



**ZHIDAO INTERNATIONAL (HOLDINGS) LIMITED**

**志道國際(控股)有限公司\***

*(Incorporated in Bermuda with limited liability)*

(Stock Code: 1220)

# 2019

Environmental, Social and  
Governance Report



\* For identification purpose only



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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## ABOUT THIS REPORT

### Report Profile

Zhidao International (Holdings) Limited (hereafter, the “Company”, “we” or “us”) and its subsidiaries (collectively known as the “Group”) are pleased to present our Environmental, Social and Governance (“ESG”) Report. The content of this ESG Report herein focuses on providing an overview of the ESG performance of our major operations from 1 April 2018 to 31 March 2019 (the “Reporting Period”).

The principal activity of the Group is investments holding. The Group is principally engaged in (i) trading of aluminum products, (ii) supply of aluminum products in construction projects and extended to the provision of construction and engineering services during the year; (iii) money lending; and (iv) provision of financing guarantee services in the People’s Republic of China (the “PRC”) which was disposed during the Reporting Period.

### Reporting Scope

The ESG Report covers the overall environmental and social performances of the core businesses of the Group in Hong Kong, Macau, and the PRC during the Reporting Period.

- Head office located in Wan Chai, Hong Kong
- iTong Engineering Company Limited located in Macau
- Zhongshan City Minzhong Deli Metal Company Limited located in Zhongshan, PRC
- 怡東建築工程（珠海）有限公司 located in Zhuhai, PRC

### Reporting Framework

The ESG Report has been prepared in accordance with the ESG Reporting Guide under 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, Macau and the PRC in the Reporting Period. In order to have a thorough performance review, we have compared the data in the Reporting Period to the data during the year ended 31 March 2018.

We have also provided the ESG content index that includes the Key Performance Indicators (“KPIs”) for the ESG Reporting Guide and it is set out in page 13 to 18 of this ESG Report.

### Information and Feedback

For detailed information regarding the financial performance and corporate governance of the Group during the Reporting Period, please visit our official website (<http://www.zdihl.com/en-us/circulars.php>) and our annual report. Your opinion is highly valued, should you have any suggestions or comments, please email us at [info@zdihl.com](mailto:info@zdihl.com) or post to our head office in Hong Kong.

### Board Approval

The board of directors (the “Board”) of the Group approved the ESG Report on 30 September 2019.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## STAKEHOLDER ENGAGEMENT

As stakeholders play a crucial role in sustaining the success of our business, we make use of various communication channels to understand our stakeholders. The following table provides an overview of the Group's key stakeholders and various approaches adopted by the Group to communicate with different key stakeholders:

Stakeholders	Possible incidental issues	Communication and response
Stock Exchange	Compliance with the Listing Rules, publishing announcements in a timely and accurate manner.	Meetings, trainings, seminars, updating website and announcements.
Governments	Compliance with laws and regulations, social welfare, and prevention of tax evasion.	Interaction and visits, government inspections, tax returns and other information.
Suppliers	Payment schedule and supply stability.	Site visits.
Investors	Corporate governance system, business strategies and performance, and investment return.	Organization and participation of general meetings, issue financial reports or business updates for investors, press and analysts.
Media	Corporate governance, environmental protection, and human rights.	Issue newsletters one company website.
Customers	Product/service quality, fair and reasonable pricing, value of service, protection for the labour force and work safety.	Site visits and after-sale services.
Employees	Rights and benefits, employee compensation, training and development, working hours and working environment.	Conducting team activities, training, interviews, issue staff manual and internal memorandum.
Community	Community environment, employment and community development, and social welfare services.	Organizing community, activities, employees volunteering activities and community welfare services, sponsorship and donations.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## THE GROUP AND THE ENVIRONMENT

### Overview

The Group acknowledges that a healthy environment is crucial to the well-being of our society, people and business. Our commitment to environmental stewardship and sustainability encompasses each of our businesses. We are dedicated to maintaining a low level of energy consumption and emission in every single step. We also strive to enhance operational efficiency and carry out measures to reduce the impacts of our daily operations on the environment.

### Emissions

#### Air Emissions

The Group mainly operates its businesses in the office and its business activities do not generate significant amount of air pollutant emissions. In this case, no data with regard to emissions of air pollutants, namely Scope 1 Direct Emission, was recorded during the Reporting Period.

