

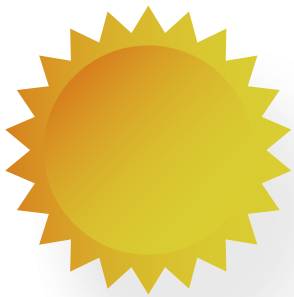
# **Environmental, Social and Governance Report**

## **2018 - 2019**



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# MESSAGE FROM MANAGEMENT

Throughout our rich 72 years history, Lee Kee Group (“Lee Kee” or “the Group”, which includes Lee Kee Holdings Limited and its subsidiaries) has shown our steadfast devotion to delivering quality, professional and reliable value-added metal solutions. Looking ahead, we remain committed to our sustainability journey and will continue to fulfil customer expectations in an environmentally and socially responsible way, ensuring our business practices are aligned with our sustainability and social responsibility principles. Our Corporate Social Responsibility (“CSR”) Committee is responsible for spearheading the Group’s CSR initiatives, I am delighted to share with you Lee Kee’s third Environmental, Social and Governance (“ESG”) Report which details our sustainability performance in the 2018/19 financial year.

The personal well-being and success of our employees is one of the Group’s most important concerns. Our employees are the drivers of our success and are vital to the achievement of our objectives. To acknowledge the importance of our dedicated employees, we have maintained an inclusive, positive, caring and healthy work environment in addition to our competitive remuneration and benefit packages. In our effort to provide a safe and comfortable workplace, our Safety Committee oversees our Occupational Health and Safety Policy which includes provisions for two-way communication with staff to gain insights and feedback to help minimise the risk of any potential workplace hazards. As a result of these safety measures, we are proud to report that we had zero work-related fatalities during the reporting period.

To remain proactive in our sustainability journey, we continue to track our environmental performance in search of opportunities to mitigate negative impacts on the environment that may arise from our operations. Our approach has been assessed and certified by ISO14001:2015 Environmental Management System which provides an environmentally-responsible guiding framework for our operations. We have implemented various measures in energy reduction, resource conservation and nurturing a sustainability culture. Our efforts to further diminish our emissions are augmented by our continued involvement in the Environment Protection Department’s Carbon Footprint Repository and the Carbon Audit Green Partner programme.

Our numerous undertakings to improve our sustainability performance have been recognised by various professional organisations, earning several awards in the process. Guided by our core values, we will continue to work closely with our internal and external stakeholders, with their support, we are confident to maintain our sustainability leadership in the industry, creating a greener and better Hong Kong.



**CHAN Yuen Shan Clara, MH**  
Vice-Chairman and Chief Executive Officer



# ABOUT THE REPORT

## REPORTING SCOPE AND STANDARD

Lee Kee Group's ESG Report aims to demonstrate the ways in which we have incorporated sustainable practices and initiatives into our operations. This ESG report has been prepared in accordance with the requirements of the ESG Reporting Guide, Appendix 27 ("ESG Reporting Guide") to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited issued by Hong Kong Exchanges and Clearing Limited ("HKEx"). The scope of this ESG report includes our offices, warehouses, production and laboratory operations in Hong Kong. It provides an overview of Lee Kee Group's ESG policies and management approach and presents its sustainability initiatives and performance for the period from 1 April 2018 to 31 March 2019 (the "reporting year").

Information related to our corporate governance and financial performance can be found in our 2018/19 Annual Report.



## STAKEHOLDER ENGAGEMENT

Continuous engagement with our stakeholders is a valuable process that drives our growth and enables us to make informed decisions effectively. In preparation for this ESG Report, a third-party consultant was commissioned to aid Lee Kee with the process of assessing our stakeholders' stances on different ESG issues through online surveys. Our stakeholders had the opportunity to rank the materiality level of ESG issues and provide suggestions regarding sustainability for the Group. We welcome your feedback. Please feel free to contact us with any suggestions at: [ir@leekeegroup.com](mailto:ir@leekeegroup.com)

## MATERIALITY ASSESSMENT

Materiality is one of the Reporting Principles listed in the ESG Reporting Guide. A comprehensive Materiality Assessment was conducted to identify material sustainability issues for Lee Kee in 2018/19. This process is outlined below:

### Identification

1

**Peer benchmarking:** In order to identify relevant HKEx Aspects to disclose, peers' disclosure practices were reviewed to identify industry standards and commonalities.

**Stakeholder engagement:** Our stakeholders were invited to rank the sustainability issues considered relevant to Lee Kee to reflect stakeholder interests and importance to Lee Kee through surveys.

### Prioritisation

2

The material aspects which were identified through peer benchmarking and stakeholder engagement were consolidated into a list of relevant material ESG issues to be brought forward for validation.

### Validation

3

Our independent consultant helped to prioritise the findings from the first two steps and our Senior Management then confirmed a list of material ESG issues and the relevant HKEx Aspects and KPIs for disclosure in this report.

