy use efficiency initiatives and results achieved.	17
		KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	19
		KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	16
🏠 A3:	The Environment and Natural Resources	General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	19
		KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	19

	Aspects	ESG Indicators	Description	Page
	B. Social Employment and La	hour Practicas		
Đ	B1: Employment	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 compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	21
	B2: Health and Saf	ety 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. 	23
9 L	B3: Development a Training	nd General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	24
?	B4: Labour Standaı	rds 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.	24

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	Asp	ects	ESG Indicators	Description	Page
	Ope	rating Practices			
Q,	B5:	Supply Chain Management	General Disclosure	Policies on managing environmental and social risks of the supply chain.	25
٦	B6:	Product Responsibility	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 health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 	26
\$	B 7:	Anti-corruption	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. 	27
آ	Cow	munity			
\heartsuit	B8:	Community Investment	General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	32



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