LEFT FIELD PRINTING GROUP LIMITED

澳獅環球集團有限公司*

(Incorporated in Bermuda with limited liability)

(Stock code: 1540)

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

* For identification purpose only

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I.   ABOUT THIS REPORT

Introduction

Left Field Printing Group Limited (the "Company", together with its subsidiaries collectively referred to as the "Group" or "we") is an investment holding company while its subsidiaries are principally engaged in the provision of printing solutions and services in Australia. Our printing process and services cover printing solution consultation, production planning and scheduling, pre-press, offset printing, digital printing, post-press, quality check, packaging, delivery and other printing related services. Printed products include (i) read-for-pleasure books; (ii) government printed matters; (iii) quick turnaround time education books; and (iv) catalogues, operating manuals and promotional leaflets.

This report summarises several subjects of the Group's business practices for the Environmental, Social and Governance (referred to as the "ESG") report (referred to as the "Report") and the relevant implemented policies and strategies in relation to the Group's operational practices and environmental protection. For information regarding corporate governance, please refer to the section "Corporate Governance Report" in the Company's annual report for the year ended 31 December 2019.

The Report covers the period from 1 January 2019 to 31 December 2019 (the "Reporting Year" or "FY2019").

Reporting Framework

The Report has been prepared with reference to the ESG Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited.

In preparation of this Report, due diligence has been taken to adhere to the Reporting Principles of "Materiality", "Quantitative", "Balance" and "Consistency" as set out in the ESG Reporting Guide. The materiality assessment, as disclosed in page 6 of this Report, has ensured the Report presents the most material ESG topics pertaining to our businesses. Whenever deemed material, the Report details any standards, methodologies, assumptions and/or calculation tools used, or source of conversion factors used, as well as explanations of any inconsistencies to previous reports.

Reporting Scope

The content of the Report covers the Group's ESG policies and measures, and compliance of the entire Group which include, among others, the operating wholly-owned subsidiaries: McPherson's Printing Pty. Ltd. ("MPG"), CanPrint Communications Pty Limited ("CanPrint"), Union Offset Co. Pty. Limited ("Union Offset") and Ligare Pty Ltd ("Ligare") located in the Australian states of Victoria, Australian Capital Territory (the "ACT"), and New South Wales ("NSW") respectively. The disclosure scope of related data includes the Group's operations in Australia, unless stated otherwise. There was no change to the reporting scope compared to the previous reporting year.

Comments and Feedback

We make every effort to ensure consistency between the Chinese and English versions of this Report. However, in the event of any inconsistency, the English version shall prevail.

The progress of the Group depends in part on valuable comments from stakeholders. For any clarifications or advice regarding the content of this Report, please send your comments and suggestions to investor@leftfieldprinting.com.

II.   MESSAGE FROM THE MANAGEMENT

Dear valued stakeholders,

I am pleased to present to you the Company's second ESG Report. As first-movers and forerunners of the industry, the Group takes a proactive stance on sustainability.

Long before 'sustainability' was coined, our operations across subsidiaries had embraced environmental and social responsibilities. They had never been considered separate from our business activities. Our policies and management systems have always taken on a systematic and robust approach. We do not stop at regulatory compliance, but go further by continually looking for ways to enhance our performance in a sustainable way. At respective subsidiaries, special committees are devoted to such tasks, such as the Workplace Health and Safety Committee.

In efforts to slash our environmental impact, this year we have brought in a new plate production solution in one of our facilities that embeds the latest technologies for superior environmental performance. Unlike conventional systems that maintain developer solution conductivity at a constant level, the new processors precisely control the replenishment rate according to certain parameters and hence lower chemical and waste production. We are pleased to observe our Group-wide hazardous waste intensity has dropped 14% compared to the previous year. As part of our efforts to integrate sustainability principles into our business activities, we commit to the green procurement of our input material. Across the Group, close to 100% of our paper raw material input are products certified under responsible forest management labels.

The Group's subsidiaries also demonstrate model approaches to social responsibility. The Group has established and implemented the Child and Forced Labour Policy that meets the highest legal and ethical standards. We do not engage in or condone the unlawful employment or exploitation of children in the workplace or the use of forced labour, within the Group or any of our direct suppliers. The Child and Forced Labour Policy is communicated effectively to all relevant parties and is enforced through the Group's grievance mechanism.

Sustainability is not equivalent to mere corporate responsibility, but it is also to do with how we ensure our business longevity. We believe people are our greatest assets, and have tailored macro-level development of our human capital to be part of the Group's corporate strategy. At respective subsidiaries, the Group develops yearly training plans that address the needs of our workforce. A total of 3,136 hours of training hours were recorded, which averages to 8.5 hours per staff, representing an increase of 9% from last year. Various apprenticeship programmes through local institutions provided professional certificates in continuous development. A total of 13 staff attained vocational certificates related to Printing and Printing manufacturing.

Externally, the Group is committed to supporting the economic and social vitality of local communities through corporate sponsorships and charitable donations. Viewing high literacy as a foundation for the advancement of society, we direct our charitable efforts towards youth development. During the Reporting Year, the Group has made sponsorships to related activities valued to be a total of approximately AUD70,800.

The Group shall continue to make advancements in our sustainability journey with exemplary approaches and passion. We thank you for your support.

Yours faithfully,
Richard Francis Celarc
Chairman

III.   APPROACH TO SUSTAINABILITY

Business longevity shall only be granted to those who look beyond short-term gains and consider the external impacts they have on the economy, society, and environment. The Company's board of directors ("the Board") directly manages our sustainability performance via regular meetings with major organisational functions, including Compliance, Workplace Health & Safety (WHS), and Human Resources. The management conducts regular reviews of ESG-related goals and targets as part of the annual business planning process.

We identify and evaluate the materiality of the diverse range of ESG topics that are interrelated with our business operations (See the next section: Materiality Assessment). Validated by the Board, the most material ESG topics guide the Group's corporate strategy. As we make advancements in our sustainability journey, the Group may consider the establishment of an ESG-specific committee or function to take on a further integrated approach to sustainability throughout the Group.