# AWARDS, CERTIFICATES, AND MEMBERSHIP

Lee Kee Group's performance has been recognised through the following awards and certificates.

ISSUING ORGANISATION	AWARD / CERTIFICATE
ZonZu Technology Limited	Best Die Casting Zinc Alloy Brand
Federation of Hong Kong Industries	BOCHK Corporate Environmental Leadership Awards 2018 - EcoChallenger, 3 Years+ EcoPioneer
The Hong Kong Council of Social Service	Caring Company 10 years+
Hong Kong Children & Youth Services	Caring Community Award
Promoting Happiness Index Foundation	Happiness at Work logo - 5 Years+ Happy Company
Environmental Campaign Committee	Hong Kong Green Organisation Certification
Federation of Hong Kong Industries	Industry Cares – Caring Certificate (Enterprise Group)
SGS United Kingdom Ltd.	ISO 9001:2015 Quality Management Systems Certification
SGS United Kingdom Ltd.	ISO 14001:2015 Environmental Management Systems Certification
SGS United Kingdom Ltd.	IATF 16949:2016 Automotive Quality Management System Certification
Hong Kong Accreditation Service	HOKLAS Accredited Laboratory under ISO/IEC 17025:2005
Hong Kong Q-Mark Council Federation of Hong Kong	Hong Kong Q-Mark Product Certification
The Hong Kong General Chamber of Small & Medium Business	Partner Employer Award 2018/19



Lee Kee is also a member of the following organisations through which we share knowledge and remain up-to-date on the latest industry trends and best practices.

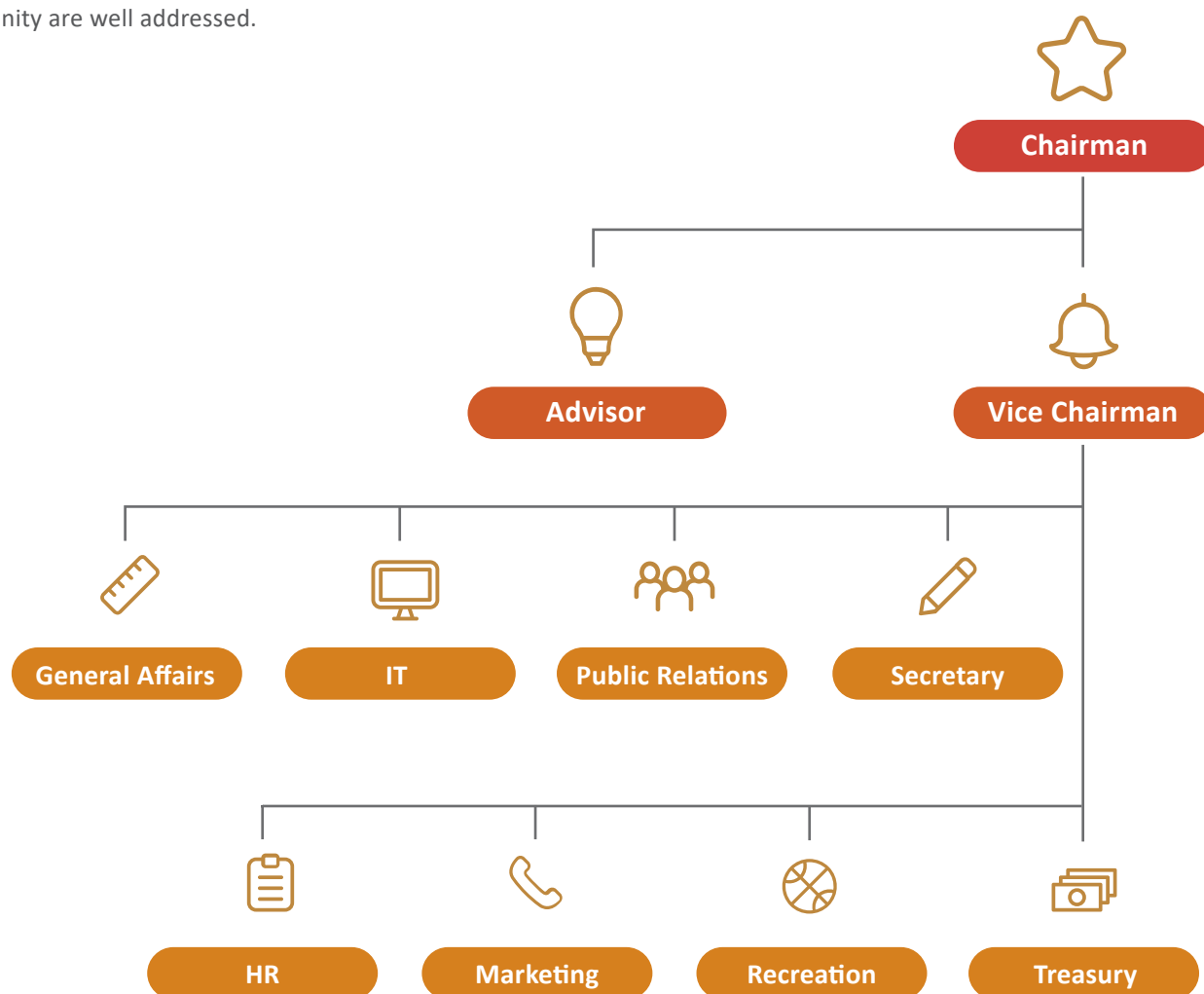
PROFESSIONAL MEMBERSHIP	ORGANIZATION
General Member	Business Environment Council
Member	The Chinese General Chamber of Commerce
Member	The Chamber of Hong Kong Listed Companies
Member	The Chinese Manufacturers' Association of Hong Kong
Member	The Federation of Hong Kong Industries (Groups 2, 4, 7, 18, 20, 26, 27)
Member	Hong Kong Association for Testing, Inspection and Certification
Member	Hong Kong Aviation Industry Association
Member	Hong Kong Auto Parts Industry Association
Member	Hong Kong Chinese Importers' & Exporters' Association
Member	Hong Kong Electrical Appliance Industries Association
Member	Hong Kong Electro-Plating Merchants Association
Member	Hong Kong Foundry Association
Member	Hong Kong General Building Contractors Association
Member	Hong Kong Institution of Certified Auditors
Member	Hong Kong Medical and Healthcare Device Industries Association
Member	Hong Kong Metal Merchants Association
Member	Hong Kong Plumbing & Sanitary Ware Trade Association
Member	Hong Kong Surface Finishing Society
Member	Hong Kong Watch Manufacturers Association
Member	The Hong Kong General Chamber of Commerce
Member	The Hong Kong Metals Manufacturers Association
Member	The N.T. North District Manufacturers Association of Hong Kong
Member	The Toys Manufacturers' Association of Hong Kong

