

# **Dadi Education Holdings Limited** **大地教育控股有限公司**

(Incorporated in the Cayman Islands with limited liability)

**Stock Code: 8417**



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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## ABOUT THIS ESG REPORT

### Objective

Dadi Education Holdings Limited ("**the Company**") together with its subsidiaries shall be referred to as "**the Group**", "**Dadi Education**" or "**We**") is pleased to present the Environmental, Social and Governance ("**ESG**") report (the "**Report**"), which summarized the ESG initiatives and accomplishments for the financial year 2021 (i.e. 1 April 2020 to 31 March 2021). The Report serves the following purposes:

- communicate to all stakeholders the Group's achievement in practicing corporate social responsibility;
- promote sustainable development; and
- focus on the environmental and social issues that may have impacts on stakeholders' interests.

This Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the "**ESG Reporting Guide**") contained in Appendix 20 to the Rules Governing the Listing of Securities on GEM ("**GEM Listing Rules**") of The Stock Exchange of Hong Kong Limited ("**HKEx**"), for the purpose of identifying and making disclosure of the material matters and key performance indicators in relation to the Group's environmental, social and governance and promoting the full implementation of sustainable development and social responsibilities by the Group.

### Participation of Board of Directors

The Group's ESG philosophy is to create long-term value for its stakeholders that aligns with the strategic development and sustainability of its business. The Board of Directors (the "**Board**") believes good corporate governance promotes and safeguards the interests of shareholders and other stakeholders. Hence, the Group is committed to maintaining a rigorous framework of corporate governance which upholds the Group's credibility and reputation.

The Board endeavours to support the Group's commitment to incorporating sustainable development into the business. The Board has overall responsibility for formulating strategies, monitoring and managing ESG-related risks as well as ensuring the effectiveness of ESG risk management and internal control systems.

The Board has delegated the responsibilities to corporate governance committee including, but not limited to:

- (i) reviewing the Group's policies and practices on corporate governance and ESG;
- (ii) reviewing the Group's compliance with the Corporate Governance Code and disclosure in the Corporate Governance Report as required under the GEM Listing Rules; and
- (iii) making any other recommendations to the Board as it deems appropriate on any area within its scope of duties where action or improvement is needed.

For details of the corporate governance of the Group, please refer to the section headed "Corporate Governance Report" in the Group's 2021 Annual Report or visit the Group's official website (<http://www.dadi.com.hk>).

In 2021, we will continue to explore our greatest opportunities to have a positive impact on society while creating a competitive advantage for our business.

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## Report scope and boundaries

This report covers the period from 1 April 2020 to 31 March 2021 (the “**Reporting Period**” or the “**Year**”), which is in conformity with the Group’s financial year. This report focuses on the Group’s management approach, performance and measures in respect of the environmental, social and governance aspects. In particular, the environmental KPIs disclosed in this report cover our service centres in Mongkok and Tsuen Wan, while the social KPIs cover its overall business scope.

Dadi Education will continue to optimise our data collection and reporting system over the three aspects — environmental management, social responsibility and governance, and gradually expand the disclosure scope to improve the quality and comprehensiveness of the ESG report in the long term.

## Reporting Principles

In the course of the Report’s preparation, we have adhered to the following reporting principles set out in the ESG Reporting Guide:

Principle	Context	Our Action
Materiality	The Report should contain issues that reflect material ESG impact or substantially affect stakeholders.	We communicated with our stakeholders to understand their concerns relating to issues that reflect material ESG impact and conducted materiality assessment to identify the material topics.
Quantitative	The Report should disclose key performance indicators in ways that can be measured so that the effectiveness of ESG policies and management systems can be evaluated and validated.	We disclosed key performance indicators, quantitative information and the methodologies in collecting the data, where applicable.
Balance	The Report should provide an unbiased picture of our performance. The Report should avoid selections, omissions, or presentation formats that may inappropriately influence a decision or judgment by the Report reader.	We kept the ESG report balanced and made fair disclosures on key ESG aspects. We disclosed both achievements and challenges in this Report.
Consistency	The Report should use consistent methodologies of ESG data over time. Any changes to the methods used or any other relevant factors affecting the methodologies should be disclosed in the Report.	We reported in accordance with the ESG Reporting Guide and adopted consistent methodologies in this Report.

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## STAKEHOLDER ENGAGEMENT

Dadi Education believes understanding and taking actions to address key stakeholders' concerns and meet with their expectations are essential to achieve sustainable development. As part of the business strategy, the Group actively communicates with key stakeholders in an open, honest and proactive way to make sure their comments and feedbacks could be effectively and timely addressed. The following table shows the expectations and concerns of the major stakeholders as identified by the Group, and the corresponding management responses.