Materiality Assessment

Sustainable development encompasses a holistic spectrum of environmental and social aspects. In order to harness the related risks and opportunities, it is crucial for the Group to determine the most material aspects. The Group adopts the three-step process of identification, prioritisation and validation to ensure sustainability topics are being managed and reported in accordance with their materiality.
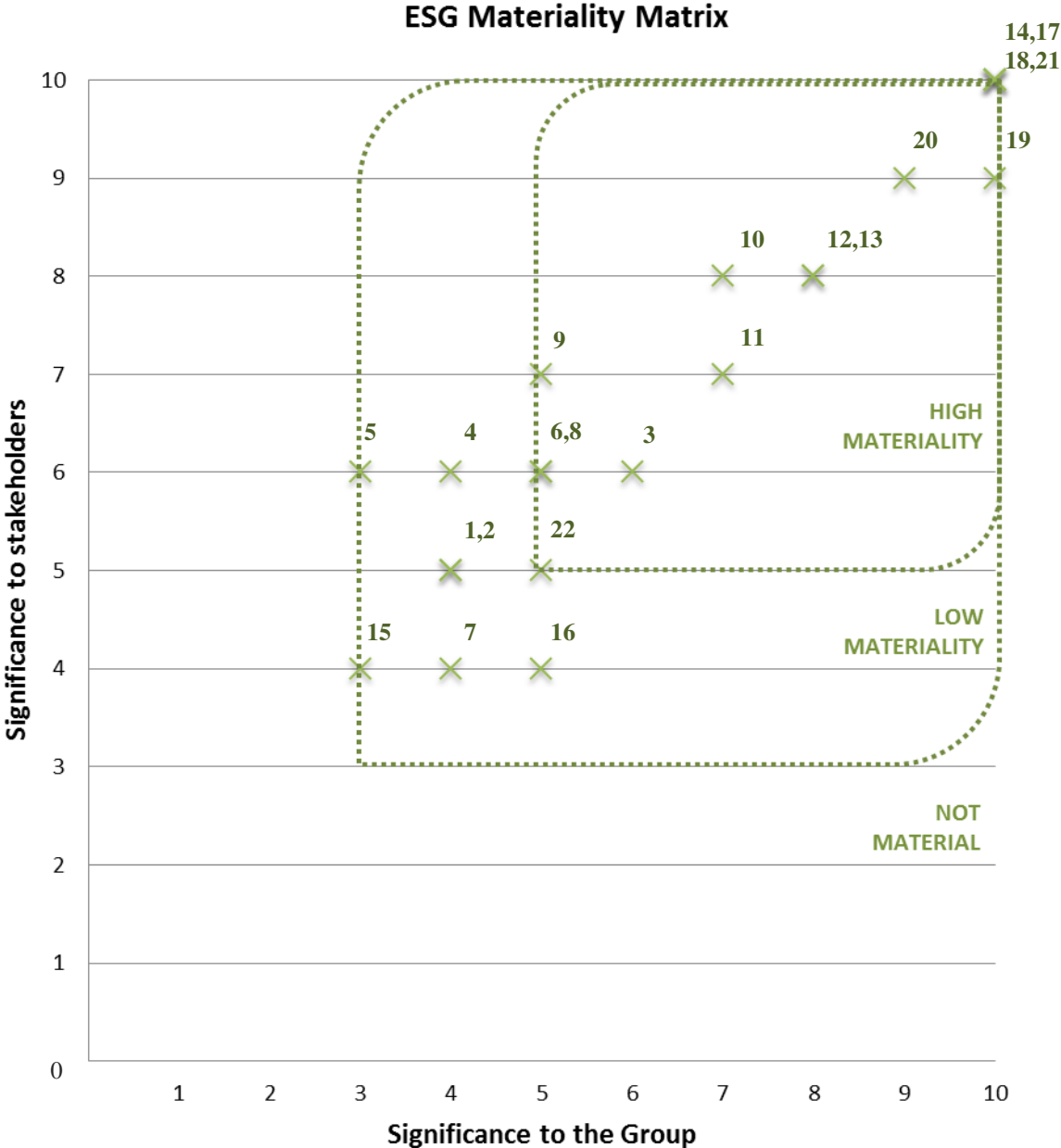
1. Identification

In accordance with the ESG Reporting Guide, all fundamental sustainability topics were identified. In the context of the latest sustainability landscape, the Group has determined the following 22 topics that are deemed to have an impact on the environment and society through our operations.

	ESG Aspects	Material ESG issues for the Group
A. Environmental	*A1 Emissions*	1. **Air emissions**
		2. **Effluent discharges**
		3. **Greenhouse gas emissions**
		4. **Hazardous waste management**
		5. **Non-hazardous waste management**
	A2 Use of Resources	6. **Energy consumption**
		7. **Water consumption**
		8. **Packaging material consumption**
	A3 The Environment and Natural Resources	9. **Environmental risk management (including climate-change related)**
B. Social	*B1 Employment*	10. **Employment and remuneration policies**
		11. **Equal opportunity and diversity**
	B2 Health and Safety	12. **Occupational health and safety**
	B3 Development and Training	13. **Employee development**
	B4 Labour Standards	14. **Anti-child and forced labour**
	B5 Supply Chain Management	15. **Supply chain management**
		16. **Sustainable procurement**
	B6 Product and Service Responsibility	17. **Goods/services' quality and safety**
		18. **Customer satisfaction**
		19. **Personal data privacy protection**
		20. **Protection of intellectual property rights, ethical marketing communication and product labeling**
	B7 Anti-corruption	21. **Anti-corruption and anti-competitive practices**
	B8 Community Investment	22. **Community investment**

2. Prioritisation

To determine the materiality of the selected ESG topics, the views of senior management of respective operational regions were sought. The senior management, who possess a high-level view of all the topics and have access to stakeholders' feedback, were asked to score the significance of each ESG topic to stakeholder groups and the Group in each of their perspective. Weighted according to the proportion of revenue of each operational region, the following materiality matrix resulted. The topmost-right quadrant determines the topics of high materiality.