# SUSTAINABILITY GOVERNANCE

An effective governance structure enables us to address sustainability issues and manage ESG-related risks in a systematic manner. Lee Kee's senior management provides strategic oversight of the sustainability direction of the Group. To effectively manage our ESG-related risks, internal reviews such as the Environmental Aspects Assessment and the Safety Risk Assessment are conducted regularly to ensure appropriate internal control systems are in place. Further information about our risk management and internal controls can be found in the Corporate Governance Report in the Company's Annual Report 2018/2019.

## OUR CSR COMMITTEE

To address sustainability issues effectively at the operational level, the Lee Kee CSR Committee works to develop the CSR strategy of the Group which outlines our CSR goals and commitments in line with business objectives. Chaired by the Group's Executive Director and Chief Operating Officer, the CSR Committee is comprised of representatives from our key functional units, who are responsible for the management of CSR programmes to ensure that any concerns from the community are well addressed.





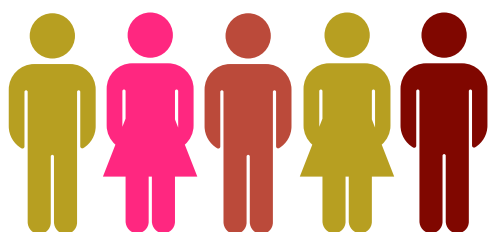
# OUR PEOPLE

Employees are our greatest asset contributing to the sustainable growth and development of the Group. As an industry leader, we advocate a company culture where our core values of integrity and fairness uphold the Group's high standards of business ethics. We are dedicated to offering a supportive, safe and harmonious working environment for our staff to fulfil their professional and personal aspirations.

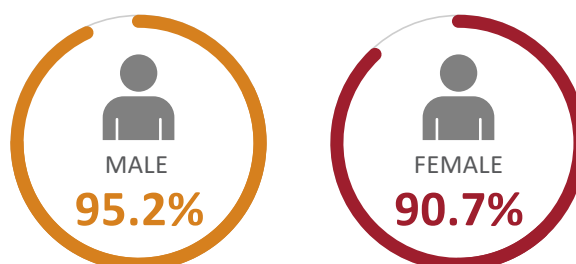
## WORKING CONDITIONS

We cherish our employees and strive to create a fair, healthy and safe work environment. Our "Non-discrimination and Equal Employment Opportunity" Code of Conduct supports the integrity and effectiveness of our company. An unbiased screening process ensures that recruitment decisions are not influenced by the nationality, race, religion, gender, age or family status of applicants while maintaining respect for their rights and confidentiality. We reward our employees with attractive remuneration packages in relation to responsibility and performance. Our benefits and compensation follow three guiding principles: Fairness and Consistency, Pay for Performance, and Market Competitiveness. Our employee handbook was developed in accordance with applicable laws and regulations <sup>1</sup> in relation to labour standards. It stipulates the Group's policies and procedures, including those related to benefits, compensation and professional behaviour.

