

百德國際有限公司

**Pak Tak International Limited**

(Incorporated in Bermuda with limited liability)

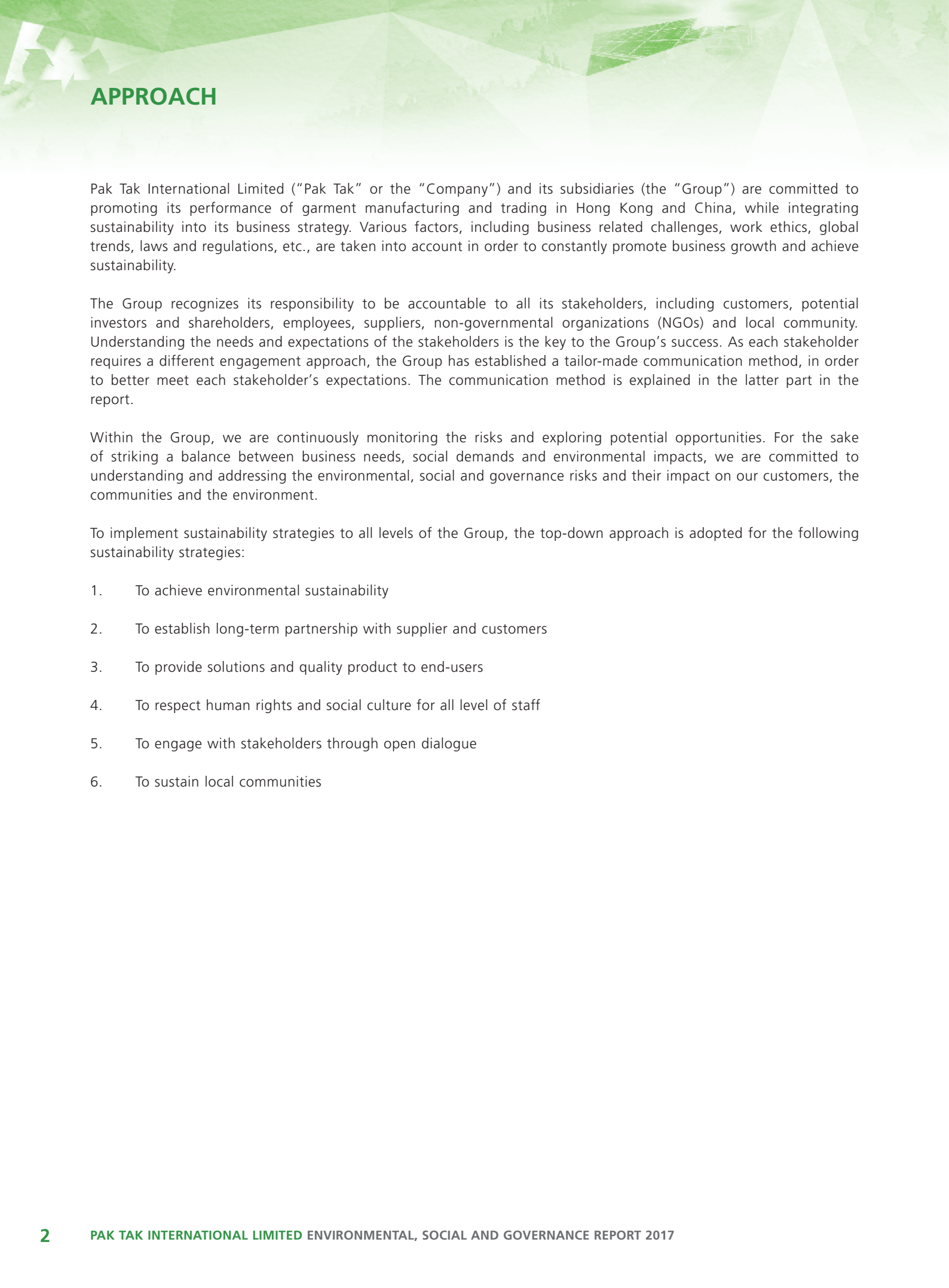
Stock Code: 2668



**Environmental, Social and Governance Report**

**2017**

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## APPROACH

Pak Tak International Limited (“Pak Tak” or the “Company”) and its subsidiaries (the “Group”) are committed to promoting its performance of garment manufacturing and trading in Hong Kong and China, while integrating sustainability into its business strategy. Various factors, including business related challenges, work ethics, global trends, laws and regulations, etc., are taken into account in order to constantly promote business growth and achieve sustainability.