ESG Materiality Matrix

Highly material topics

Ranking	No.	Topics
Highest	14, 17, 18, 21	Anti-child and forced labour; Goods/services' quality and safety; Customer satisfaction; Anti-corruption and anti-competitive practices
	19	Personal data privacy protection
	20	Protection of intellectual property rights, ethical marketing communication and product labeling
	12, 13	Occupational health and safety; Employee development
	10	Employment and remuneration policies
	11	Equal opportunity and diversity
	3, 9	Greenhouse gas emissions; Environmental risk management (including climate change related)
	6, 8	Energy consumption; Packaging material consumption
Lowest	22	Community investment

3. Validation

The Board has reviewed and validated the materiality process, and hence the Report discloses the Group's performance on all high and low materiality topics. To address matters most material to the Group's stakeholders, topics of high materiality are discussed in more depth throughout the Report.

Stakeholder Engagement

The Group believes that identifying and addressing stakeholders views lay a solid foundation for the long-term growth and success of the Group. The Group engages with a wide network of stakeholders, including employees, customers, suppliers, shareholders, government and regulatory authorities, and as well as the community.

The Group develops multiple engagement channels that provide opportunities for stakeholders to express their views on the Group's general business conduct and sustainability management. The engagement channels are summarised in the following table. To reinforce mutual trust and respect, the Group is committed to maintaining effective communication channels with stakeholders in both formal and informal ways. This can enable the Group to better shape its business strategies in order to respond to their needs and expectations, anticipate risks and strengthen key relationships.

Stake-holders	Engagement channels	Topics of interest/concern	The Group's actions
Shareholders	• General meetings • Regular corporate publications including financial reports and ESG report • Circulars and announcements • Direct enquiries • Corporate website	• Business strategies and sustainability • Financial performance • Corporate governance • Information security risks	The Board directly manages our sustainability performance via regular meetings with major organisational functions, including Compliance, Workplace Health & Safety (WHS), and Human Resources. Recognising the materiality of security risks, the Group evaluates security risks related to the use of information technology. Security Risk Assessments are carried out at least once every two years.
Employees	• Performance appraisals • Training sessions	• Training and development • Employee remuneration and welfare • Workplace health and safety • Equal opportunities	The Group dedicates significant resources to attract and retain talented employees. A total of 3,136 hours of training hours were recorded, of which 2,701 hours were non-safety related. As an equal opportunity employer, we have policies established and implemented to promote a harmonious and respectful workplace. The Group demonstrates commitment to supporting the holistic well-being of our staff, such as through the provision of stress management counselling services at one location,
Customers	• Business meetings • Complaint and feedback channels • Corporate website	• Service quality and reliability • Client data security • Business ethics	The Group has established the Privacy Policy on handling personal data recorded from our customers, staff, as well as end-users of our online services. We collect data only in a lawful and fair way, for directly related purposes of which the data subject is clearly notified. All personal information transmitted to any of our websites is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Suppliers	• **Business meetings** • **Supplier assessment** • **Continuous direct communication**	• **Fair competition** • **Business ethics**	The Group's supplier code of conduct requires full compliance with all applicable local and national laws. They must ensure all operations are environmentally-responsible, uphold human rights and business ethics. Periodic supplier assessments are conducted to ensure suppliers' businesses are operating in compliance via evaluation questionnaires and on-site audits.
Government and regulatory authorities	• **Statutory filings and notification** • **Regulatory or voluntary disclosures**	• **Compliance with law and regulations** • **Anti-corruption** • **Environmental protection**	With strict compliance to law and regulations, we adopt the lowest level of acceptance for corruption risks to build a culture of zero tolerance to corrupt practices. Periodic corruption risk assessments are conducted to review current practices and procedures. Regarding environmental protection, this year we brought in a new plate production solution in one of our facilities that embeds the latest technologies for superior environmental performance. We are pleased to observe our Group-wide hazardous waste intensity has dropped 14% compared to the previous year.
Community	• **Corporate donations and sponsorships** • **Corporate website**	• **Community investment** • **Environmental protection**	During the Reporting Year, the Group has made sponsorships to a range of activities, valued at a total of approximately AUD70,800. We supported the ASX Refinitiv Charity Foundation in the form of in-kind print sponsorships for events held by local charities and initiatives, which has been valued at a total of approximately AUD41,200.

IV.   ENVIRONMENTAL RESPONSIBILITY

The Group is committed to providing quality one-stop shop printing solutions and services to clients in a clean and sustainable manner. Located in Australia, the Group's subsidiaries typically engage in the processes of digital manipulation, color management, proofing, plate production, printing (offset and digital, bindery and stitching), quality check of finished products, packaging and delivery, warehousing and direct mailing. CanPrint, which operates the printing production facility and distribution warehouse, is certified to the EMS requirements of the ISO14001:2015 standards – incorporated into the ISO Integrated Management Systems (IMS). Led by the compliance manager or advisor of respective sites, the EMS ensures strict environmental compliance, as well as continual improvement towards best practices. Further, the Group ensures environmental risks are properly identified, prioritised and managed in an appropriate way. Annual review of the system is conducted to ensure the effectiveness of the EMS, such as the Annual External Surveillance at CanPrint.

Aspect A1: Emissions and waste generated

The Group implements robust systems to ensure all discharges to air, water and land are compliant with regulatory standards. The Group maintains the Environmental Aspects Register that keeps records of emissions and waste generated at our sites. The site operations manager ensures Environmental Impact Assessments (EIA) are conducted prior to any significant change expected to emissions generated. Department managers ensure that planned work activities are reviewed and take into account techniques to avoid or minimise the generation of odour or emissions. During the Reporting Year, the Group has not encountered any incident of non-compliance with all applicable laws and regulations related to air emissions, effluents discharges, noise emissions, greenhouse gases, and waste generated at all operating subsidiaries. Major laws and regulations applicable include, but are not limited to, the respective Environmental Protection Acts and Regulations of Victoria, the ACT and NSW.

Air emissions

The Group's air emissions are mainly released from the Group's vehicle usage, which includes forklifts. The major applicable laws and regulations related to control of air emissions include, but are not limited to, the State Environmental Protection Policy (Air Quality Management) 2001 of Victoria and the Protection of the Environment Operations (Clean Air) Regulation 2010 of NSW. The Group implements the following measures to curb the release of air pollutants.