During the reporting year, there were no non-compliance cases relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, child and forced labour and other benefits and welfare.



## PERCENTAGE OF EMPLOYEES TRAINED BY GENDER



## TRAINING AND DEVELOPMENT

As part of our General Training and Development Policy, Lee Kee encourages employee training and development opportunities in order to further improve job performance and enhance career development. To suit the different needs of our employees across business units, we identify and arrange tailor-made training sessions on a range of topics. These training opportunities are both internal and external, while encouraging learning and sharing among Lee Kee employees. Education subsidies for external training courses are available for employees who wish to pursue further studies or education programmes relevant to their job duties. Additionally, our staff are encouraged to express their thoughts and provide feedback to help improve our training programme by completing our Staff Training Feedback Questionnaire at the end of an internal training course.

TOTAL TRAINING HOURS  
RECEIVED BY EMPLOYEES



<sup>1</sup> The laws and regulations that are the most relevant to the Group include, but are not limited to, the Employment Ordinance (Cap. 57), Minimum Wage Ordinance (Cap. 608), Mandatory Provident Fund Schemes Ordinance (Cap. 485), Personal Data (Privacy) Ordinance (Cap. 486), Sex Discrimination Ordinance (Cap. 480), Disability Discrimination Ordinance (Cap. 487), Family Status Discrimination Ordinance (Cap. 527), Race Discrimination Ordinance (Cap. 602), and Inland Revenue Ordinance (Cap. 112).

## CARING WORKPLACE

At Lee Kee, we believe that the health and well-being of our employees is essential in creating a positive and harmonious workplace. We offer a five-day work week for office-based employees, while flexible work hour arrangements are available to our operative employees. In order to understand our employees' needs and to respond accordingly, we established open communication channels between employees and management. For instance, we welcome our employees direct communications with our CEO through the CEO mailbox on our intranet. To accommodate the diverse interests of our staff and enhance communications among departments, we regularly arrange staff recreational and team bonding activities such as company barbeque, yoga classes, and parties for employees.

### BUILDING COHESIVENESS AMONG EMPLOYEES

The Group aspires to foster a strong team spirit, enhance a sense of belonging and encourage a healthy lifestyle amongst our employees. In the reporting year, 35 of our staff members took part in a series of outdoor team bonding activities organised by Outward Bound Hong Kong in August and December 2018 and in March 2019. During the events, our staff experienced challenging and team building programmes to enhance their leadership, resilience and co-operation. Through the challenges, our staff was able to work collaboratively in an experiential setting and develop transferable attributes that can be applied in daily work.



### HIGHLIGHTS OF STAFF ACTIVITIES IN 2018/2019

ANNUAL LUNCH



COMPANY BARBEQUE



HAPPY FRIDAY



LEE KEE DAY 2018



## OCCUPATIONAL HEALTH AND SAFETY

We make every effort to ensure the safety of all of our employees by deploying proactive and preventive measures in order to minimise occupational risks. An Occupational Health and Safety Policy was formulated in accordance with the relevant laws and regulations<sup>2</sup> and a Safety Committee was established to ensure a safe workplace for employees. We have implemented the ISO 45001:2018 Safety Management System to mitigate and control occupational health and safety hazards in our operations.

Our Safety Committee holds meetings on a monthly basis to discuss different safety-related topics while a review of major laws and regulations relevant to occupational health and safety is conducted by safety committee members once every six months. Inspections such as emergency light and exit signs and fire extinguisher monthly inspections are held to ensure that measures are strictly followed in order to detect and prevent any workplace hazards. We require our workers to wear suitable personal protective equipment such as safety helmets, safety shoes, gloves, reflective vests, and ear plugs whenever necessary. Moreover, additional safety training is provided specifically for employees responsible for operating machinery. As a result of our comprehensive occupational health and safety management approach, there have been no work-related fatalities in this reporting period.

During the reporting year, there were no reporting non-compliance cases relating to the provision of a safe working environment and the protection of employees from occupational hazards.



## FUTURE PLANS

We will continue to promote our staff's well-being, broaden their career paths and support them to reach their full potential. We aim to build a harmonious and productive work environment by encouraging more open communication between staff and management. We will maintain our occupational health and safety standards and identify room for improvement. We work to build a strong and competent team where our employees feel supported and motivated at work.



<sup>2</sup> The laws and regulations that are the most relevant to the Group include, but are not limited to, Occupational Safety and Health Ordinance (Cap. 509), Boilers and Pressure Vessels Ordinance (Cap. 56), Factories and Industrial Undertakings Ordinance (Cap. 59), and Dangerous Goods Ordinance (Cap. 295).