#### Greenhouse Gas Emissions

Greenhouse gas ("GHG") emissions arise primarily from the consumption of purchased electricity for our office operations. The statistics of GHG emissions recorded during the current and previous Reporting Periods are detailed below.

Scope of GHG Emission	Unit	2018/19 <sup>1</sup>	2017/18 <sup>2</sup>
<b>Scope 1</b>			
Direct Emission	Tonnes CO <sub>2</sub> e	–	–
<b>Scope 2</b>			
Indirect Emission ("Purchase Electricity")	Tonnes CO <sub>2</sub> e	11.79 <sup>3</sup>	10.20 <sup>4</sup>
<b>Scope 3</b>			
Indirect Emission ("Paper consumption")	Tonnes CO <sub>2</sub> e	0.14	0.53
Other Indirect Emission ("Business air travel by employees")	Tonnes CO <sub>2</sub> e	1.91	–
Total Scopes 1, 2 and 3 GHG emissions	Tonnes CO <sub>2</sub> e	13.84	10.73
Total GHG emission per floor area	Tonnes of CO <sub>2</sub> /sqm.	0.04	0.05

<sup>1</sup> The environmental data for the reporting year of 2018/19 covered our operations in Hong Kong, Zhuhai and Macau.

<sup>2</sup> The data covered operations in Hong Kong only.

<sup>3</sup> For Scope 2 GHG emission (indirect emission from consumption of purchased electricity), we refer to the Sustainability Reports published by HK Electric, the carbon dioxide equivalent emissions intensity of electricity sold by HK Electric is 0.8 (For the year of 2018-2019). For Macau data, we refer to Sustainability Report published by Companhia de Electricidade de Macau ("CEM"), the carbon dioxide equivalent emissions intensity of electricity sold by CEM is 0.883.

<sup>4</sup> For Scope 2 GHG emission (indirect emission from consumption of purchased electricity), we refer to the Sustainability Reports published by HK Electric, the carbon dioxide equivalent emissions intensity of electricity sold by HK Electric is 0.79 (For the year of 2017 to 2018).



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

The Group endeavors to reduce energy consumption and emissions, which are closely related to GHG emissions. In light of reducing GHG emissions, the Group adopts green practices in its daily operations. For the details of energy efficient practices, please refer to the section “Energy Consumption” of this report. During this Reporting Period, the increase in total GHG emissions is due to the acquisition of new subsidiary in Macau and a newly incorporated subsidiary in the PRC.

## Waste Management

During the Reporting Period, the Group does not generate any hazardous waste or consume any packaging materials because of its business nature. For non-hazardous waste, the major source is paper waste from the office operations. The details of non-hazardous waste generated during the Reporting Period are as follow:

Hazardous and non-hazardous waste	Unit	2018/19	2017/18
Total hazardous waste	Tonnes	–	–
Total non-hazardous waste	Tonnes	2.66	2.00 <sup>5</sup>

In response to environmental protection, the Group strongly advocates the 4Rs principles of reduce, reuse, recycle and replace. We separate all recyclable paper waste from the waste source so that the cleaning contractor can conduct garbage sorting and recycling more easily. For the used papers, confidential documents are destroyed with a shredder while general documents are put in paper recycling boxes at the offices. Moreover, we minimize the use of disposable and non-recyclable, and encourage the use of reusable products instead of disposable items. Our staff use recycled toner cartridges and recycled repositionable notes, and reuse office supplies such as document files, clips and envelopes until worn out. In addition, we frequently evaluate the usage of office supplies to avoid overstock and fully utilize them.

To reduce the paper consumption, we reduce the use of copier paper for administrative work. The followings are the measures adopted during our daily operations:

- Double-sided printing is set as the default setting on computers, single-sided printing has to be manually selected;
- For any papers that have been used for single-sided printing, they should be reused when there is no confidential information on the printed side of the paper; and
- Staff members are encouraged to circulate documents through electronic means such as email or encrypted universal serial bus (“USB”).

## Use of Resources

Environmental protection is a key focus of the Group. We are committed to upholding high environmental standards to fulfil requirements under relevant laws and ordinances in our daily operations. The Group also understands the importance of efficient utilization of resources whilst delivering safe and quality services to its consumers.