Stakeholders	Communication channels	Expectations and concerns	Management feedback
Customers	<ul style="list-style-type: none"> <li>– Company website</li> <li>– Direct communication</li> <li>– Complaint hotline</li> </ul>	<ul style="list-style-type: none"> <li>– Service quality and response time</li> <li>– Operational integrity</li> </ul>	<ul style="list-style-type: none"> <li>– Services normalization and standardization;</li> <li>– Promptly respond to customer complaints;</li> <li>– Address customer feedback and opinions;</li> <li>– Uphold business ethics; and</li> <li>– Earnestly protect customer privacy.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>– Training and orientation</li> <li>– Emails and opinion box</li> <li>– Regular meetings</li> <li>– Employee performance evaluation</li> <li>– Employee activities</li> </ul>	<ul style="list-style-type: none"> <li>– Compensation and benefits</li> <li>– Working environment</li> <li>– Occupational health and safety</li> <li>– Training and career development</li> <li>– Employee communication</li> </ul>	<ul style="list-style-type: none"> <li>– Sound compensation system;</li> <li>– Provide fair promotion channels;</li> <li>– Provide a safe and healthy working environment;</li> <li>– Organize regular training programs; and</li> <li>– Ensure that employees' voices are heard through various communication channels.</li> </ul>
Shareholders	<ul style="list-style-type: none"> <li>– Annual and interim reports</li> <li>– Annual general meeting and other shareholders meetings</li> <li>– Results announcements</li> </ul>	<ul style="list-style-type: none"> <li>– Continuous stable returns</li> <li>– Transparent information disclosure</li> <li>– Investor relationship</li> </ul>	<ul style="list-style-type: none"> <li>– Conduct general meetings;</li> <li>– Publish annual and interim reports; and</li> <li>– Publish regular announcements in HKEx.</li> </ul>

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Stakeholders	Communication channels	Expectations and concerns	Management feedback
The Government and Regulators	<ul style="list-style-type: none"> <li>– Compliance reporting</li> <li>– Enquiries and clarifications</li> <li>– Circulars and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>– Legal and regulatory compliance</li> <li>– Proper tax payment</li> </ul>	<ul style="list-style-type: none"> <li>– Abide by laws and regulations;</li> <li>– Accept regulatory review; and</li> <li>– File tax returns and pay tax in accordance with the laws.</li> </ul>
Suppliers/Service Providers	<ul style="list-style-type: none"> <li>– Performance assessments</li> <li>– Procurement processes</li> <li>– Visits and meetings</li> </ul>	<ul style="list-style-type: none"> <li>– Corporate reputation</li> <li>– Fair and transparent procurement process</li> </ul>	<ul style="list-style-type: none"> <li>– Conduct vendor assessment regularly and/or prior the expiry of contract;</li> <li>– Set up an open and transparent bid invitation system; and</li> <li>– Establish communication platform for vendors.</li> </ul>
The Community	<ul style="list-style-type: none"> <li>– Emails</li> <li>– Company website</li> </ul>	<ul style="list-style-type: none"> <li>– Contributions to the community</li> <li>– Environmental protection</li> </ul>	<ul style="list-style-type: none"> <li>– Encourage staff to participate in charitable events; and</li> <li>– Implement eco-friendly measures to reduce, reuse and recycle resources to minimize environmental impact.</li> </ul>

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## MATERIALITY ASSESSMENT

Dadi Education conducts materiality assessment on ESG-related topics annually based on stakeholder engagement activities. Factors such as the Group's business strategies, objectives and internal policies, industry standards, legal and regulatory responsibilities, environmental protection, use of resources, employee protection, etc. were considered in order to identify the ESG issues and impacts relevant to and brought by the Group's business operations and stakeholders.

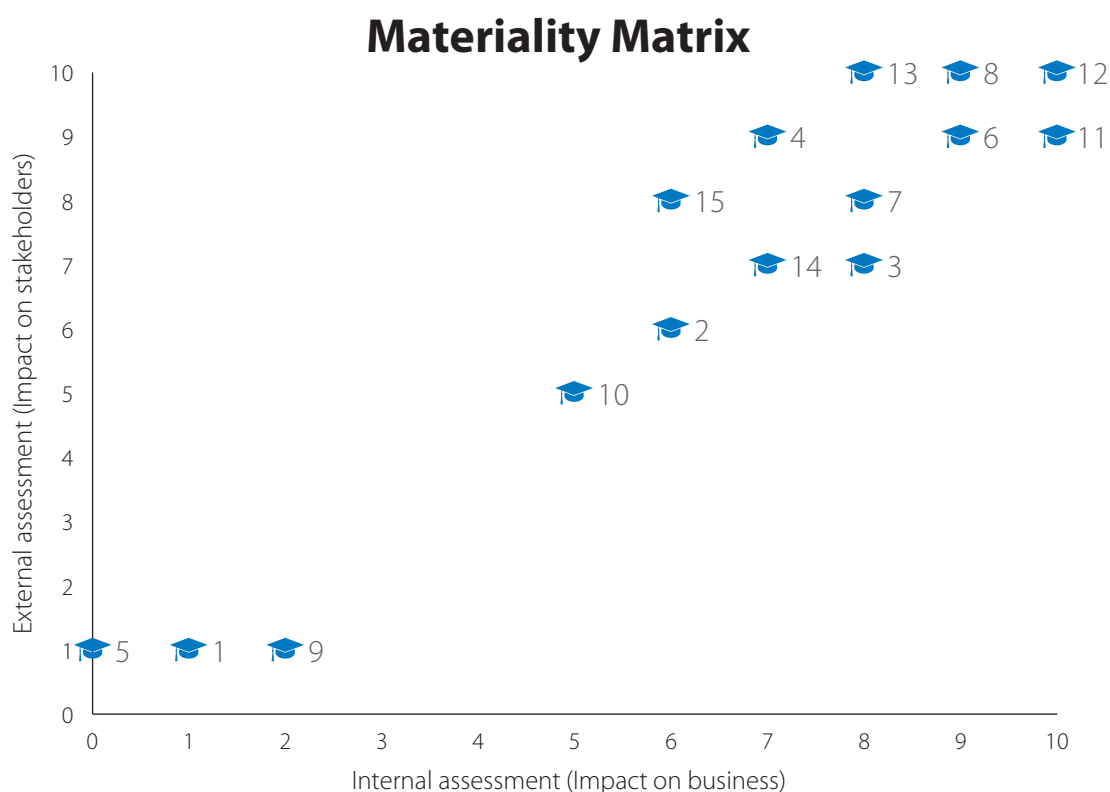
The procedures for the materiality assessment are as follow:

**Step 1: Identification** — With reference to the sustainability topics listed in the ESG Reporting Guide and the latest sustainability trends in the industry, 15 ESG issues were identified where they posed higher significance to both stakeholders and our business operations:

ESG Aspects		No.	ESG Issues
A. Environmental	A1: Emissions	1	Exhaust gas emissions
	A2: Use of Resources	2	Greenhouse gas emissions
		3	Waste disposal
	A3: The Environment and Natural Resources	4	Energy and water consumptions
	A4: Climate Change	5	Climate-related issues
B. Social	B1: Employment	6	Staff training and development
	B2: Health and Safety	7	Occupational safety and health
	B3: Development and Training	8	Employment relations
	B4: Labour Standards	9	Child and forced labour
	B5: Supply Chain Management	10	Supply chain management
	B6: Product Responsibility	11	Customer privacy protection
		12	Customer satisfaction
		13	Handling of complaints
	B7: Anti-corruption	14	Anti-corruption
	B8: Community Investment	15	Community investment

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**Step 2: Prioritisation** — To determine the materiality of the ESG issues, we have assessed and scored the relevance/importance of each of the ESG issues based on the views of our senior management and key stakeholders on a scale of 0 to 10 (0 is irrelevant and 10 is crucial). The 15 ESG issues were prioritized and plotted on the following materiality matrix according to their relative degree of importance in order to assess the materiality. Vertical axis of the below materiality matrix shows the result of external assessment (impact on stakeholders) and horizontal axis presents the internal assessment result (impact on business). The ESG issues that fall within top right-hand quadrant are of greatest importance.



No.	ESG Issues
1	Exhaust gas emissions
2	Greenhouse gas emissions
3	Waste disposal
4	Energy and water consumptions
5	Climate-related issues
6	Staff training and development
7	Occupational safety and health
8	Employment relations
9	Child and forced labour
10	Supply chain management
11	Customer privacy protection
12	Customer satisfaction
13	Handling of complaints
14	Anti-corruption
15	Community investment



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**Step 3: Application** — According to the materiality matrix, “customer satisfaction”, “customer privacy protection”, “employment relations”, “handling of complaints”, and “staff training and development” were identified as issues of higher importance. The results of this material assessment were used to guide our disclosure alignment, as well as strategic planning and risk management. Our responses to these important issues have been elaborated in more details in the following sections of this Report. In the future, the Group will continue to engage and maintain a communicative and collaborative relationship with our stakeholders to jointly contribute to sustainable development.

## A. ENVIRONMENTAL

The Group’s business operations are services-oriented, in which significant emissions are mainly related to its electricity consumptions. Despite the immaterial environmental impact the Group’s operations has made to the environment, the Group actively adopted green protection concepts and implements a series of environmental protection measures into its daily office operations to achieve the goal of alleviating adverse impacts on the environment and achieving long term sustainability of the environment.

### A1. Emissions

As the Group is principally engaged in provision of the education consultancy services, nitrogen oxides, sulphur oxides, particulate matter, hazardous and toxic waste generated in the Group’s ordinary course of business are minimal. The major emissions of the Group are the greenhouse gas emissions and solid non-hazardous wastes generated from its daily operations.

#### **Greenhouse Gas (GHG) emissions**

Electricity is the major source of energy of the Group’s business and its major source of GHG emissions. This is attributed to the lighting and air conditioning of the Group’s office premises and the utilisation of office equipment. Employees have been educated and encouraged to switch off lights and office equipment when not in use or control with timers after work hours. We also conduct regular inspections and maintenance on our IT equipment and electrical appliances to promote energy saving and efficiency. The following table summarize the group’s GHG emissions and intensity for the year ended 31 March 2021.