➢ We strive to improve the roadside air quality and traffic flow problems by ensuring the forklifts and vehicles are properly tuned to minimise fuel consumption and pollutant emissions.
➢ Our drivers and couriers utilise GPS systems to operate along the most efficient delivery routes.
➢ The Group incorporates the use of soy ink and digital printing which helps reduce the emission of volatile organic compounds (VOC).

During the Reporting Year under review, the Group's air emissions of Sulphur Oxides (SO$_x$), Nitrogen Oxide (NO$_x$), and Particulate Matter (PM) released from vehicle exhaust and stationary combustion of LPG fuel were recorded. The Group released 1,348.9 kg, 0.2 kg and 10.3 kg of Nitrogen Oxides, Sulphur Oxides, and Particulate Matter respectively in FY2019.

Air emissions	Unit	FY2019	FY2018	YOY change
Nitrogen Oxides (NO$_x$) [1]	kg	1,348.9	1,614.6	(16%)
Sulphur Oxides (SO$_x$)	kg	0.2	0.3	(33%)
Particulate Matter (PM)	kg	10.3	13.6	(24%)
Note (1): FY2018 figure was restated to include emissions from forklift operations.				

Effluent discharges

The wash water from plate-making processes results in effluent discharges that require treatment. The effluent is collected and processed to meet regulatory standards for sewer discharges. Our sites also generate domestic wastewater that is monitored to be of fit quality before discharge. Prior to any planned changes to buildings, fixtures or plants, the site operations manager explores its impacts on existing drainage systems and discharge water quality, as well as options for recovery and re-use of waters. Quarterly monitoring and testing of discharge waters ensure regulatory compliance and no adverse environmental impacts of effluent discharges.

The major applicable laws and regulations related to control of effluent discharges include, but are not limited to, the Bunding Guidelines – Publication 347.1 of Victoria, and Trade Waste Guidelines of the ACT. The Group implements the following measures to mitigate the environmental impacts of effluent discharges.

➢ The site operations manager ensures all drains, open and underground are mapped. Each category of discharge drain is separated, namely storm and rainwater drains, process wastewater drains, domestic and sewage discharge drains.
➢ Locations of the final discharge from the site shall be defined and accessible. Points of access to the drains shall be clearly marked to deter non-compliant discharges.
➢ The department manager ensures that employees and nominated contractors are trained regarding the precautions of the use of drainage networks.

During the Reporting Year under review, apart from the chemical water disclosed as hazardous waste in page 17 of this Report, the Group did not discharge any significant amount of wastewater during the production process.

Noise emissions

The Group's activities are minor sources of noise emissions, such as the use of machinery and door opening points. The regular maintenance of machinery and related induction training ensure noise levels are kept within regulatory limits. Operational hours are always conducted within stipulated time frames as under regulations. Adherence to strict procedures ensures these hazards are managed effectively. Regular monitoring of noise emission levels ensures operations are compliant to regulatory levels. All equipment meets noise-related specifications and employees use personal protective equipment that mitigates against noise hazards.

The major applicable laws and regulations related to control of noise emissions include, but are not limited to, the Worksafe Hazard Guide to Noise 2007 of Victoria. The Group implemented the following measures to reduce the environmental impacts of noise emissions.

➢ To serve as a precautionary measure, employees or routine contractors subject to higher noise level exposure are required to undertake an approved audiometric hearing test within three months of work commencement, and every two years thereafter.

➢ Noise and vibration reduction opportunities are included as criteria for consideration in scheduled plant/equipment risk assessments, as well as in any change to the workplace layout and selection of new or modified plant or equipment.

➢ Noise assessments are conducted to determine the impact of noise emissions on the local community, in the event of any significant change to site noise generation or community complaints or concerns.

Greenhouse gas (GHG) emissions and climate change mitigation

The corporate sector is becoming increasingly aware of the potential types of impact climate change risks present to their bottom line. To implement an effective approach to climate change mitigation, it is important to have a comprehensive understanding of the carbon emission sources of the Group. The Group's carbon footprint, presented in the chart and table below, is primarily due to Scope II and III emissions. During the Reporting Year under review, the Group generated a total of 7,930.3 tonnes of carbon dioxide equivalent (tCO_2e) of greenhouse gases (Scope I and II), resulting in a carbon intensity of 104.3 tCO_2e per AUD million revenue generated.

GHG emissions in FY2019

■	Scope I
■	Scope II
■	Scope III

3%
34%
63%
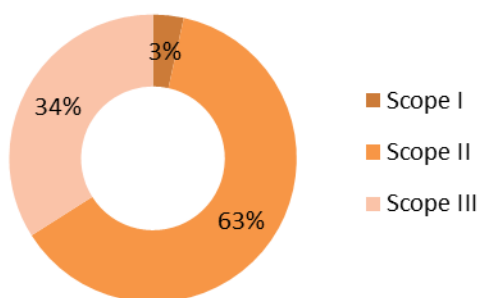
Greenhouse gas emissions [1]		Unit	FY2019	FY2018	YOY change
Scope I (Direct Emissions)		tCO$_2$e	407.5	429.3	(5%)
Stationary combustion		tCO$_2$e	289.9	292.5	(1%)
Mobile combustion [2]		tCO$_2$e	117.7	136.9	(14%)
GHG removal from trees on premises		tCO$_2$e	(0.1)	(0.1)	0%
Scope II (Indirect Emissions)		tCO$_2$e	7,522.8	8,647.2	(13%)
Electricity purchased [3]		tCO$_2$e	7,522.8	8,647.2	(13%)
Scope III (Other Indirect Emissions) [4]		tCO$_2$e	4,088.2	4,590.8	(11%)
Business air travels		tCO$_2$e	4.5	31.4	(86%)
Waste decomposition at landfills [5]		tCO$_2$e	4,083.7	4,559.4	(10%)
Total	(Scope I & II)	tCO$_2$e	7,930.3	9,076.5	(13%)
	(Scope I & II & III)	tCO$_2$e	12,018.5	13,667.3	(12%)
Carbon intensity	(Scope I & II)	tCO$_2$e per AUD million revenue	104.3	114.3	(9%)
	(Scope I & II & III)		158.0	172.1	(8%)

Note (1): Boundary has been set using GHG Protocol's financial control approach.
Note (2): FY2018 figure was restated to include emissions from forklift operations.
Note (3): FY2018 figure for electricity purchased was restated using updated emission factors.
Note (4): Scope III emissions from production materials are excluded, as there are limitations in obtaining an accurate representation. Scope III emissions from fresh water and sewage processing are excluded, as they are considered immaterial.
*Notes (5): FY2018 figure was restated to reflect updated emission factors.*

The Group is committed to reducing our carbon footprint. Scope I and II emissions are addressed through our energy reduction initiatives (See Section: A2.1 Energy Consumption). Scope III emissions incur throughout our value chain, and we employ the following measures to minimise such emissions.