<sup>5</sup> The figure has been restated due to the change of methodology on the estimation.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Energy Consumption

The electricity consumption is mainly for office operations. The following shows the comparative figures of electricity consumption between the current and previous Reporting Periods.

Energy consumption and intensity	Unit	2018/19	2017/18
Electricity consumption	kWh	<b>14,219.62</b>	12,912.00
Intensity	kWh/sqm. <sup>6</sup>	<b>39.23</b>	55.42
Intensity	kWh/number of employees <sup>7</sup>	<b>710.98</b>	1,173.82

With an aim to reduce energy consumption and emissions, the Group has implemented various energy-saving measures in its offices, and encouraged our staff members to save electricity at workplace. We have informed our staff members to turn off the lights during lunch hours and after office hours. Moreover, the electrical appliances should be turned off when they are not in use. Written notices such as “Save Energy” are put on the walls at workplace to remind our staff members on building a healthier environment. The indoor temperature is maintained at 24 degrees Celsius or above to reduce the unnecessary use of energy.

The electricity consumption has increased slightly by 10 percent because of the acquisition of new subsidiary in Macau and a newly incorporated subsidiary in the PRC. Despite the increase in electricity consumption, the energy intensity has decreased and it was mainly attributed to the effective implementation of energy-saving measures.

## Water Usage

As our daily operations do not involve manufacturing production, the water usage is relatively low compared to the manufacturing companies. The existing water supply meets our daily operational needs so there is not any issue in sourcing water. As our businesses operate in office premises where the water supply is centrally managed by its respective property management and there is no separate meter for individual office unit, it is not feasible for us to provide relevant water usage data.

Though there is no recorded data, the Group still make every effort to conserve water by adopting a wide range of measures. We regular check on water taps and pipes to avoid unnecessary leakage, install water-efficient fittings, and promote and educate to raise awareness of issues among our employees towards water scarcity.

## The Environment and Natural Resources

The Group was not involved in any manufacturing activities and our primary business activities do not have significant impact on the environment and natural resources. Notwithstanding, the Group strives to enhance environmental sustainability and environmental awareness of its employees. We will continue to review our environmental policies and green practices from time to time.

<sup>6</sup> As all electricity usage is based on our offices as defined in the section of “Reporting Scope”; thus, the floor area refers to that section accordingly.

<sup>7</sup> The total number of employees for the reporting year 2018/19 included data from Hong Kong, Zhuhai and Macau office, whereas total number of employees for the reporting year of 2017/18 only included data from Hong Kong office.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## THE GROUP AND THE SOCIETY

### Employment

During the Reporting Period, the Group strictly complied with all relevant employment laws and regulations, including but not limited to “Employment Ordinance”, “Minimum Wage Ordinance”, “Employees’ Compensation Ordinance”, and “Mandatory Provident Fund Schemes Ordinance” of Hong Kong, and “Labour Law”, “Labour Contract Law”, “Social Insurance Law of the PRC” and “Law of the PRC on Work Safety” of the PRC, and “Labour Relations Law” of Macau.

We see our employees as the most valuable assets of the Group, and focus our efforts on providing them a safe and enjoyable working environment. The objective of Human Resources Department is to reward and recognize outstanding employees by providing competitive remuneration packages with basic salary, and to promote career development and progression within the Group via providing adequate rewards, training and opportunities.

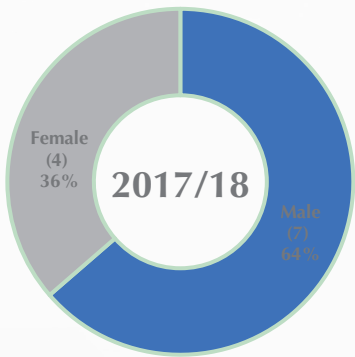
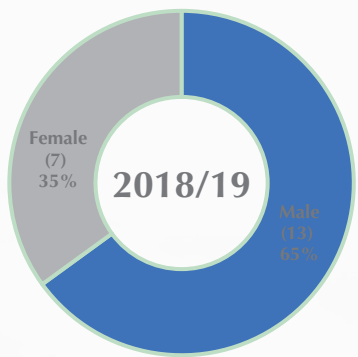
As at 31 March 2019, the employee profiles by gender, age, rank and geographical location are shown as follows:

	2018/19	2017/18
<b>Total workforce</b>	<b>20</b>	11
<b>Breakdowns by gender</b>		
Male	<b>13</b>	7
Female	<b>7</b>	4
<b>Breakdowns by age</b>		
< 25	<b>0</b>	0
25–29	<b>4</b>	0
30–39	<b>7</b>	4
40–49	<b>6</b>	4
> 50	<b>3</b>	3
<b>Breakdowns by rank</b>		
Top management	<b>3</b>	3
Middle management	<b>7</b>	3
General staff	<b>10</b>	5
<b>Breakdowns by geographical location</b>		
Hong Kong	<b>5</b>	7
PRC	<b>8</b>	4
Macau	<b>7</b>	0

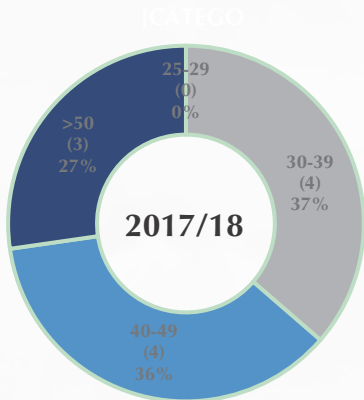
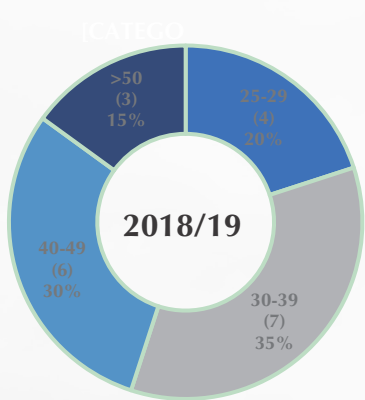


# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

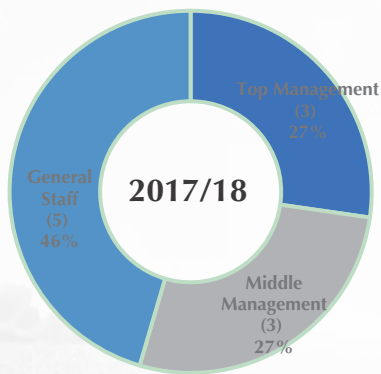
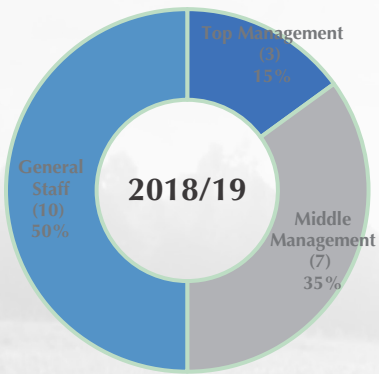
## BY GENDER