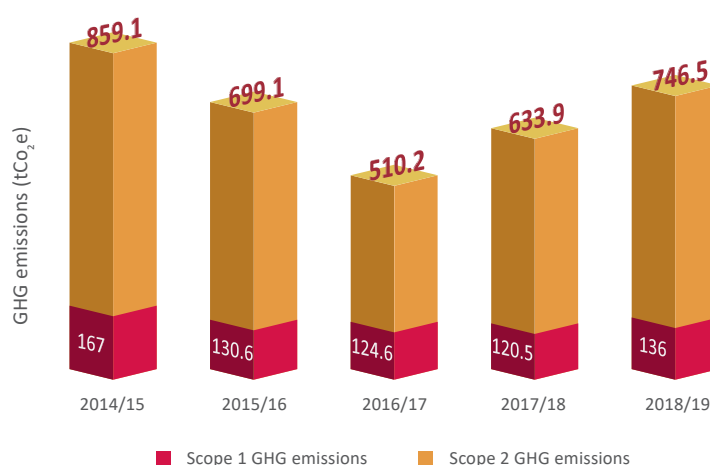
# OUR ENVIRONMENT

Steered by our spirit of environmental stewardship, Lee Kee works meticulously to enhance energy efficiency, emission reduction, water conservation and resource management. As stated in our Environmental Policy, we are committed to minimising any negative impacts arising from our operations and raising environmental awareness among our staff and stakeholders. In addition, we incorporate environmental protection guidelines, requirements, and measures to reduce resource consumption in our daily operations. We have attained and implemented the ISO 14001:2015 Environmental Management System<sup>3</sup> to manage our environmental responsibilities. Our environmental management team was established to evaluate the environmental issues arising from our operations and consider corresponding control measures. To ensure our environmental guidelines are up-to-date, relevant laws and regulations<sup>4</sup> are reviewed every six months.

## ENERGY CONSUMPTION AND EMISSIONS

We seek every opportunity to improve our energy performance throughout our business operations, therefore we established a set of energy management processes and systems within the Group to encourage the efficient use of energy. We conduct regular maintenance and cleaning of fan coil units and filters to ensure the efficient and optimal operation of the system. In addition to regular checks and inspections of our facilities, we continue to carry out the installation of energy efficient LED light fixtures in place of old fluorescent lights. These energy-saving measures are key to managing the carbon footprint of our daily business operations.

*Lee Kee's GHG emissions*



In parallel with our commitment to saving energy, we are also dedicated to reducing the amount of greenhouse gas emissions resulting from fuel consumption throughout our business operations. The Group is involved in the Environment Protection Department's Carbon Footprint Repository and Carbon Audit Green Partner programme which facilitate the implementation of initiatives to reduce emissions and the associated environmental impacts. To control air pollutants arising from our production operations, we engage a qualified third-party consultant annually to conduct air quality assessments. The results from the test reports are deemed satisfactory.



<sup>3</sup> The scope and number of Group companies certified with the ISO14001 standard are listed on Lee Kee's website.

<sup>4</sup> The laws and regulations that are the most relevant to the Group include, but are not limited to, Noise Control Ordinance (Cap. 400), Waste Disposal (Chemical Waste) (General) Regulation (Cap. 354C), and Air Pollution Control Ordinance (Cap. 311).

## WASTE AND RESOURCE MANAGEMENT

Lee Kee adopts various types of waste recycling practices and continues to enhance our resource use efficiency. Apart from placing the recycling bins in our office, we collect electronic waste such as used computers, fluorescent lamps and other electrical appliances for recycling. Furthermore, we are actively looking for opportunities to sell our metal scraps and zinc dross to potential metal recyclers to avoid direct disposal and maximise resource use. When disposing of our chemical wastes, we engage certified waste disposal companies. We encourage our staff to perform day to day business electronically to reduce the amount of paper printed in our office and adpot double-sided printing where possible. In addition, we conduct monthly inspections on water pipes to detect and prevent water leakage.



### OUR APPROACH TO BUILDING A GREEN OFFICE



*Provide guidance on room temperature control*



*Maintain environmental management system*



*Adopt energy efficient lighting*



*Set up recycling system*



*Collect and recycle E-waste*



*Conduct regular inspections on water pipes*

### BUILDING A SUSTAINABILITY CULTURE

We believe fostering behavioural change and raising environmental awareness within the Group are key to driving sustainable growth. Within our environmental management system framework, an Environmental Aspects Identification and Assessment is performed regularly and respective control and measurement activities are carried out in order to improve the Group’s environmental performance. Beyond our internal policies on environmental protection, we also encourage our suppliers and subcontractors to observe and comply with our environmental policies and to raise awareness of all external and internal stakeholders on mitigating environmental impacts. At Lee Kee, we are continuously dedicated to promoting the best practices in environmental protection and hope to inspire other companies in Hong Kong to adopt such practices.