➢ The Group uses a central booking system for business trips and chooses direct flights to reduce emissions. The Group encourages the use of video conferencing or emails for communication as far as possible to minimise the carbon footprint from overseas business trips.

➢ We carry out regular leakage checks and replacement of pressure gauges, pressure hose and connectors of air compressors to reduce possible leakage of refrigerants.

➢ We make every effort to reduce waste generation and raise recycling rates to lessen GHG releases from landfill decomposition.

Hazardous waste management

All hazardous waste, mainly production chemicals, is collected and treated by authorised contractors who possess qualifications to handle hazardous waste. The amount of disposed waste is checked for consistency with contractor reports to ensure all matter is entirely disposed of in the most appropriate manner. Furthermore, clear protocols have been established at each stage to ensure all hazardous matter is handled and stored in a safe and secure manner. Any incidents of spillage or leakage are handled under proper protocol and documented.

Hazardous waste generated in FY2019
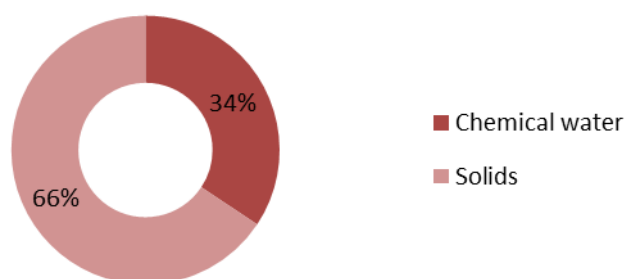
The major applicable laws and regulations related to the control of hazardous waste include, but are not limited to, the Environmental Protection (Industrial Waste Resource) Regulations 2009 of Victoria, Environment Protection Act of the ACT, Environmentally Hazardous Chemicals Act 1985 of NSW. To embody sustainable development principles, we aim to explore opportunities to replace raw materials, equipment and production techniques that are highly hazardous to the environment with less hazardous alternatives.

During the Reporting Year under review, the Group generated a total of 145.9 tonnes of hazardous waste, resulting in a hazardous waste intensity of 1.9 tonnes per AUD million revenue generated. We are pleased that our hazardous waste intensity has reduced by 14%.

Hazardous waste	Unit	FY2019	FY2018	YOY change
Chemical water	tonne	50.1	73.3	(32%)
Solids	tonne	95.8	103.0	(7%)
Total hazardous waste generated	tonne	145.9	176.3	(17%)
Hazardous waste intensity	tonne per AUD million revenue	1.9	2.2	(14%)

Non-hazardous waste management

The typical non-hazardous waste generated by the Group's operation sites includes paper, cardboard, and aluminium. Waste disposed of at landfills is carried out by qualified contractors. As waste reduction more often incurs less environmental impacts compared to waste recycling, we strive to place greater emphasis on the reduction of waste generated than reusing and recycling of waste.

Non-hazardous waste generated in FY2019

1%   14%

85%

■ Non-segregated waste
■ Paper
■ Aluminium
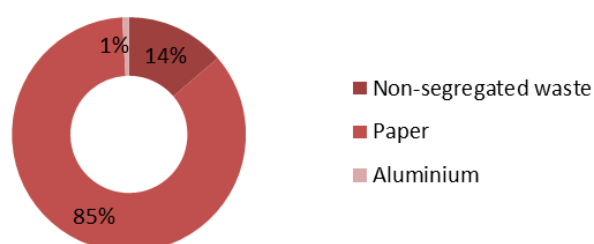
Case study: Low-chemistry platemaking solution curbs waste

In the Reporting Year, we brought in a new plate production solution in one of our Australian facilities that embeds the latest technologies for superior environmental performance. The new systems incorporate intelligent monitoring and replenishment in the plate development process which lower the chemical consumption and waste production. Unlike conventional systems which maintain developer solution conductivity at a constant level, the new processors precisely control the replenishment rate according to usage and oxidation levels. The system can drastically reduce hazardous photographic waste generation by as much as 80%. The non-silicate based recipe provides huge environmental benefits, as it extends the bath life without an increase in developer sludge and filter blockages. Offering exceptional efficiency and environmental performance, the cutting-edge system presents immense return

The major applicable laws and regulations related to control of non-hazardous waste include, but are not limited to, Environmental Protection Acts of respective states. Seeking to contribute to the closed-loop economy, we employ the following measures and initiatives to reduce the generation of non-hazardous waste and raise recycling rates.

➢ The Group organises and maintains waste separation systems and recycling bins for collecting materials such as waste paper, metal and plastic. To facilitate proper waste segregation, we provide trainings to employees on sorting methods. Smart printing modes are also available for staff as well.

➢ As part of our efforts to integrate sustainability principles into our downstream activities, we offer customers various environmentally-friendly options. In addition to paperless billing options, we provide web printing and digital printing services that reduce paper wastage. Moreover, a wide range of recycled and non-recycled content paper is available for customers' selection.

➢ The Group reduces the use of single-use disposable and non-recyclable products and evaluate the use of material to avoid overstock.

➢ During the Reporting Year, we collected 4,450 and 58 tonnes of paper and aluminium for recycling.

During the Reporting Year under review, the Group generated a total of 6,368.7 tonnes of non-hazardous waste, resulting in a non-hazardous waste intensity of 83.7 tonnes per AUD million revenue generated.

| Non-hazardous waste	Unit	FY2019	FY2018	YOY change
Landfill	tonne	1,860.7	2,093.6	(11%)
Recycled	tonne	4,508.0	4,832.9	(7%)
Total non-hazardous waste generated[1]	tonne	6,368.7	6,926.5	(8%)
Non-hazardous waste intensity	tonne per AUD million revenue	83.7	87.2	(4%)

Note (1): FY2018 figure has been restated using consistent methodology with FY2019 figure computation.