## BY AGE

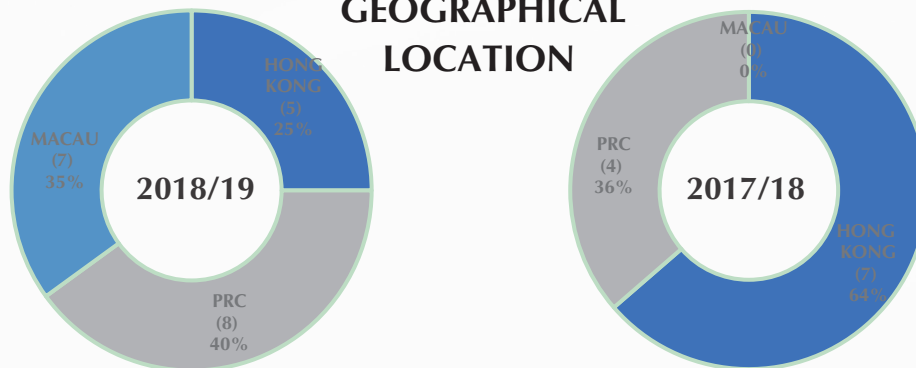


## BY RANK



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

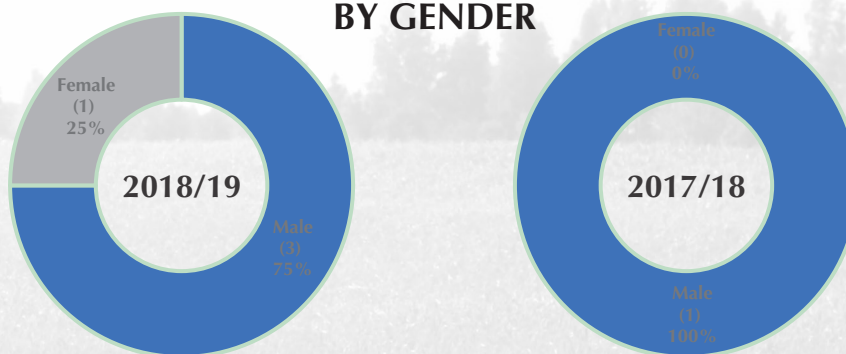
## BY GEOGRAPHICAL LOCATION



The comparative figures between the current and previous Reporting Periods on the staff turnover rate by gender, age and geographical location are shown as follows:

Employee Turnover Rate	2018/19	2017/18
<b>By Gender</b>		
Male	75%	100%
Female	25%	0%
<b>By Age</b>		
<25	0%	0%
25–29	0%	0%
30–39	25%	0%
40–49	25%	0%
>50	50%	100%
<b>By Region</b>		
PRC	25%	0%
HK	75%	100%
Macau	0%	0%

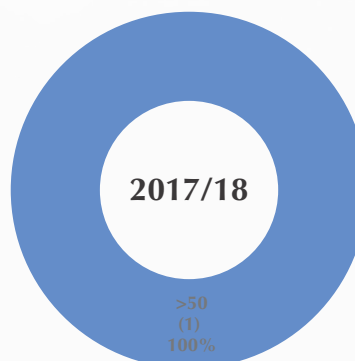
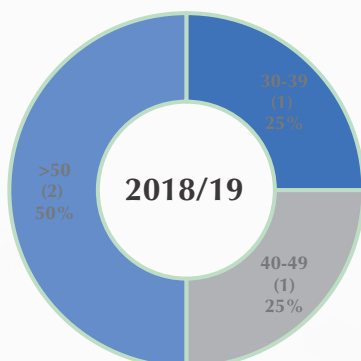
## BY GENDER



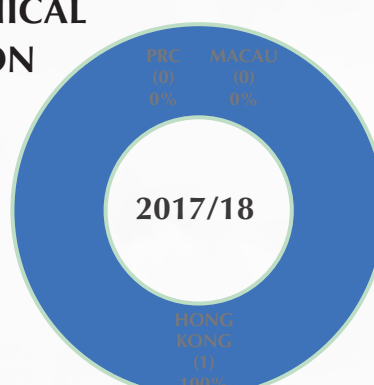
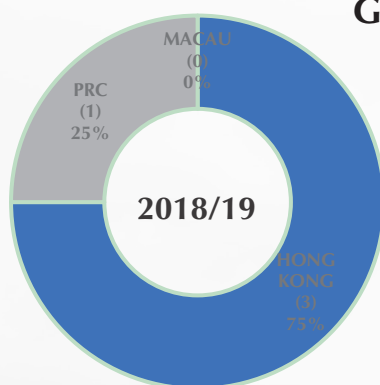


# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## BY AGE



## BY GEOGRAPHICAL LOCATION



## Compensation Package

Our employees are enrolled into the Mandatory Provident Fund (“MPF”) scheme of Hong Kong, the Social Insurance Schemes of the PRC, and the obligatory system to the Social Security Fund (“FSS”) of Macau; and scheduled to vacations and days off at weekends in accordance with relevant laws and regulations. Newly recruited employees are admitted as permanent employees after successful completion of a 3-month probation period, permanent employees are then provided with medical scheme, training subsidy and granted with a minimum 12-day annual leave which exceeds the minimum leave entitlement specified by the Hong Kong law. As for employees in the PRC and Macau, they are entitled to minimum 5-day annual leave and 6-day annual leave respectively after one year of service, which is in accordance with the respective local law. On top of that, the Group provides rather attractive remuneration packages through the internal employee incentive and remuneration adjustment mechanism. The Group offers the discretionary bonus along with a competitive salary package and allocates share options to provide incentives and rewards to excellent employees.