The Group recognizes its responsibility to be accountable to all its stakeholders, including customers, potential investors and shareholders, 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, the Group has established a tailor-made communication method, in order to better meet each stakeholder’s expectations. The communication method is explained in the latter part in the report.

Within the Group, we are continuously monitoring the risks and exploring potential opportunities. For the sake of striking a balance between business needs, social demands and environmental impacts, we are committed to understanding and addressing the environmental, social and governance risks and their impact on our customers, the communities and the environment.

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

1. To achieve environmental sustainability
2. To establish long-term partnership with supplier and customers
3. To provide solutions and quality product to end-users
4. To respect human rights and social culture for all level of staff
5. To engage with stakeholders through open dialogue
6. To sustain local communities



## ABOUT THIS REPORT

The Group are pleased to present our Environmental, Social and Governance (“ESG”) Report. The content contained herein focuses on providing an overview of the environmental, social and governance performance of our major operations in China and Hong Kong from 1 April 2017 to 31 December 2017, which is consistent with our financial year. To allow us to conduct thorough performance review and evaluation for enhancing results in the future, we have compared the data from this financial year to the data during 1 April 2016 to 31 March 2017. However, because of the change in year end of this financial year, the length of disclosure period was different than that of last year. In light of that, the data disclosed in this report is calculated on pro rata basis.

### SCOPE OF THE REPORT

This report has been prepared in accordance with the “Environmental, Social and Governance Reporting Guide” in Appendix 27 to the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). The two ESG subject areas, namely Environmental and Social, are disclosed separately, highlighting the impacts of the operations of the Group in Hong Kong and People’s Republic of China (“PRC”) from 1 April 2017 to 31 December 2017.

The Company has engaged in several businesses such as Garments Business, Money-lending Business, Finance Leasing Business, General Trading, Property Investment and Securities Investment, and New Energy Business. Based on the materiality and continuity principle on ESG disclosure, Money-lending Business, Finance Leasing Business, General Trading, Property Investment, Securities Investment are not included in the Section A1 in the report as they are not considered as activities that have significant impact on the environment. Meanwhile, New Energy Business has been suspended in September 2017, in response to the continuity principle for ESG, it is not disclosed in the report. Therefore, the Environmental part is focusing on the Garments Business side with operation in Dongguan. Meanwhile, social part covers all the business units.

For this year, the material ESG issues are those which have or may have a significant impact on:

- Hong Kong and PRC businesses;
- The global garment market;
- The environment or society now or in the future;
- Our financial performance or operations; and/or
- Our stakeholders’ assessments, decisions and actions.

The data and information used in this report are referenced from our archived documents, records, statistics and research. Financial data is extracted from or calculated based on the Group’s audited annual financial statements for the year ended 31 December 2017.

### FEEDBACK

All are welcomed to express comments and improvement on our ESG reporting. For details in relation to our financial performance and corporate governance, please visit our website on <http://www.paktakintl.com> and our Annual Reports. We also treasure your feedback and comments on our sustainability performance, please send your feedback and other sustainability enquiries to [info@paktakintl.com](mailto:info@paktakintl.com).



## ABOUT PAK TAK

### OUR BUSINESS

Pak Tak was listed on the Main Board of the Stock Exchange (stock code: 2668). The principal operation activity of the Group is manufacturing and selling high quality knitted garment to expand the market share. With the dedication of broadening business portfolio, we tapped into the property investment market and even money-lending business.

### OUR VISION

Provide maximum value for our customers whilst maintaining competitive advantage in the market.

### OUR GOALS

To provide the best-in-class and safe clothing products to meet customers' demands and create values to shareholders and investors.

### BOARD OF DIRECTORS

As at the date of this report, the board of the Directors consists of:

Executive Directors	Non-executive Directors	Independent Non-executive Directors
Mr. Wang Jian Mr. Feng Guoming Ms. Qian Pu	Mr. Law Fei Shing Mr. Shin Yick Fabian	Mr. Liu Kam Lung Mr. Chan Kin Sang Mr. Zheng Suijun

## OUR STAKEHOLDERS

Pak Tak actively strives to better understand and engage our stakeholders to ensure continuous improvements. We strongly believe that our stakeholders play a crucial role in sustaining the success of our business in the challenging market.

Stakeholders	Possible concerned issues	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/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, after-sales 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

## SECTION A: ENVIRONMENTAL

Pak Tak aims at providing the best hand-knitted and machine-knitted garment products to our customers, while contributing to environmental protection and community development. Headquartered in Hong Kong, as at 31 December 2017, Pak Tak owned a factory in Dongguan for garment manufacturing and 1 office in Shenzhen.