Aspect A2: Use of resources

The Group is committed to continually monitoring and improving resource efficiency as an integral part of business strategy and operating methods, as well as complying with relevant government policies and environmental legislations. During the Reporting Year, the Group has not encountered any incident of non-compliance with all applicable laws and regulations related to the use of energy and water resources at all operating subsidiaries. Major laws and regulations applicable are detailed in respective sections.

Energy

The Group's energy profile consists of the use of electricity, natural gas, LPG, petrol and diesel oil for office and site operations. Electricity use accounted for approximately 81% of total energy consumption, while natural gas accounted for 14%. Natural gas is used for premise heating as well as forklift operations. We conduct annual internal audits of our fuel and electricity consumption. Benchmarking against historic data, the internal audits help determine avoidable energy usage and highlight avenues for more efficient fixtures, equipment and devices. The management also liaises with energy suppliers and networks to respond to prevailing trends and techniques in the energy landscape. During the Reporting Year under review, the Group consumed 6,869.5 GJ and 29,447.8 GJ of direct and indirect energy respectively, resulting in total energy intensity of 477.4 GJ per AUD million revenue generated.

Energy consumption in FY2019

- Electricity purchased
- Natural gas
- LPG
- Petrol (gasoline)
- Diesel
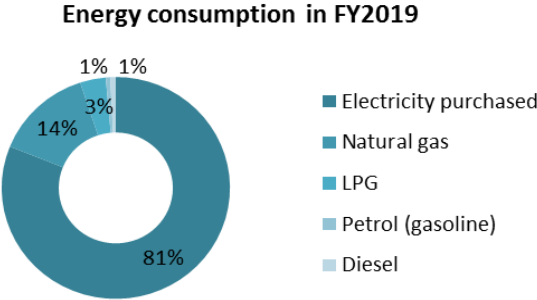
Energy consumption	Unit	FY2019	FY2018	YOY change
Direct	GJ	6,869.5	7,210.9	(5%)
Natural gas	GJ	5,037.2	5,142.1	(2%)
Petrol (gasoline)	GJ	231.4	270.3	(14%)
Diesel	GJ	282.4	308.1	(8%)
LPG	GJ	1,318.5	1,490.4	(12%)
Indirect	GJ	29,447.8	31,853.8	(8%)
Electricity purchased	GJ	29,447.8	31,853.8	(8%)
Total (Direct and Indirect)	GJ	36,317.3	39,064.7	(7%)
Energy intensity	GJ per AUD million revenue	477.4	492.0	(3%)

The major applicable laws and regulations related to energy use include, but are not limited to, the Electricity Act of the ACT. The Group is committed to minimising fuel and electricity consumption. The Group's operation sites have implemented the following measures.
➢ We have installed energy-efficient LED lighting and cooling systems in production areas.
➢ We have replaced computer equipment, servers, and monitors with energy-efficient models, and minimise energy usage through the utilisation of power-saving modes.
➢ We deployed as much natural light as possible and operated the lighting system through different zones to minimise unnecessary lighting use.

Water resources

As the world's driest inhabited continent, Australia takes water conservation seriously. Through statutory water sharing plans and water licensing arrangements, the citizens of Australia are united in mitigation against the drier climate trends. Albeit being a minor consumer, it is undeniable that the printing industry is reliant on ample water resources. Production processes, such as plate-making, and general amenities make use of water. At the Group, our operation sites withdraw water from surface water, groundwater and rainwater catchments, and have not encountered any issues in sourcing water that is fit for purpose. However, water resources should not be taken for granted and should be conserved to ensure a sustainable future.

All water usage is monitored and reported on an annual basis. Based on benchmarking against historic data and highlighting water-intensive activities, water efficiency is included in the setting of environmental objectives as part of the annual business planning process. Moreover, prior to any planned changes to buildings, fixtures or plants, we consider opportunities for recovery and utilisation of grey waters. Through liaising with local water authorities and networks, the Group appreciates the current trends and techniques used to improve water use efficiency.

The major applicable laws and regulations related to water use include, but are not limited to, the Water Act 1989 of Victoria, Water and Sewerage 2000 Act of the ACT, and the Water Management Act 2000 of NSW. The Group is committed to minimising water consumption. Our operation sites have invested resources in the following initiatives.

➢ As part of our general maintenance programme, we regularly check piping and taps for leakages and damage and ensure their prompt repair. We monitor water readings at regular intervals when no water is being used to ensure against hidden water leakages.

➢ We ensure that services infrastructure is established and maintained to discourage the use of potable waters for non-essential purposes, such as a clear indication of the water nature of piped water services throughout the site.

➢ We make extensive use of water recycling opportunities, such as capturing the first flush waters for less sensitive uses. At one location, we have installed rainwater catchment tanks, and reuse greywater for cleaning and irrigation.

➢ We give priority to water-saving products, such as adoption of low-flush and/or dual-flush toilets. This is carried out in tandem to the promotion of water-saving habits throughout premises.

During the Reporting Year under review, the Group consumed a total of 7,320 cubic metre of water, resulting in a water intensity of 96.2 cubic metre per AUD million revenue generated.

Water consumption	Unit	FY2019	FY2018	YOY change
Total water consumption	cubic metre	7,320	9,599	(24%)
Water consumption intensity	cubic metre per AUD million revenue	96.2	120.9	(20%)

Packaging material

The Group's finished products use standard packaging material such as carton boxes and wrapping film. The Group is in the early design phase of considering more sustainable approaches to product packaging, while adhering to the needs of the customers. During the Reporting Year under review, a total of 895.2 tonnes of packaging material was consumed for finished products, resulting in an intensity of 11.8 tonnes per AUD million revenue generated.