The Group is also committed to helping its employees in balancing their work and family responsibilities by implementing family-friendly employment practices. Our employees are entitled to 3-day paid marriage leave and 3-day paid compassionate leave.

These measures aim at establishing fair, reasonable and adequate recognition and rewards for employees to foster their sense of belonging and performance.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## **Equal Opportunity, diversity and Anti-discrimination**

The Group is committed to providing a diverse and inclusive workplace where all employees are treated with dignity and respect. All employees are assessed based on their ability, job performance and contribution, irrespective of their nationality, race, religion, disability, sexual orientation, political opinion, gender, age or family status. The Group reinforces the policies on prohibiting bullying, discrimination and harassment.

## **Health and Safety**

The Group places the health and safety of its employees as priority and strictly complies with the laws and regulations related to workplace health and safety of Hong Kong, the PRC and Macau. Our management ensures a safe working environment which protects the employees from occupational hazard, measures such as prohibiting smoking in the workplace and maintaining the condition of firefighting equipment are implemented. At the same time, we implement various insurance policies such as an accident insurance for employees' compensation. Such insurance reduces employees' liability arising from unintentional injuries.

During the Reporting Period, there was no work-related fatality or injury, and thus no lost days due to work injury were reported.

## **Development and Training**

Training plays an important role in providing employees comprehensive development to equip them with the ability to meet the demands of a dynamic market and achieve success of the Group. The Group encourages and sponsors its staff to attend trainings and seminars on industry regulatory updates organized by professional bodies. These vocational trainings provide a learning opportunity for the employees to enhance their competence, job skills, and knowledge in discharging their duties. It also helps the employees in achieving their personal goals while aligning their personal development with company goals.

## **Labour Standards**

During the Reporting Period, we complied with all relevant laws and regulations such as "Employment Ordinance" of Hong Kong, "Labour Law of the People's Republic of China" of the PRC and "Labour Relations Law" of Macau. The Group strictly prohibits any recruitment of child and forced labour. We ensure that the employment agreements signed with our employees are on a fair, equal, voluntary and mutually agreed basis.

The Group is well aware that child and forced labour violates fundamental human rights; therefore, it prohibits all forms of child or forced labour. In order to prevent such occurrence, the responsible staff members perform detailed screening procedures during the staff recruitment process. Original identify proof from each candidate will be collected and carefully scrutinized to verify the legitimacy of respective documents and ensure that their age meets the requirements stipulated in the Employment Ordinance.

During the Reporting Period, no case related to child or forced labour was found.

## **Supply Chain Management**

The Group emphasizes that a responsible supply chain management is vital to its businesses. We can minimize our impacts on the environment through selecting suppliers that provide socially-responsible products. We also continuously monitor and review the performances of our suppliers, to ensure that the suppliers are performing in line with our business commitments and are complying with relevant legal and regulatory requirements.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

The Group informs suppliers of the Group's expectations and requirements that the suppliers must abide by. Moreover, the Group conducts regular review based on the quality of services and products, social responsibility and business ethics through face to face interviews, site visits, web browsing or perusal of their annual report. The quality of services and products, social responsibility and business ethics are also the key criterion during the selection of suppliers.

## Product and Service Responsibility

### Customer Services

The Group is accountable to customers with its strict and standard operation. We complied with all relevant laws and regulations, including but not limited to, the "Money Lenders Ordinance" (Cap. 163) of Hong Kong. Take the money lending business as an example, the Group conducts customer due diligence prior to accepting the customer and ensures that all transactions are subject to review and approval by management. We gain customers' satisfaction and establish close ties with them through our professional services. The staff follow the formal procedures that are subject to the control by the administrative management. The customer feedback, which is invaluable in the extremely competitive market, is solicited through multiple channels such as our company's email. These highly valued communication tools allow the efficient and effective handling of the customers' comments, recommendations and complaints. Our policies also prohibit any act prejudice to the customers' interests, while protecting their personal information and privacy.

### Protection of Customers' Data

The Group places vast effort on protecting the privacy of its customers, partners and employees during the collection, process and use of personal data. The Group adheres to the relevant regulations, such as the "Personal Data (Privacy) Ordinance" (Cap. 486) of Hong Kong, the "Personal Information Protection Standard" in the PRC, and the "Personal Data Protection Act" in Macau; ensuring that customers' personal data is securely kept and processed only for the purpose of which it has been collected.