As one of our guiding principles, we strive to minimize the environmental impacts brought by our operations. The culture of environmental protection is widely adopted throughout the factory, especially in water conservation and pollution alleviation. The conservation concept integrates into different levels in production, from choosing raw materials, machines to production. It is inevitable that during the production process, greenhouse gases and harmful waste were produced. Yet, with the goal and determination to minimize the negative impact, we formulated policies to continually improving our environmental performance.

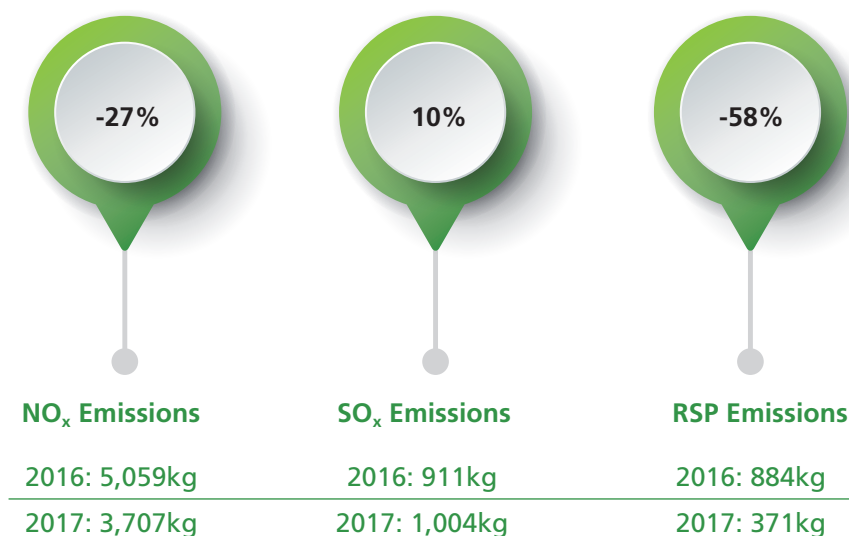
For the year ended 31 December 2017, there was no material non-compliance issue with relevant laws and regulations related to the environment.

### ASPECT A1: EMISSIONS

We have implemented eco-friendly measures to reduce carbon footprint in our business operations. By continuing our effort in achieving energy efficiency, we purchased electricity supply from local power plant and used biofuel, one of the cleanest renewable energy, instead of using crude oil, one of the most polluted energy sources. The result achieved was a great leap forward. In part A, it elaborates on the measures taken and emission figures in details.

#### Greenhouse Gas Emissions

The emission data discloses both the emissions of air pollutants and greenhouse gases. Our emissions of air pollutants, which include nitrogen oxides ("NO<sub>x</sub>"), Sulphur oxides ("SO<sub>x</sub>") and respiratory suspended particles ("RSP"), are mainly generated from transporting the raw material from supplier or end-product from customers and the daily operation in the factory. Our air emissions of air pollutants in 2016 and 2017 are illustrated below:



## Section A: Environmental

Our energy-saving and environmental sustainability initiatives still played an important role in further curbing greenhouse effect. We built wet dust filter in the factory to lower the Sulphur and greenhouse gas content released to the air. The effective measure above successfully reduced nitrous oxide (NOx) and RSP emission by 27% and 58% respectively. However, due to the increased production volume, the SOx emission has increased by 10% simultaneously.

The above emission data regarding factory operation is deduced from environmental testing report by qualified testing institute in Dongguan and are multiplied on the pro rata basis.

We will continue to formulate environmentally-friendly measures to alleviate environmental impact. On the other hand, the carbon dioxide equivalent due to vehicle movement was about 39,763 which is a slight increase of 2% when compared with last year. In the future, we hope to improve the engine capability and reduce the use of vehicle.

Scope	Emission Sources	Emissions in (kg)	
		2016	2017
Scope 1	Emissions from stationary combustion, mobile combustion, process emissions and fugitive emission	44,620	44,640
Scope 2	Emissions from Electricity Consumption <sup>1</sup>	3,333,620	3,839,734
Scope 3	Emission from Water and Sewage Processing	175,297	191,814
Year		Greenhouse gas emissions (tonnes)	
2016		35,535	
2017		38,843	

Due to the increase in production volume, the electricity consumption has slightly increased for 15%, which it coincidences with the seasonal demand for clothing. Other emission figures relating to stationary combustion, water and sewage processing were more or less the same. Since there was only one factory in Dongguan, so the intensity of factory was divided by one.