During the reporting year, there were no reporting non-compliance cases relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

### FUTURE PLANS

As a responsible corporate citizen, we will continue to enhance our energy efficiency, reduce emissions, conserve resources, manage waste and promote environmental awareness to optimise the benefits of environmental protection. We also plan to explore different environmentally friendly designs and technologies applicable to our business and daily operations and are looking at sourcing more sustainable means of transportation and distribution.



# OUR COMMUNITY

Lee Kee is dedicated to contributing positively to the community we serve. We leverage our resources and human capital to build a more connected society via staff volunteerism, collaboration with non-governmental organisations (“NGO”) and social enterprises, and in-kind donations. In support of diverse social segments, we pay special attention to the underprivileged and the youth. Through our extensive community-based initiatives, we are working towards a more positive and supportive society.

The Group has been recognised for its ongoing efforts in fostering community development over the years. For instance, we have received the “Caring Certificate (Enterprise Group)” conferred by the Federation of Hong Kong Industries for four consecutive years.

During the reporting year, Lee Kee is proud to have contributed over HK\$640,000 to sponsor and support various charities and NGOs for those in need.

## SERVING THE DISADVANTAGED

Volunteer activities and community programmes promotes greater social cohesion. As such, we encourage wider participation of our employees and their family members to contribute to a more inclusive society together.

### HIGHLIGHTS OF KEY ACTIVITIES



#### 2018 Run For Brightness

The Group was an event sponsor of 2018 Run For Brightness, a charity run supporting and raising funds for visually impaired individuals. During the reporting year, five of our enthusiastic employees as well as their families took part in the run, volunteering their time and efforts to enhance public awareness and support the equal participation of the disabled in our society.

#### Homeless World Cup (HK) Fund-Raising Tournament

We believe in the positive influence of sports in breaking down barriers between individuals. In addition to sponsoring two football teams, Lee Kee also formed its own team to join the Homeless World Cup Fund-raising Tournament for the first time. With our concerted efforts, we were able to raise fund to support the Hong Kong Team's participation in Homeless World Cup 2018 in Mexico.



## NURTURING THE YOUTH

As the youth are the leaders of tomorrow, supporting their development is an investment in our prosperous future. We endeavour to organise and support different community programmes to unleash the full potential of young people and equip them with life and work skills.

### HIGHLIGHTS OF KEY ACTIVITIES



#### AYP Rogaine Charity Race 2019

We share the mission of the Hong Kong Award for Young People ("AYP") to provide youngsters with the opportunities to bring their talents into play. During the reporting year, we had seven staff members participate in the charity race and donated to support AYP's youth initiatives.

#### YDC School-Company-Parent Programme

In collaboration with the Young Entrepreneurs Development Council ("YDC"), we joined the School-Company-Parent Programme to promote entrepreneurship and experiential learning amongst students and foster a closer relationship between parents and their children. In 2018, three of our staff members served as "Company Ambassadors", hosting various workshops, and sharing and counselling sessions for secondary students.



#### A Mock Interview with Students

We understand life planning and career guidance are essential to young people and we are grateful to Yan Oi Tong Tin Ka Ping Secondary School ("YOTTKP") for inviting us to be a part of this process. To help the students better prepare for their future job search, YOTTKP organised mock interview sessions in which students took turns to play the role of candidates and interviewers followed by a debriefing from our experienced Human Resources representative. In addition to providing these students with professional advice and tips for a successful interview our HR representative also shared her own experiences of going through the hiring process.

# OUR VALUE CHAIN

## SUPPLY CHAIN MANAGEMENT

Being one of the leading solutions providers for metals in the industry, we recognise the opportunity to extend sustainability considerations across our supply chain. We have various practices and policies in place for our major suppliers and contractors to ensure environmental and social impacts are sufficiently managed. Our requirements are stipulated in relevant guidelines and documents, such as the Environmental Agreement, Supplier Contractor Environmental Support Statement and Safety Agreement, which are distributed to our contractors and suppliers before service commencement. All of our suppliers and contractors are strictly required to comply with all local environmental, employment and safety regulations.

The environmental and social performance of our suppliers has an influence on our business operations, therefore sustainability is one of the factors that Lee Kee considers when choosing our supply chain partners. Our supplier performance evaluation process includes sustainability-related considerations such as whether they are ISO 14001 or ISO 9001 certified. It is important to the Group that we are sourcing from suppliers that provide quality goods and services while protecting the environment and the interests of our customers.

## ANTI-CORRUPTION

Lee Kee is committed to maintaining high ethical standards and business integrity in our operations. Our Employee Handbook and Code of Conduct stipulate strict anti-corruption policies which all our employees should abide. The Group's "Code of Conduct – Standards of Behaviour" which covers anti-corruption and bribery policies is introduced to new employees during orientation training. We have a firm policy regarding gifts and the solicitation of money. During the reporting year, we invited representatives from the Independent Commission Against Corruption to deliver seminars to refresh best practice procedures and knowledge on anti-corruption.