Office	Power consumption (KWh)		Carbon dioxide Emission (kg)		Floor Area (sq.ft.)		Intensity (kg/sq.ft.)	
	FY2021	FY2020	FY2021	FY2020	FY2021	FY2020	FY2021	FY2020
MongKok Office	14,360	18,100	5,313	9,050	3,986	3,986	1.33	2.27
Tsuen Wan Office	6,361	6,795	2,354	3,383	670	670	3.51	5.05
Total	20,721	24,865	7,667	12,433	4,656	4,656	1.65	2.67

#### **Wastes**

Paper is the Group’s key source of non-hazardous waste, which is disposed by either recycling or landfill. To minimize the waste of papers, the Group has made efforts in controlling the consumption of papers during its daily operations. Employees are reminded to adopt two-sided printing, reuse single-side used paper, adopt electronic means of communications (such as email, mobile and website) and use e-version of documents. The following table summarize the group’s use of paper and intensity for the year ended 31 March 2021.

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Office	Paper Usage (pieces)		Number of staff in Hong Kong		Intensity (pieces/staff)	
	FY2021	FY2020	FY2021	FY2020	FY2021	FY2020
MongKok Office	<b>38,456</b>	37,500	<b>20</b>	15	<b>1,922</b>	2,500
Tsuen Wan Office	<b>10,400</b>	10,000	<b>5</b>	5	<b>2,080</b>	2,000
Total	<b>48,856</b>	47,500	<b>25</b>	20	<b>1,954</b>	2,375

## A2. Use of Resources

### *Energy, water and other consumption*

The Group takes a series of energy-saving and environmental friendly measures to achieve efficient use of resources, including:

- maintaining optimal room temperature on the air-conditioning at 26 degrees Celsius in the office premises;
- installation of energy-saving lighting system;
- encourage complete power-off for computer equipment and other office equipment when not utilized;
- procures energy-efficient devices which carry Energy Label issued by the Electrical and Mechanical Services Department;
- double-sided printing is defaulted for printers;
- reuse signal-side printed papers; and
- envelope, parcel bag recycling.

Given that our business and operation nature, we only consumes fresh water for general office uses, and all its supplies are from the city central water supply network. Yet, the Group operates in leased office premises of which both water supply and discharge are solely controlled by the respective building management which considers the provision of water withdrawal and discharge data or sub-meter for individual occupant not feasible. We do not use or discharge significant amount of water due to our business nature. Even so, we encourage our employees to minimize water usage and build awareness of water conservation.

Besides, as the Group operates in provision of education consultancy services, packaging is not involved in the usual course of our business and therefore the use of packaging material during the Reporting Period is not applicable.

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## A3. The Environment and Natural Resources

As mentioned, the environmental impacts brought by the Group include the emissions of GHG associated with the usage of electricity and the consumption of paper during our office operations, thus the Group's impacts on the environment and natural resources are considered to be insignificant. We regularly assess the environmental risks of our business, and adopt preventive measures as necessary to reduce the risk as well as to ensure compliance of relevant laws and regulations applicable to the Group's emissions and use of resources.

## A4. Climate Change

Climate change is gradually being concerned as it adversely affects our daily life and poses a risk to our business. GHG is one of the key contributors to the global warming. Although our business operations generate limited GHG, we understand that the issue of climate change could only be sufficiently addressed with wide participation from each entity and individual. Thus, the Group will continue to educate our employees to further lowering the energy consumption in order to minimise the effects of climate change.

## B. SOCIAL

The Group acknowledges and highly regards employees are the most valuable assets and it has been the core for the Group's continual success. The Group strives to cultivate the best talent in the labor market and achieves a vanguard position within the industry. At the same time, the Group aims to fulfil its corporate social responsibility by constantly giving back to our employees and showing compassion to the society.

### B1. Employment

**Recruitment, promotion and dismissal:** We reconcile economical imperatives with well-beings, aiming at reinforcing satisfaction, loyalty and commitment of human capital. In accordance with the Employment Ordinance of Hong Kong, the Group has formulated the human resources policy and staff manual to regulate the recruitment process and standards, promotion system and termination procedures to ensure fair and just recruitment and that the basic rights and interests of our employees are sufficiently protected.

The Group sets up a sound appraisal policy to appropriately remunerate and recognize the efforts devoted by performing staffs. The management of the Group conducts annual appraisal with employees individually with reciprocal discussion on expectation and results about performance and concludes an agreed appraisal rating scaled from one to ten across certain criterion. The remuneration increment reflects each employee appraisal result respectively with reference to the market standard.

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**Working hours and rest periods, compensation, benefits and welfare:** The Group also advocates work-life balance. We allocate our employees' responsibilities properly so that they can fulfil their duties within pre-defined working hours. When overtime work is needed, employees are provided with compensatory rest or overtime pay in accordance with the local laws and regulations, including the Minimum Wage Ordinance and Employment Ordinance of Hong Kong.