## Section A: Environmental

### Hazardous Dye Waste

We reckon that chemical dyes post adverse impact on the environment and cause pollution to the water source. We hoped to bring least impact by two means, namely, reducing the use of dyes and enhancing our sewage treatment system. The administrative department monitored the usage on a regular basis to see if there was any pattern that have excessive usage or any unusual pattern. We are proud to announce that the sewage treatment system was effective in filtering out and purifying the harmful substances, making sewage water safe to be discharged into the river without harming the ecosystem in river. Monitoring and review the emission target and report deviation from the routine discharge rate was our first priority, even though the waste related to chemical dye discharged has increased this year. Again, due to the increased production volume, the amount of waste has increased as well.

Year	Chemical dye related waste (tonnes)
2016	2.74
2017	3.63

### Solid Waste Management

Reducing the burden on waste disposal, we have made accurate prediction on the raw material needed in production and avoid wastage. Excessive fabrics were reused for the next production. On the other hand, upgrading or replacing old equipment to achieve machine efficiency helped to cut the material wastage significantly.

We strongly advocated the idea of reuse and recycle. Therefore, we educated employees to recycle paper, cans, plastic bottles and fibers. We also encouraged the use of second-hand equipment, to prolong the lifespan of equipment, and to reduce metal waste and electronic waste. At the same time, we aimed to replace the particular depleted part instead of the machine. Due to the effort of active maintenance, the replenishment rate of machine components was slower than last year.

In the future, apart from implementing green initiatives on business operation related activities, we also aim to educate our employees to integrate environmental-friendly elements into their daily lives.

### ASPECT A2: USE OF RESOURCES

The Group has been committed to becoming a resource-saving and environment-friendly enterprise through actively strengthening operation capacity.

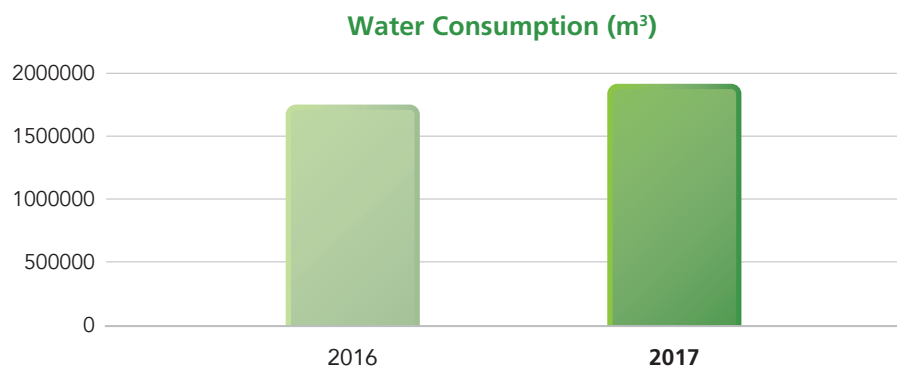
#### Energy Consumption

The total energy consumption for the financial year 2017 was approximately 4,860,423 kWh, when compared to the energy consumption of the same period of last year 4,219,773 kWh, it was an increase of 15%, but is simultaneous to the increased production volume.

The Group has put energy conservation practices in place and continued to upgrade the machines into more energy efficient. Our consistent efforts suppressed the raise in the electricity consumption throughout the organization.

The excessive capacity generated by the boiler will be used for cooking purpose for avoiding energy wastage.

#### Water Consumption



Our business is considered as water-intensive as water is used extensively in every cycle of production. Nevertheless, we are still optimistic and committed to reducing our water consumption. The total water consumption was 191,814 during the financial year 2017. With our water saving policies, it helped to avoid the drastic increase in water consumption, in which the total increase in the total water consumption is approximately 9% simultaneously when compared to the 2016 figure.

It is worthy to note that each employee would use IC card for water ration. If the record shown on IC card stated that the water they used exceeded the standard amount, the exceeded water would be charged progressively.

## Section A: Environmental

### Chemical Dye

Not only cost was our consideration when choosing raw material–dye, but also its impact on the environment and the corporate social responsibility of the supplier were our priorities.

### Yarn and woolen fibre Used

586 tonnes of fibre were used in 2017, while there were 633 tonnes used in 2016. Unused yarn and fibre was stored in the warehouse for future use. All the defects was sent back to recycle, and turn into yarn or fibre to avoid wastage.