Packaging consumption	Unit	FY2019	FY2018	YOY change
Total packaging consumption	tonne	895.2	1,047.6	(15%)
Packaging consumption intensity	tonne per AUD million revenue	11.8	13.2	(11%)

Aspect A3: The environment and natural resources

The Group strives to build an eco-conscious culture that ingrains positive lifestyles and habits among employees. At some locations, our new staff induction training include an eco-awareness component. For corporate social activities and other events, low-carbon dietary choices and products from social enterprises are prioritised. Waste reduction plans are rolled out for larger-scale events. As staff becomes eco-aware, small contributions are made to saving the environment, and pave the way for future sustainability endeavors of the Group. With the integration of policies maintained in the sections headed "Emissions" and "Use of Resources" above, the Group strives to minimise our impacts to the environment and natural resources. We ensure our operation by-products do not degrade the atmosphere, and surrounding water and land bodies. Through our energy and water conservation efforts, we mitigate against climate change impacts.

Paper consumption

In the printing industry, paper is a key raw material input to our operations. Across the Group, close to 100% of our paper procurement is certified under the FSC (Forest Stewardship Council) or PEFC (Programme for the Endorsement of Forest Certification) certification labels. The labels ensure that the paper we purchase have been produced from supplies chains practising sustainable forest management. We also strive to reduce our paper consumption through measures, such as the use of web-printing and digital printing machine, as well as providing paperless billing options to customers.
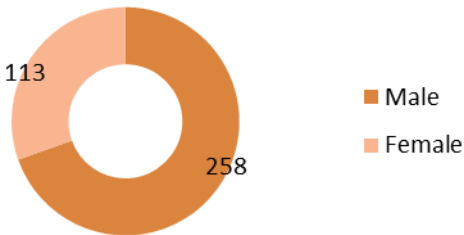
V. SOCIAL RESPONSIBILITY

The Group ingrains social responsibility into all aspects of its operations. We seek to address the needs and views of our staff by maintaining honest and authentic dialogue. We commit to offer a fair and safe workplace with staff development opportunities. Furthermore, the Group commits to the delivery of quality products grounded on ethical business conduct and supply chain management, as well as to meaningful engagements with the community.
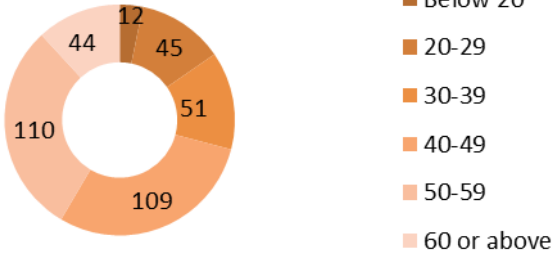
Aspect B1: Employment

As at the end of the Reporting Year, the Group employed 371 employees, of which 258 and 113 were male and female staff respectively. Among which, 282 and 89 were full-time and part-time/temporary staff respectively, with the majority in the age range of 30 to 59. In terms of the workforce by region, almost the entirety of the Group's employees was located in Australia. The reporting scope is not limited to the Group's operation in Australia, but is also extended to include a few staff at our Hong Kong office.

Workforce by gender in FY2019

113
258
- Male
- Female

Workforce by age group in FY2019

12
44
45
51
110
109
- Below 20
- 20-29
- 30-39
- 40-49
- 50-59
- 60 or above

Workforce by employment type in FY2019

89
282
- Full-time
- Part-time / temporary
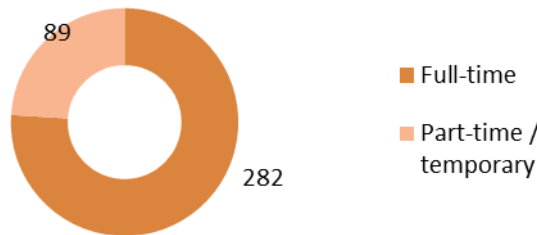
Workforce by region in FY2019

2
369
- Australia
- Hong Kong

Based on the principles of fairness and equality, the Group's human resources policies adhere to relevant labour laws, regulations and industry practices, covering areas such as compensation, dismissal, promotion, working hours, recruitment, rest periods, equal opportunities, diversity and other benefits and welfare. During the Reporting Year, the Group has not encountered any incident of non-compliance with all major applicable laws and regulations related to employment at all operating subsidiaries. Major laws and regulations applicable include, but are not limited to, the National Employment Standards of Victoria, Fair Work Act 2009 and the Fair Work Regulations 2009 of ACT and NSW, and as well as the Hong Kong Employment Ordinance.

Remuneration and welfare

Employees of the Group are remunerated at a competitive level and are rewarded according to their performance and experience. The Group's executive directors conduct research on remuneration packages in the market, at needed intervals. The remuneration package of employees typically includes salaries, discretionary bonuses and overtime payments. Any applicable restrictions on wage deduction are stated transparently in the human resources policies. The promotion and remuneration of the Group's employees are subject to periodic review. Employees also receive fringe and welfare benefits, including retirement benefits, occupational injury insurance, and other miscellaneous items. The Group's human resources policies outline the terms and conditions of employment, expectations for employees' conduct and behaviors, and employees' rights and benefits.

Recruitment, promotion and dismissal

The human resources department conducts a comprehensive recruitment review process based on pre-determined job function requirements. The Group's recruitment and promotion process are carried out in a fair and open manner for all employees, where they are recognised and rewarded by their contribution, work performance and skills. It is ensured that outcomes will not be affected by any discrimination on the grounds of age, sex, disability, marital status, family status, race, nationality, religion, political affiliation and sexual orientation and other factors. In the case of dismissal, adherence to the Group's human resources policies ensures the entire procedure is compliant with statutory requirements. The human resources department would also interview the employee to find out his or her reason of quitting and monitor the staff turnover.

During the Reporting Year under review, the Group-wide employee turnover rate was 19.7%. The table below presents turnover rate by gender, age group and geographical region.

Turnover rate	Unit	FY2019	FY2018	YOY change
Group-wide	%	19.7	15.9	24%
By Gender				
Male	%	19.0	16.2	17%
Female	%	21.2	15.4	38%
By Geographical Region				
Australia	%	19.8	16.0	24%
Hong Kong	%	0	0	0%

Anti-discrimination and diversity

The Group is an equal opportunity employer and does not discriminate on the basis of age, sex, disability, marital status, family status, race, nationality, religion, political affiliation and sexual orientation. We embrace inclusive employment that builds a respectful workplace. Furthermore, policies have been established and implemented to promote a harmonious and respectful workplace. With the aim to ensure fair and equal protection for all employees, the Group has zero-tolerance for sexual harassment or other forms of abuse in the workplace in any form, which is a violation of the labour laws.