Apart from the statutory holidays, maternity/paternity leave and annual leave we offer to our employees in accordance with our staff manual and the local laws and regulations, we also offer our employees paid marriage leave and bereavement/compassionate leave. The Group also makes various compensation and social insurance contributions for its employees in accordance with the Employees' Compensation Ordinance and Mandatory Provident Fund Scheme Ordinance of Hong Kong.

A wide range of benefits including retirement schemes is provided to employees. The performances of senior management are appraised and reviewed by the Board of Directors of the Group and the remuneration package is discussed and approved by the remuneration committee of the Board.

**Equal opportunity, diversity and anti-discrimination:** The Group respects cultural and individual diversity. The Group provides good working environment including a workplace free from discrimination on the basis of race, colour, religion, marital status, national origin, sex, physical disability or age. As a foundation level, we comply with applicable ordinances in Hong Kong regarding equal employment opportunities including the Discrimination Ordinances of Hong Kong and the Hong Kong Bill of Rights Ordinance.

The Group believes that no one should be treated less favourably on his/her personal characteristics. Opportunities for employment, remunerate, training and career development are equally opened to all qualified employees according to skills, experience and performance.

As at 31 March 2021, the total number of employees of the Group reached 37 where 25 and 12 employees were situated in Hong Kong and China respectively.

## B2. Health and Safety

The Group acknowledges the creation and maintenance of a safe, healthy and hygiene working environment would be mutually beneficial for the employees as well as the Group. We fully abide by the Occupational Safety and Health Ordinance of Hong Kong and other health and safety standards as they are given prime consideration in our operations. The management had compiled and implemented workplace health and safety guidelines and recommended practices including, but not limited to, recommended sitting position, keeping obstacle-free office and regular training on occupation health and safety awareness to maintain hazard at minimal level. Employees at every level are committed to, and accountable for, the delivery of the safety initiatives contained in the staff manual of our Company, with a view of maintaining an injury free culture.

The Group cares about the health and safety of our employees since the outbreak of the COVID-19 pandemic. To protect our employees from a possible virus infection in the workplaces, we provided alcohol-based hand sanitizers in all working areas and request visitors to measure their body temperature before entering our offices. Any of our employees who has symptoms of fever or other respiratory symptoms are required to seek for medical advice and be refrained from entering the workplaces.

Due to the nature of the Group's business, work related injuries and occupational health hazards are not considered as significant risk factors. During the Reporting Period, we achieved zero work-related fatalities and did not record any lost days due to work-related illness and injuries.

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## **B3. Development and Training**

The Group acknowledges the importance of training for the development of our employees as well as the Group therefore, we are committed to devote sufficient resources to employees training and help to maintain the competitiveness of employees. The Group encourages and support employees in personal and professional training. The Group provides regular training and workshops for further enhancing the skills set and assisting career development of the employees. We reimburse for external training courses for employees to enhance their competence in performing their jobs effectively and efficiently. In addition, a barrier-free communication platform between the management and staffs is established to promote innovation and high transparency culture of the Group. An intensive training will be provided to new recruitments by senior officers to get familiar with the business environment of the Group and illustrate the duties expected from the management of the Group. The management and the Board of the Group are encouraged to attend professional trainings to maintain their competencies to perform their statutory duties.

During the Reporting Period, over 94% of our employees have been provided with no less than 12 hours of work-related training during the year ended 31 March 2021.

## **B4. Labour Standards**

Human rights are considered fundamental rights and we fully agree that hiring child labour and forced labour violates the fundamental human rights protocol of international labour conventions. Thus, we strictly prohibit child and forced labour in the Group in accordance with the applicable laws and regulations such as Employment Ordinance of Hong Kong. In compliance with these laws and regulations, we to verify the identification documents of newly recruited employees to ensure that they have reached the legal working age. Labour who is forced to work by means of physical punishment, abuse, involuntary servitude, peonage or trafficking is strictly prohibited. The Group will take all the necessary steps to eliminate such practices, including termination of employment contract immediately, if discovered. When overtime work is required, the Group pays overtime wages or leaves entitlement in compliance with the laws and regulations as set out in the staff manual.

There was no non-compliance case noted in relation to labour standard and Employment Ordinance during the year ended 31 March 2021.

## **B5. Supply Chain Management**

Due to the nature of our business activities, the Group had no major supplier and did not maintain any inventories during the year ended 31 March 2021. In the event the Group would have to select supplier for providing products or services for us, the Group would adopt a prudent approach in selecting suppliers, including meeting with potential suppliers to understand their products or services and business operations. We would conduct background checks and supplier selection before appointing a supplier and ensure the supplier is duly registered and has obtained relevant licence and permit with the relevant authorities in accordance with the applicable laws and regulations. In addition to financial and quality aspects, suppliers' and service providers' attitude towards the environment and society will also be a part of the assessment criteria. The Group would not consider suppliers or service providers who have been in bribery cases or have incurred material safety or environmental incidents.