### ASPECT A3: THE ENVIRONMENTAL AND NATURAL RESOURCES

The Group believes that the organization should strike a balance between economic development and social and environmental development. To achieve sustainability, all the aspects should be considered thoroughly without compromising each other. To this end, all parties, including suppliers, customers, and different stakeholders should work hand in hand towards this long-term goal.

With the Group's determination and the urge to improve, we have set clear environmental-saving goals in the coming year.

Aspects	Targets
Greenhouse Gas Emissions	Reduce emissions by 1-5%
Waste Water Emission	Reduce waste water by 1-5%
Solid Waste Handling	Recycle 1-5% of fibers
Energy Consumption	Reduce annual energy consumption by 1-5%
Water Consumption	Reduce 1-5% water consumption
Fibre Usage	Reduce 1-5% fibre usage
Dye Waste	Reduce 1-5% Dye water

### WORKPLACE


Our success lies in the devotion of our passionate professional teams and committed workers. In the hope to retain and attract employees, we created a joyous working environment, as well as offering competitive package and fringe benefits. Our employee benefit included but not limited to medical insurance, employee insurance. In Hong Kong office, we abided closely with the Labour Department and bought sufficient employee insurance coverage for all employees. In Dongguan factory and Shenzhen office, we monitored the number of headcount regularly and paid social insurance for all employees.

As to motivate employees to continuously enhance personal growth and strike for excellence, outstanding employees are eligible for promotion upon satisfactory performance. The promotion rate of the Group was about 2.2%.

The abovementioned employee benefits, and healthy working environment was effective in maintaining a healthy turnover rate of 6% amid the high turnover trend in the manufacturing industry, while office worker has the monthly turnover rate which is as low as 1%.



Effective talent management practices are of utmost importance for preventing the organization from becoming a ward for bad hires. Through the systematic approach, we maintained the record of 0.12% turnover rate for management level while 0.04% turnover rate for middle management. Our organization was able to maintain the hierarchy system to keep things in place.



## Section B: Social

### EMPLOYEE FACILITIES

#### Canteen

We advocated the idea of healthy workforce, so that we opened staff canteen to provide a comfy environment for employees to enjoy meal together.

#### Sports Facilities

Having one badminton court, 2 basketball courts, gym facilities, table tennis tables and even dancing room in the Dongguan factory, employees are given to access the facilities freely.

#### Dormitory

We care about the wellbeing of our employees. As we understand that most of the workers were not local workers, we built the dormitory to host more than 337 workers in a safe and loving living condition.



### STAFF GATHERING EVENTS

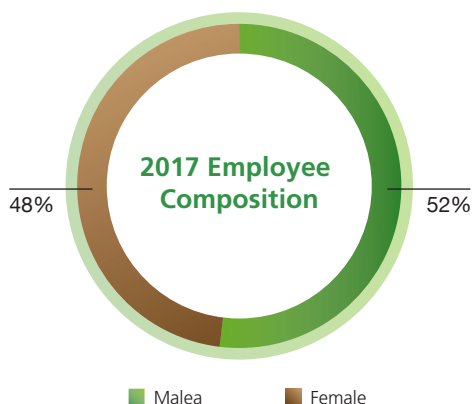
We believe that the close connectedness between the staff and the Group is one of the most important elements to have in the workplace. By organizing gathering, we hoped to help employees to achieve their work-life balance and enhance the sense of belonging to the Group. Mostly importantly, it was about the bonding with all levels of employees.



### EMPLOYEE INDICATORS

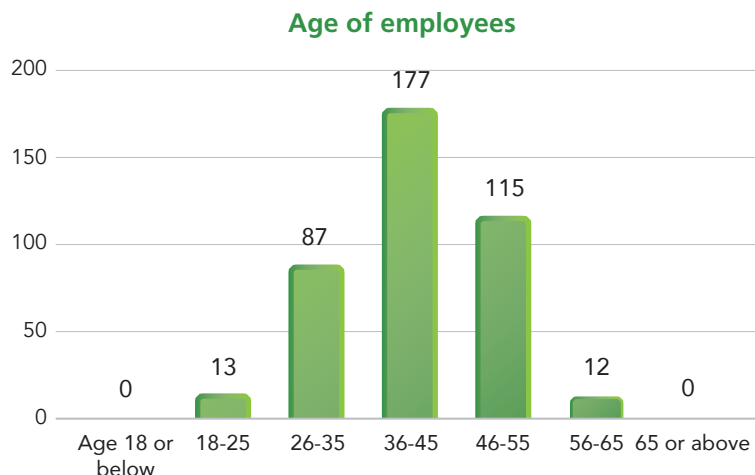
As at December 2017, we had 404 employees in Hong Kong, Shenzhen and Dongguan, in which, most of the employees were based in Dongguan factory. Promoting non-discrimination in the workplace was of paramount importance, so the only considerations of hiring were based on the ground of capability and integrity.