The Group has established its whistle-blowing policy to assist employees to inform the senior management of potential cases of malpractice or impropriety. We make every effort to treat all disclosures in a confidential and sensitive manner. This procedure allows employees and management to work together to resolve any issues and prevent further misconduct.

During the reporting year, we were not aware of any non-compliance with laws and regulations<sup>7</sup> regarding bribery, extortion, fraud, and money laundering.

## PRODUCT RESPONSIBILITY

The provision of efficient, professional and quality services is important to Lee Kee's continual success. To demonstrate our commitment to quality standards, we have adopted the international ISO 9001:2015 Quality Management Systems and IATF 16949:2016 Automotive Quality Management System<sup>5</sup> standards. Our products also comply with international standards for regulating product specifications<sup>6</sup> to meet our clients' expectations. Furthermore, the Group has a comprehensive quality assurance process which includes the monitoring of supplier performance, quality control, employee training and development, customer feedback analysis, and corrective and preventative actions. Our established customer complaint handling procedure requires our Quality Team to attend to any issues immediately for effective corrective actions and prompt responses.

During the reporting year, there were no reporting non-compliance cases relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.

<sup>5</sup> The scope and number of Group companies certified with ISO9001 and IATF16949 standards are listed on Lee Kee's website.

<sup>6</sup> The regulations that are the most relevant to the Group include, but are not limited to, Restriction of Hazardous Substances Directive (EU) 2015/863 amending Annex II to Directive 2011/65/EU, (RoHS 2.0) and the European Union (EU) Regulation EC 1907/2006 Registration, Evaluation, Authorization and Restriction of Chemicals (REACH).

<sup>7</sup> The laws and regulations that are the most relevant to the Group include, but are not limited to, Prevention of Bribery Ordinance (Cap. 201).

# HKEX KPI DATA TABLE

HKEx KPI		Unit	FY2018/19	FY2017/18 <sup>8</sup>
<b>A.</b>	<b>Environmental</b>			
<b>A1.2</b>	<b>Greenhouse gas emissions in total and intensity</b>			
	Scope 1 emissions	Tonnes of CO <sub>2</sub> e	135.99	120.47
	Scope 2 emissions	Tonnes of CO <sub>2</sub> e	746.50	633.86
	- total (Scope 1 and 2 emissions)	Tonnes of CO <sub>2</sub> e	882.49	754.33
	- intensity	Tonnes of CO <sub>2</sub> e / FTE <sup>9</sup>	7.67	6.74
<b>A1.3</b>	<b>Total hazardous waste produced</b>			
	Mix of hydrochloric acid and nitric acid			
	- total	L	300	300
	- intensity	L / FTE	2.61	2.68
	Hydrofluoric acid			
	- total	L	60	80
	- intensity	L / FTE	0.52	0.71
	Empty toner cartridges			
	- total	Unit	15	/
	- intensity	Unit / FTE	0.13	/
	Fluorescent tubes			
	- total	Unit	67	/
	- intensity	Unit / FTE	0.58	/
	Light bulbs			
	- total	Unit	66	/
	- intensity	Unit / FTE	0.57	/
	Electrical appliances			
	- total	Unit	34	/
	- intensity	Unit / FTE	0.30	/
<b>A1.4</b>	<b>Total non-hazardous waste produced</b>			
	General waste			
	- total	Tonnes	115	105
	- intensity	Tonnes / FTE	1	0.94
	Recycled paper waste			
	- total	Tonnes	1.75	4.80
	- intensity	Tonnes / FTE	0.02	0.04
	Recycled aluminium can			
	- total	Kg	39	9
	- intensity	Kg / FTE	0.34	0.08
	Recycled plastic bottles			
	- total	Kg	39.65	35.5
	- intensity	Kg / FTE	0.34	0.32
	Recycled scrap iron			
	- total	Tonnes	4.19	/
	- intensity	Tonnes / FTE	0.04	/

<sup>8</sup> The data reporting scope for purchased electricity in FY2017/18 includes our offices, warehouses, production and laboratory operations in Hong Kong and the data reporting scope in FY2018/19 has been extended to include our warehouse in another location in Hong Kong.