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## B6. Product/Service Responsibility

The Group is principally engaged in the overseas studies consultancy business which involves the consultancy of local students and their placement with study programs provided by overseas education providers. The Group strives to expand our network of overseas education providers and the study programs offered and maintain the relationship with the existing customers from time to time in order to allow the Group to provide the best recommendation of overseas studies to the students the Group assist given their different needs, preferences and academic background. To improve quality, the Group have experienced counsellors and will provide basic training and on-the-job training to all our counsellors.

**Intellectual property rights:** The Group respects all intellectual property rights and plagiarism is strictly prohibited. To avoid infringement of intellectual property rights and to comply with relevant licensing terms, our employees are responsible to ensure that all the downloaded items do not breach any licensing or copyright laws such as the Copyright Ordinance of Hong Kong.

**Data protection:** The Group emphasises the importance of protecting personal data. The Group straightly adhere to the provisions of the Personal Data (Privacy) Ordinance, Cap. 486. The Group highly respect personal data privacy and are firmly committed to preserving the data protection principles. Procedures were established regulating the collection, processing and using any stakeholder's, students and parents' personal data, including:

- collecting personal data that believed to be relevant and required to conduct our business ;
- using personal data only for the purpose for which data is collected or for a directly related purpose unless consent with a new purpose is obtained;
- not transferring or disclosing personal data to any entity unless with the consent or unless it is previously notified or unless it is required by the law; and
- maintaining appropriate security systems and measures designed to prevent unauthorised access to personal data, such as, limited access has been set in our computer systems for the proprietary information and personal information of our students.

**Complaint:** The Group is committed to provide the best experience to service target, the Group has established a complaint handling policy which follows a progression from senior officers, chief sales manager and ultimately the executive directors of the Group depending on the complexity of the subject matter. The Group has set up a complaint handling policy for handling customers and student feedback and complaints. The Group will review complaints on a regular basis and strive to improve our service to avoid similar incidents in the future. Understanding customers' need is the key to provide the best possible customer experience. We appreciate customer comments and suggestions and have various communication channels in place such as visits, telephone and emails.

During the Reporting Period, the Group did not identify any incident of non-compliance with laws and regulations concerning the provision and use of services in relation to the Group.

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## B7. Anti-corruption

**Anti-corruption:** The Group aims to maintain the highest standards of openness, uprightness and accountability and all staffs are expected to observe the highest standards of ethical, personal and professional conduct. The Group has zero-tolerance in any behaviours that may cause impairment to integrity or ethicality. The Group does not tolerate corruption, bribery, extortion, money laundering and other fraudulent activities in connection with any of the business operations. Strictly abiding by the Prevention of Bribery Ordinance of Hong Kong, we have formulated "Gift-acceptance policy" for our frontline employees to safeguard the services provided is unbiased. Training regarding to the anti-corruption are organised to both directors and employees on regular basis.

**Whistle-blowing:** Our employees are encouraged to disclose information relevant to misconduct, malpractices or irregularities to the management in accordance to the whistleblowing policy. All reported cases are handled by the Group with care and the concerns are investigated in a fair and proper manner. Ongoing review of the effectiveness of the internal control systems is conducted on a regular basis in preventing the occurrence of corruption activities.

During the Reporting Period, there was no legal case regarding corrupt practices that has brought against the Group or its employees.

## B8. Community Investment

As a corporate citizen, the Group understands the importance of the development of the society and therefore we are committed to foster a mutually beneficial relationship between the Group and its community. We places great emphasis on cultivating social responsibility awareness among our staff and encourages them to better serve our community at work and during their personal time. The Group will continuously support community and environmental programmes that align with the Group's missions and values in the coming year.

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## PERFORMANCE DATA SUMMARY

### Environmental<sup>1</sup>

KPIs		Unit	2021
A1.1:	Nitrogen oxides ("NOx")	Kilogram ("kg")	Nil
Emissions of air pollutants	Sulphur oxides ("SOx")	Kilogram ("kg")	Nil
	Particulate matter ("PM")	Kilogram ("kg")	Nil
A1.2:	<b>Scope 1 — Direct emissions</b>		
Greenhouse gas ("GHG") emissions	<b>Total direct GHG emissions</b>	<b>Carbon dioxide equivalent emission (in tonnes)</b>	<b>Nil</b>
	<b>Intensity of direct GHG emissions</b>	<b>Carbon dioxide equivalent emission (in tonnes)/total number of employees</b>	<b>Nil</b>
	<b>Scope 2 — Energy indirect emissions</b>		
	Purchased electricity	Carbon dioxide equivalent emission (in tonnes)	7.67
	<b>Total energy indirect GHG emissions</b>	<b>Carbon dioxide equivalent emission (in tonnes)</b>	<b>7.67</b>
	<b>Intensity of energy indirect GHG emissions</b>	<b>Carbon dioxide equivalent emission (in tonnes)/total number of employees</b>	<b>0.21</b>
	<b>Scope 3 — Other indirect emissions</b>		
	Paper waste disposed at landfills	Carbon dioxide equivalent emission (in tonnes)	1.17
	Business air travel by employees	Carbon dioxide equivalent emission (in tonnes)	Nil
	<b>Total other indirect GHG emissions</b>	<b>Carbon dioxide equivalent emission (in tonnes)</b>	<b>1.17</b>
	<b>Intensity of other indirect GHG emissions</b>	<b>Carbon dioxide equivalent emission (in tonnes)/total number of employees</b>	<b>0.03</b>
	<b>Total GHG emissions</b>		
	<b>Total GHG emissions</b>	<b>Carbon dioxide equivalent emission (in tonnes)</b>	<b>8.84</b>
	<b>Intensity of GHG emissions</b>	<b>Carbon dioxide equivalent emission (in tonnes)/total number of employees</b>	<b>0.24</b>
A1.3:	<b>Total hazardous waste produced</b>	<b>Tonnes</b>	<b>Nil</b>
Hazardous waste	<b>Intensity of hazardous waste produced</b>	<b>Tonnes/total number of employees</b>	<b>Nil</b>
A1.4:	Papers	Tonnes	0.24
Non-hazardous waste	Domestic wastes	Tonnes	Nil
	<b>Total non-hazardous waste produced</b>	<b>Tonnes</b>	<b>0.24</b>
	<b>Intensity of non-hazardous waste produced</b>	<b>Tonnes/total number of employees</b>	<b>0.01</b>