Female employees comprised of 48% of our total workforce, which we strongly encourage females to take up the leadership position. The average age of factory employees were 36-45 years old, while employees in Hong Kong were 26-35 years old.

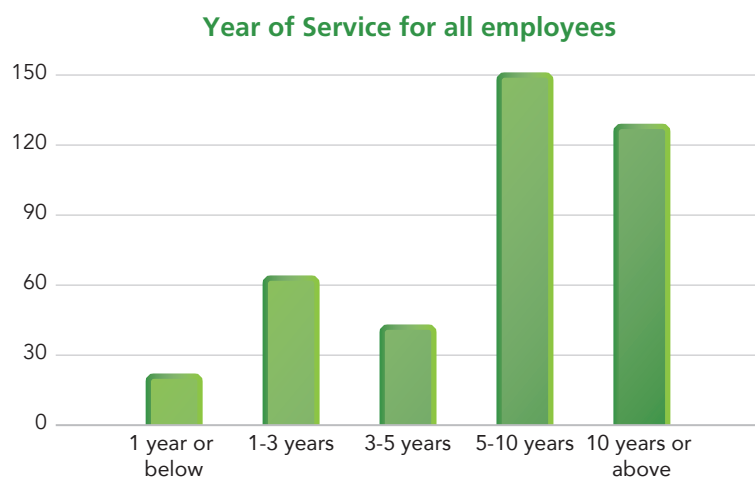


## Section B: Social

Guided by the non-discrimination principle, we offer same opportunities to all employees regardless of their age. The bell-shaped age distribution table demonstrate our healthy hierarchy structure.



Employees who worked for the Group for 3 years or above account for 10% of the total employee, which it indicates that most of the employees were loyal to the Group. In the near future, we will step up the efforts to enhance employee engagement.



Constantly improving working condition for employees and advocating equal working opportunity were the values of the Group. Thus, we fully complied with labour laws and relevant legislations that prohibited child labour and forced labour. The human resources department reviewed and verified the identification documents of employees and signed contract before engagement. The measure prevented the potential of forced labour and child labour. In case there was any case of forced labour, employees were encouraged to voice out the issue immediately. Not only we abide with the regulations, we also monitored our suppliers to ensure that they did not involve in child labour or forced labour.

## TRAINING AND DEVELOPMENT

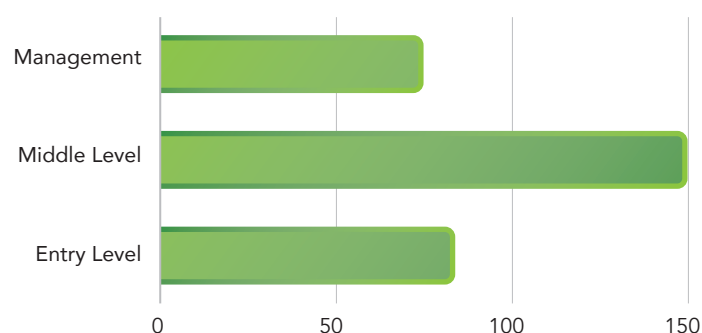
A structured training and development approach ensures that employees receive a consistent training and skills required at work. 17 employees received on-job training especially in the manufacturing industry, workers relied heavily on the skill set and its familiarity with the machines. As such, the training encompassed a wide spectrum of topics, namely safety production training, machine training, chemical training, evacuation training, to ensure all new joiners were able to operate machines in the safe and efficient manner. The total number of staff attending was 67, while the training hours amounted to 201 hours.

On the other hand, as the workers often had to operate industrial boilers, we sponsored all workers who involved in the boiler operation to take special courses and to have regular body check-up.

Emergency medical technicians were trained by local hospital during the period to familiarize themselves with the accidents, and to get the first-aid license.

Aside from the on-job training provided to the workers, the Group sponsored higher management to attend directors' training on related-party transaction to strengthen the corporate governance of the Group.

**Total Training hours by employee type**



## OCCUPATIONAL AND WORKPLACE SAFETY

To safeguard the health and safety awareness of our staff, we have conducted the fire drills four times last year. Guidance was given on fire precaution to reduce the risk of fire and evacuation in case emergency.