<sup>9</sup> FTE: Full-time equivalent (Full-time employees of Lee Kee)

HKEx KPI		Unit	FY2018/19	FY2017/18
A2.1	<b>Energy consumption by type</b>			
	Direct energy consumption (Fuel consumed)			
	- total	'000 kWh	507.30	448.00
	- intensity	'000 kWh / FTE	4.41	4.00
	Indirect energy consumption (Purchased electricity)			
	- total	'000 kWh	1463.68	1242.82
	- intensity	'000 kWh / FTE	12.73	11.10

<b>B. Social</b>				
B1.1	<b>Total workforce by employment type, gender, and age group</b>			
	Full-time	No. of people	115	/
	Part-time	No. of people	1	/
	Male	No. of people	62	/
	Female	No. of people	54	/
	Under 30	No. of people	7	/
	30 to 50	No. of people	68	/
	Over 50	No. of people	41	/
B2.1	<b>Number and rate of work-related fatalities</b>			
		No. of people	0	/
		%	0	/
B2.2	<b>Lost days due to work injury</b>			
		No. of days	3.5	/
B3.1	<b>Percentage of employees trained by gender and employee category</b>			
	Male	%	95.2%	/
	Female	%	90.7%	/
	General Staff	%	90.1%	/
	Middle Management	%	100%	/
	Senior Management	%	84.6%	/
B3.2	<b>Average training hours per employee by gender and employee category</b>			
	Male	Hours	12.30	/
	Female	Hours	8.87	/
	General Staff	Hours	12.38	/
	Middle Management	Hours	9.14	/
	Senior Management	Hours	5.37	/
B7.1	<b>Number of concluded legal cases regarding corrupt practices brought against the Company</b>			
		No. of cases	0	/



# HKEX ESG GUIDE CONTENT INDEX

Aspect	KPI	Description	Section / Remarks
<b>A. Environmental</b>			
<b>A1 Emissions</b>	A1	General Disclosure	<i>Our Environment</i>
	A1.1	Types of emissions and respective emissions data	<i>Due to the business nature of Lee Kee Group, this KPI is considered not material.</i>
	A1.2	Greenhouse gas emissions in total and intensity	<i>HKEx KPI Data Table</i>
	A1.3	Total hazardous waste produced and intensity	<i>HKEx KPI Data Table</i>
	A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	<i>HKEx KPI Data Table</i>
	A1.5	Description of measures to mitigate emissions and results achieved	<i>Our Environment – Energy Consumption and Emissions</i>
	A1.6	Description of how hazardous and non-hazardous waste are handled, reduction initiatives, and results achieved	<i>Our Environment – Waste and Resource Management</i>
<b>A2 Use of Resources</b>	A2	General Disclosure	<i>Our Environment</i>
	A2.1	Direct and/or indirect energy consumption by type and intensity	<i>HKEx KPI Data Table</i>
	A2.2	Water consumption in total and intensity	<i>Due to the business nature of Lee Kee Group, this KPI is considered not material.</i>
	A2.3	Description of energy use efficiency initiatives and results achieved	<i>Our Environment – Energy Consumption and Emissions</i>
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results	<i>Our Environment – Waste and Resource Management</i>
	A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced	<i>Due to the business nature of Lee Kee Group, this KPI is considered not material.</i>
<b>A3 The Environment and Natural Resources</b>	A3	General Disclosure	<i>Our Environment</i>
	A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them	<i>Our Environment – Building a Sustainability Culture</i>
<b>B. Social</b>			
<b>B1 Employment</b>	B1	General Disclosure	<i>Our People</i>
	B1.1	Total workforce by gender, employment type, age group and geographical region	<i>HKEx KPI Data Table</i>
<b>B2 Health and Safety</b>	B2	General Disclosure	<i>Our People</i>
	B2.1	Number and rate of work-related fatalities	<i>HKEx KPI Data Table</i>
	B2.2	Lost days due to work injury	<i>HKEx KPI Data Table</i>
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	<i>Our People – Occupational Health and Safety</i>
<b>B3 Development and Training</b>	B3	General Disclosure	<i>Our People</i>
	B3.1	The percentage of employees trained by gender and employee category	<i>HKEx KPI Data Table</i>
	B3.2	The average training hours completed per employee by gender and employee category	<i>HKEx KPI Data Table</i>
<b>B4 Labour Standards</b>	B4	General Disclosure	<i>Our People</i>
<b>B5 Supply Chain Management</b>	B5	General Disclosure	<i>Our Value Chain</i>
	B5.2	Description of practices relating to engaging suppliers, and how they are implemented and monitored	<i>Our Value Chain – Supply Chain Management</i>

Aspect	KPI	Description	Section / Remarks
<b>B6 Product Responsibility</b>	B6	General Disclosure	<i>Our Value Chain</i>
	B6.4	Description of quality assurance process and recall procedures	<i>Our Value Chain – Product Responsibility</i>
<b>B7 Anti-corruption</b>	B7	General Disclosure	<i>Our Value Chain – Anti-Corruption</i>
	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	<i>HKEx KPI Data Table</i>
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	<i>Our Value Chain – Anti-Corruption</i>
<b>B8 Community Investment</b>	B8	General Disclosure	<i>Our Community</i>
	B8.1	Focus areas of contribution	<i>Our Community</i>
	B8.2	Resources contributed to the focus area	<i>Our Community</i>

We Create Value Solutions for Metals

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