<sup>1</sup> Calculation of emission factors for environmental KPIs is based on the "How to prepare an ESG Report — Appendix 2: Reporting Guidance on Environmental KPIs" issued by HKEx, unless otherwise specified in this Report.

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KPIs		Unit	2021
A2.1: Energy consumption	<b>Direct energy consumption</b>		
	<b>Total direct energy consumption</b>	kWh	Nil
	<b>Intensity of direct energy consumption</b>	kWh/total number of employees	Nil
	<b>Indirect energy consumption</b>		
	Purchased electricity	kWh	20.72
	<b>Total indirect energy consumption</b>	kWh	20.72
	<b>Intensity of indirect energy consumption</b>	kWh/total number of employees	0.56
	<b>Total energy consumption</b>		
	<b>Total energy consumption</b>	kWh	20.72
	<b>Intensity of energy consumption</b>	kWh/total number of employees	0.56
A2.2: Water consumption	<b>Total water consumption</b>	Cubic metre	N/A <sup>2</sup>
	<b>Intensity of water consumption</b>	Cubic metre/total number of employees	
A2.5: Packaging material	<b>Total packaging material used for finished goods</b>	Tonnes	N/A <sup>3</sup>
	<b>Intensity of packaging material used for finished goods</b>	Tonnes/total number of employees	

<sup>2</sup> The Group operates in leased office premises in which both the water supply and discharge are solely controlled by the building management offices which considers the provision of water withdrawal and discharge data or sub-meter for individual occupant not feasible.

<sup>3</sup> Not applicable to our business.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Social

KPIs		Unit	2021
B1.1:	Total workforce	Number of employees	37
Total workforce	<b>By employment type</b>		
	Full time	Number of employees	37
	Part time	Number of employees	Nil
	<b>By geographical region</b>		
	Hong Kong	Number of employees	25
	China	Number of employees	12
	<b>By gender</b>		
	Male	Number of employees	12
	Female	Number of employees	25
	<b>By age</b>		
	Below 30	Number of employees	10
	31-40	Number of employees	14
	41-50	Number of employees	9
	Over 50	Number of employees	4
B1.2:	Employee turnover rate	%	8.11
Employee turnover rate	<b>By geographical region</b>		
	Hong Kong	%	12
	China	%	Nil
	<b>By gender</b>		
	Male	%	Nil
	Female	%	12
	<b>By age</b>		
	Below 30	%	20
	31-40	%	7.14
	41-50	%	Nil
	Over 50	%	Nil



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

KPIs		Unit	2021
B2.1: Number and rate of work-related fatalities	Number of work-related fatalities occurred in 2018 – 2020 Rate of work-related fatalities occurred in 2018 – 2020	Number of employees %	Nil Nil
B2.2: Lost days due to work injury	Lost days due to work injury	Days	Nil
B3.1: Percentage of employees trained	Percentage of employees trained <b>By gender</b> Male Female <b>By employee category</b> Senior management Middle management General staff	% % % % % %	94.59 83.33 100 80 100 96.67
B3.2: Average training hours completed	Average training hours completed per employee <b>By gender</b> Male Female <b>By employee category</b> Senior management Middle management General staff	Hours Hours Hours Hours Hours Hours	more than 12 more than 12 more than 12 more than 12 more than 12 more than 12
B5.1: Number of suppliers	Number of suppliers <b>By geographical region</b> Hong Kong	Number of suppliers Number of suppliers	Nil Nil
B6.1: Percentage of total products sold or shipped subject to recalls for safety and health reasons	Percentage of total products sold or shipped subject to recalls for safety and health reasons	%	<b>N/A<sup>4</sup></b>
B6.2: Number of products and service related complaints received	Number of products and service related complaints received	Number of complaints	Nil
B7.1: Number of concluded legal cases regarding corrupt practices	Number of concluded legal cases regarding corrupt practices brought against the Group or its employees	Number of cases	Nil
B8.2: Resources contributed to the focus areas of contribution	Resources contributed to focus areas of contribution	Dollars/Hours	Nil