During the Reporting Period, the Group was not aware of any incidents of non-compliance with relevant regulations and codes concerning health and safety, advertising, labelling and privacy matters relating to the provision of the Group's products and services. Simultaneously, received no complaint or litigation due to violation of any national or regional laws and regulations in relation to the provision of commercial services.

## Anti-corruption

The Group is committed to conducting its businesses with integrity and high ethical standards. We strictly complied with all relevant laws and regulations relating to bribery, extortion, fraud and money laundering, including but not limited to, "Prevention of Bribery Ordinance" of Hong Kong, "Anti-Unfair Competition Law" of the PRC, and "Prevention and Suppression of Bribery in the Private Sector" of Macau.

The Group prohibits all forms of bribery and corruption, and ensure its anti-corruption policy is clearly communicated to all its employees. We have an independent internal audit function carrying out the supervision and evaluation, and reviewing the internal control against the conflict of interests. No employees are permitted to solicit or accept any advantage for themselves directly or indirectly. Directors and staff should avoid any conflicts of interest, in which their private interest conflicts with the Group's interest.

During the Reporting Period, no corruption case was noted or reported.

## Community Investment

The Group is well aware of the responsibilities it owes to the community at large. In recognition of our social duty as a good corporate citizen, we endeavor to give back to the society and continue to explore different opportunities to incorporate environmental and social elements into our operations and investment decisions. We also encourage employees to take part in community services to foster sustainable harmony of a society.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## HKEX Environmental, Social and Governance Guide Content Index

Aspect	Description	Chapter/Section	Remarks
A. Environmental			
A1 Emissions			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations  that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Overview	
KPI A1.1	The types of emissions and respective emissions data.	Air Emissions	No significant impact on the issuer relating to air emissions
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Greenhouse Gas Emissions	
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Waste Management	No hazardous waste was produced during the ordinary course of business
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Waste Management	
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Energy Consumption	
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Waste Management	



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspect	Description	Chapter/Section	Remarks
A2 Use of Resources			
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Energy Consumption, Water Usage	
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).	Energy Consumption	
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Water Usage	
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	Energy Consumption	
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Water Usage	
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Waste Management	No packaging materials used
A3 The Environment and Natural Resources			
General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources.	The Environment and Natural Resources	
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.		

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspect	Description	Chapter/Section	Remarks
B. Social			
B1 Employment			
General Disclosure	Information on: <ul style="list-style-type: none"> <li>(a) the policies; and</li> <li>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.</li> </ul>	Employment; Compensation Package; and Equal Opportunity, diversity and Anti-discrimination	
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	Employment	
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Employment	
B2 Health and Safety			
General Disclosure	Information on: <ul style="list-style-type: none"> <li>(a) the policies; and</li> <li>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.</li> </ul>	Health and Safety	
KPI B2.1	Number and rate of work-related fatalities.	Health and Safety	
KPI B2.2	Lost days due to work injury.	Health and Safety	
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Not disclosed	



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspect	Description	Chapter/Section	Remarks
B3 Development and Training			
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work.	Development and Training	
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Not disclosed	
KPI B3.2	The average training hours completed per employee by gender and employee category.	Not disclosed	
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 issuer relating to preventing child and forced labor.	Labour Standards	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labor.	Labour Standards	
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Not disclosed	
B5 Supply Chain Management			
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Supply Chain Management	
KPI B5.1	Number of suppliers by geographical region.	Not disclosed	
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.	Supply Chain Management	

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspect	Description	Chapter/Section	Remarks
B6 Product and Service Responsibility			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Customer Services, Protection of Customers' Data	
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Not disclosed	
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Product and Service Responsibility	
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Not applicable	
KPI B6.4	Description of quality assurance process and recall procedures.	Not applicable	
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Product and Service Responsibility	
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 issuer relating to bribery, extortion, fraud and money laundering.	Anti- corruption	
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.	Anti- corruption	
KPI B7.2	Description of preventive measures, how they are implemented and monitored.	Anti-Corruption	

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspect	Description	Chapter/Section	Remarks
B8 Community Investment			
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Community Investment	
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labor needs, health, culture, sport).	Not disclosed	
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Not disclosed	