## Section B: Social



A detailed escape route and layout of the office was posted in the noticeable area to train employees' preparedness towards hazardous situation. Our office and factory were also equipped with adequate fire-fighting equipment, in which equipments were checked regularly to prevent it from malfunction.

The factory has already appointed specific personnel to monitor and advise safety related issue. Each working segment must conduct safety check at least once every month.

Safety devices and precautions apparatus were provided to employees such as facial mask, safety gloves, safety footwear, ear plugs.



In case of emergency, employees can use the first aid box in medical room and seek for immediate and temporary medical assistance.

During the financial year, there was only one employee injured in the factory, in which the total lost working hours account for 392 hours.

## SUPPLY CHAIN MANAGEMENT

Despite monitoring internal organizational structure, the Group also extended its environmental and social commitment to its supply chain.

At Pak Tak, safety and product quality are at the heart of our mission. Not only we worked with supplier that provided raw materials that met the international standard. Workplace safety, Company's vision, contribution to the society, were also a set of considerations when it came to supplier assessment.

Conducted site visit regularly to suppliers' factory, we ensured its compliance with labour standard, quality control and no misconduct was involved. Most of the suppliers have already obtained ISO certificate, which depicts the suppliers have fulfilled the internationally recognized standard. It is worthy to note that all of our suppliers refrained from forced labour, child labour and major environmental and social violation.

We cooperated with approximately 12 premiere suppliers for our trading business, e.g. the materials were mainly copper, construction material etc. Other than that, we also bought yarn and woolen fabrics from 47 local suppliers.

Our purchase department strictly monitored the performance of suppliers and reviewed the suppliers based on the abovementioned assessment criteria periodically. Underperforming suppliers would be excluded in our approved vendor list instantly.

## PRODUCT RESPONSIBILITY

All our products complied with the requirements stipulated in the relevant laws in the PRC, such as State Environmental Protection Administration of China. All defects would be discarded or sent back to suppliers.


Apart from the new regulation, we also stringently followed GB 18401-2010, GB21550; GB28480 standard.

Before the launch of product, we conducted lab test or inspection for most of the products to check its quality to ensure it was safe for every customer, which it greatly reduced the defect rate. In addition, we strongly forbid pirated goods and counterfeits goods to serve the best interest of customers. We are glad to announce that, in 2017, there was no major dispute regarding product quality.

## COMPLIANT CHANNEL

We are committed to provide efficient and excellent services to maximize customers value. Customer opinions and feedback help us to drive product excellence. Customers can express their opinion through various channels, online platform, emails, telephone. Our administrative department were here to respond to enquiries in a timely manner and follow up the case. In 2017, we received on average 0 cases of complaints reported to Independent Non-executive Directors. The huge success motivates us to continue to do our best to provide the best service we can.





## Section B: Social

### **COPYRIGHT AND CONFIDENTIAL INFORMATION**

The design draft of purchase orders were usually strictly confidential, only authorized staff were able to assess to the data for business purpose. Employees were required to sign the confidential agreement and would be strictly penalized if they violated the above code of conduct. In the Financial Year, we did not receive any significant cases of unauthorized use or access to confidential information.

### **ANTI-CORRUPTION AND WHISTLEBLOWING POLICY**

Our Group has zero tolerance of anti-corruption and bribery. Whistleblowing policy were in place to report suspected misconduct of their colleagues, subordinates, senior management or even suppliers. Employees were welcomed to express their concern through face-to-face, email or telephone. Our management would review case by case and take follow up actions to investigate on every single possible misconduct case. Our code of conduct also suggested that employees would be dismissed under this severe misconduct. During the year, we have held a training session regarding anti-corruption to educate employees on how to combat corruption related crime. 30 employees actively participated in the session and strengthened the anti-corruption mindset. In 2017, we confirm that we did not involve in any corruption-related case.

### **COMMUNITY INVESTMENT**

We realize that we can make a huge impact on world's social, environmental and economic issues. Enthusiastic about charity work, we actively participated and donated \$30,000 to support various charity organizations e.g. Fanling Chiu Kiu Yulan ShingWui Association Limited to give a helping hand to the needy.

We strongly recommend our employees to involve in community service. During the financial year, we have cordially invited 15 employees to join our social service activity to Qiaotou Town to visit the elderly home, which it amounted to 63 service hours.