4 Not applicable to our business.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## HKEX ESG REPORTING GUIDE CONTENT INDEX

Aspects	General disclosures and KPIs	Description	Disclosure situation	Corresponding section
A1: Emissions	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Disclosed	Emission
	A1.1	The types of emissions and respective emissions data.	Disclosed	Performance Data Summary
	A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity.	Disclosed	Performance Data Summary
	A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity.	Not disclosed — As the Group is principally engaged in provision of the education consultancy services, hazardous waste generated in the Group's ordinary course of business.	N/A
	A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity.	Disclosed	Performance Data Summary
	A1.5	Description of emission target(s) set and steps taken to achieve them.	Disclosed	Emission
	A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	Disclosed	Emission

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspects	General disclosures and KPIs	Description	Disclosure situation	Corresponding section
A2: Use of Resources	General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Disclosed	Use of Resources
	A2.1	Direct and/or indirect energy consumption by type in total (kWh in '000s) and intensity.	Disclosed	Performance Data Summary
	A2.2	Water consumption in total and intensity.	Not disclosed — The Group operates in leased office premises in which both the water supply and discharge are solely controlled by the building management offices which considers the provision of water withdrawal and discharge data or sub-meter for individual occupant not feasible.	N/A
	A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Disclosed	Use of Resources
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Disclosed	Use of Resources
	A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Not disclosed — Not applicable to our business.	N/A

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspects	General disclosures and KPIs	Description	Disclosure situation	Corresponding section
A3: The Environment and Natural Resources	General Disclosure	Policies on minimizing the Group's significant impacts on the environment and natural resources.	Disclosed	The Environment and Natural Resources
	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Disclosed	The Environment and Natural Resources
A4: Climate Change	General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the Group.	Disclosed	Climate Change
	A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the Group, and the actions taken to manage them.	Disclosed	Climate Change
B1: Employment	General Disclosure	Information on: (a) the policies; and (b) compliance with 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.	Disclosed	Employment
	B1.1	Total workforce by gender, employment type, age group and geographical region.	Disclosed	Performance Data Summary
	B1.2	Employee turnover rate by gender, age group and geographical region.	Disclosed	Performance Data Summary

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspects	General disclosures and KPIs	Description	Disclosure situation	Corresponding section
B2: Health and Safety	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards.	Disclosed	Health and Safety
	B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	Disclosed	Performance Data Summary
	B2.2	Lost days due to work injury.	Disclosed	Performance Data Summary
	B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	Disclosed	Health and Safety
B3: Development and Training	General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Disclosed	Development and Training
	B3.1	The percentage of employees trained by gender and employee category.	Disclosed	Performance Data Summary
	B3.2	The average training hours completed per employee by gender and employee category.	Disclosed	Performance Data Summary



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspects	General disclosures and KPIs	Description	Disclosure situation	Corresponding section
B4: Labour Standards	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group relating to preventing child and forced labour.	Disclosed	Labour Standards
	B4.1	Description of measures to review employment practices to avoid child and forced labour.	Disclosed	Labour Standards
	B4.2	Description of steps taken to eliminate such practices when discovered.	Disclosed	Labour Standards
B5: Supply Chain Management	General Disclosure	Policies on managing environmental and social risks of the supply chain.	Disclosed	Supply Chain Management
	B5.1	Number of suppliers by geographical region.	Disclosed	Performance Data Summary
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	Disclosed	Supply Chain Management
	B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Disclosed	Supply Chain Management
	B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Disclosed	Supply Chain Management

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspects	General disclosures and KPIs	Description	Disclosure situation	Corresponding section
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 Group relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Disclosed	Product Responsibility
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Not disclosed — Not applicable to our business.	N/A
	B6.2	Number of products and service related complaints received and how they are dealt with.	Disclosed	Performance Data Summary
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	Disclosed	Product Responsibility
	B6.4	Description of quality assurance process and recall procedures.	Disclosed	Product Responsibility
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Disclosed	Product Responsibility

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspects	General disclosures and KPIs	Description	Disclosure situation	Corresponding section
B7: Anti-corruption	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering.	Disclosed	Anti-corruption
	B7.1	Number of concluded legal cases regarding corrupt practices brought against the Group or its employees during the reporting period and the outcomes of the cases.	Disclosed	Performance Data Summary
	B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	Disclosed	Anti-corruption
	B7.3	Description of anti-corruption training provided to directors and staff.	Disclosed	Anti-corruption
B8: Community Investment	General Disclosure	Policies on community engagement to understand the needs of the communities where the Group operates and to ensure its activities take into consideration the communities' interests.	Disclosed	Community Investment
	B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Disclosed	Community Investment
	B8.2	Resources contributed (e.g. money or time) to the focus area.	Disclosed	Performance Data Summary