## ENVIRONMENTAL DATA

<b>A1. Emissions</b>		<b>Year ended 31 December 2017</b>	Year ended 31 December 2016	<b>Unit<sup>1</sup></b>
Air emissions				
	NOx Emission	<b>3,707</b>	5,059	kg
	SOx Emission	<b>1,004</b>	911	kg
	RSP Emission	<b>371</b>	884	kg
Greenhouse gas emissions tonnes				tonnes
Scope 1	Emissions from Fossil Fuel Consumption	<b>44,640</b>	44,620	kg
Scope 2	Emissions from Electricity Consumption	<b>3,839,734</b>	3,333,620	kg
Scope 3	Emissions from Water and Sewage Processing	<b>191,814</b>	175,297	kg
Greenhouse gas emission intensity		<b>38,844</b>	35,535	tonnes
Total hazardous waste produced		<b>3.63</b>	2.74	tonnes
<b>A2. Use of Resources</b>		<b>Year ended 31 December 2017</b>	Year ended 31 December 2016	<b>Unit (Correct to the nearest thousand)</b>
Energy consumption		<b>4,860,423</b>	4,219,773	'000 kWh
Water consumption		<b>191,814</b>	175,298	m <sup>3</sup>
Yarn and fibre consumption		<b>586</b>	633	tonnes

<sup>1</sup> All data has been expressed in the nearest thousand.

# ESG REPORTING GUIDE & REFERENCE

A. Environmental	Reference in this report
<b>A1. Emissions</b>	<b>Page #</b>
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.	6-8
KPI A1.1 The types of emissions and respective emission data.	6
KPI A1.2 Greenhouse gas emission in total (in tonnes) and where appropriate, intensity (e.g. per unit of production volume, per facility).	6-7
KPI A1.3 Total hazardous waste produced (in tonnes) and where appropriate, intensity (e.g. per unit of production volume, per facility).	7
KPI A1.4 Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	7
KPI A1.5 Description of measures to mitigate emissions and results achieved.	6-7
KPI A1.6 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	7-8
<b>A2. Use of Resources</b>	<b>Page #</b>
Policies on the efficient use of resources, including energy, water and other raw materials.	8-9
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).	8-9
KPI A2.2 Water consumption in total and intensity (e.g. per unit of production volume, per facility).	8-9
KPI A2.3 Description of energy use efficiency initiatives and results achieved.	8-9
KPI A2.4 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	NA
KPI KA2.5 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	NA
<b>A3. The Environment and Natural Resources</b>	<b>Page #</b>
Policies on minimizing the issuer's significant impact on the environment and natural resources.	6-9
KPI A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	6-9

B. Social	Reference in this Report
<b>B1. Employment</b>	<b>Page #</b>
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.	10, 12
KPI B1.1 Total workforce by gender, employment type, age group and geographical region.	12
KPI B1.2 Employment turnover rate by gender, age group and geographical region.	10
<b>B2. Health and Safety</b>	<b>Page #</b>
Policies and compliance with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards.	14-15
KPI B2.1 Fatality number and rate.	NA
KPI B2.2 Lost days due to work injury.	15
KPI B2.3 Description of occupational health and safety measures adopted how they are implemented and monitored.	14-15
<b>B3. Development and training</b>	<b>Page #</b>
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.).	14
KPI B3.2 The average training hours completed per employee by gender and employee category.	14
<b>B4. Labour standards</b>	<b>Page #</b>
Policies and compliance with laws and regulations relating to preventing child and forced labour.	13
KPI B4.1 Description of measures to review employment practices to avoid child and forced labour.	13
KPI B4.2 Description of steps taken to eliminate such practices when discovered.	13
<b>B5. Supply chain management</b>	<b>Page #</b>
Policies on managing environmental and social risks of the supply chain.	16
KPI B5.1 Number of suppliers by geographical region.	16
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.	16
<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.	16-17
KPI B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons.	16
KPI B6.2 Number of products and service related complaints received and how they are dealt with.	16
KPI B6.3 Description of practices relating to observing and protecting intellectual property rights.	16-17
KPI B6.4 Description of quality assurance process and recall procedures.	16
KPI B6.5 Description of consumer data protection and privacy policies, how they are implemented and monitored.	16

## ESG REPORTING GUIDE & REFERENCE

B. Social		Reference in this Report
<b>B7. Anti-corruption</b>		<b>Page #</b>
Policies and compliance with laws and regulations relating to bribery, extortion, fraud and money laundering.		17
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.		17
KPI B7.2 Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.		17
<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.		17
KPI B8.1 Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).		17
KPI B8.2 Resources contributed (e.g. money or time) to the focus area.		17