Employee communications

The Group's policies and procedures included in the staff handbook are reviewed and updated regularly. The Group discourages and disallows any behavior that violates the regulations in the staff handbook. Offenders will receive a warning, and the Group has the right to terminate the employment contract with offenders for any serious violations. The Group's staff grievance mechanism provides confidential channels by which staff may report suspected cases of rights infringement, which are then handled according to formal procedures. Other communication channels include annual performance appraisals, leadership meetings, working groups, as well as the intranet system.

Work-life balance

We seek to cultivate a culture of healthy work-life balance. The Group assists staff to balance commitments outside of work by offering maternity, paternity, parental, as well as long services leave. Through the provision of stress management counselling services at one location, the Group demonstrates commitment to supporting the holistic well-being of our staff. Regular reviews are held to refine and improve work-life balance arrangements. To encourage social bonding in the workplace, the Group arranged recreational events during the Reporting Year, such as staff leisure activities and festive celebrations.

Aspect B2: Workplace health and safety

The Group is committed to creating and maintaining a workplace that minimises safety risk and maximises the health and welfare of our employees. It is of paramount importance to ensure a safe and healthy workplace for our employees. The Group's safety management systems, led by the Workplace Health & Safety (WHS) committees of respective sites, cover all employees, contractor workers and visitors to our premises. The committee meets quarterly and ensures the latest updates related to legislation and industry practices are identified and addressed in safety management systems. The WHS management system of Canprint is subject to internal audits. During the Reporting Year, the Group has not encountered any incident of non-compliance with all applicable laws and regulations related to providing a safe working environment and protecting employees from occupational hazards. Major laws and regulations applicable include, but are not limited to, the Occupational Health & Safety Act 2004 of Victoria, and Work Health and Safety Acts of ACT and NSW.

The Group spares no effort to safeguard the safety of our employees and the workplace. We adopt the best practices through the following safety policies and procedures.

➢ All WHS-specific responsibilities and accountabilities are identified and allocated.
➢ We conduct WHS risk assessments that identify and control work hazards within the prescribed hierarchy of control, and residual risk evaluation within the guidelines.
➢ We have a transparent mechanism for reporting hazards, injuries, illnesses and close calls. All accidents are investigated and reviewed by the WHS committee. IMS (Integrated Management System) manager works with line managers regarding corrective actions that address root causes.
➢ We have a claims management for personnel injured at work. In the unfortunate event of an incident, we place great importance on a healthy rehabilitation process. The IMS Manager assists a smooth rehabilitation process whereby the well being and self-esteem of the individual is preserved.
➢ All subcontracted work is to be performed with equally stringent WHS standards.
➢ We ensure that persons performing tasks are competent and training attendance records are well-documented. All new employees will undergo a general safety orientation. Sign-in procedures are implemented for contractors and visitors to ensure their safety.
➢ The WHS committee keeps all staff informed about safety performance through seminars and workshops.

The Group abides by safety-first principles through the following workplace procedures and provisions that include, but are not limited to, the following.

General measures and initiatives

- Conduct evacuation and rescue drills for emergency response biannually.
- Improve and maintain ventilation systems to ensure workplace air quality.
- Supply adequate protective equipment according to the latest regulations.
- Improve the layout of the working area so as to minimize the need to move materials.
- Provide adequate first-aid facilities and training for first-aid certification.
- Arrange health checks for workers.

Industry-specific measures and initiatives

- Ensure adequate training is provided to all employees handling hazardous substances.
- Store chemical supplies in accordance to MSDS (Material Safety Data Sheet) requirements.
- Work areas handling hazardous substances are isolated away from main workplaces.
- Use low hazardous materials to substitute materials which are highly hazardous to staff health.
- Maintain clear procedures and records concerning spill/leakage incidents.
- Examine and maintain the condition of equipment according to supplier's recommendations.
- Adopt automisation to reduce work that requires repeated body movement.
- Reduce vibration affecting workers in order to improve safety, health and work efficiency.

During the Reporting Year under review, the Group's operations recorded no cases of work-related fatalities and 30 cases of injuries. The total lost days due to work injury amounted to 742 days. A total of 435 hours of safety-related training were recorded which raised staff awareness regarding the latest regulatory updates as well as safe operational procedures.

| Workplace safety	Unit	FY2019	FY2018	YOY change
Number of work-related fatalities	Cases	0	0	0%
Lost days due to work injury	Day	742	260	185%
Number of work-related injuries	Cases	30	10	200%

Aspect B3: Development and training

The Group develops yearly training plans that comply with relevant statutory requirements and cater to the needs of our staff. During annual appraisal sessions, in-depth consultation ensures individual training needs are identified. Internal training programmes provided by the Group include induction training, on-the-job training, and mentoring schemes. To further promote continuous development, staff is entitled to educational leave to attend external programmes. During the Reporting Year, the Group has not encountered any incident of non-compliance with statutory requirements related to staff training and development at all operating subsidiaries.

The Group dedicates significant resources to attract and retain talented employees, and to ensure that staff grows in competence and skillsets alongside the business. The training programmes for the Reporting Year, included but were not limited to the following.

➢ A total of 3,136 hours of training hours were recorded, of which 2,701 hours were non-safety related. Various apprenticeship and vocational programmes through local institutions provide professional certificates in continuous development. A total of 13staff attained vocational certificates related to printing and printing manufacturing.

➢ We encourage knowledge sharing among employees by arranging sharing sessions among staff, circulating training material and industrial news, as well as a communal platform to share reference books and articles.

During the Reporting Year under review, a total number of 422 staff participants have received training of which 329 and 93 were male and female respectively. In terms of employee category, the total number was composed of 6, 399, and 17 participants that were executive, operational and administrative staff respectively.

During the Reporting Year under review, the Group has provided a total of 3,136 training hours that averages to 8.5 hours per staff, which increased by 9% compared to last year's average training hour. In terms of gender category, average training hour amounted to 10.4 and 4.0 hours per male and female staff respectively. An average of 0.4, 9.9 and 0.3 training hours per staff were received by executive, operational and administrative staff respectively.

Average training hours by gender

Average training hours by employee category
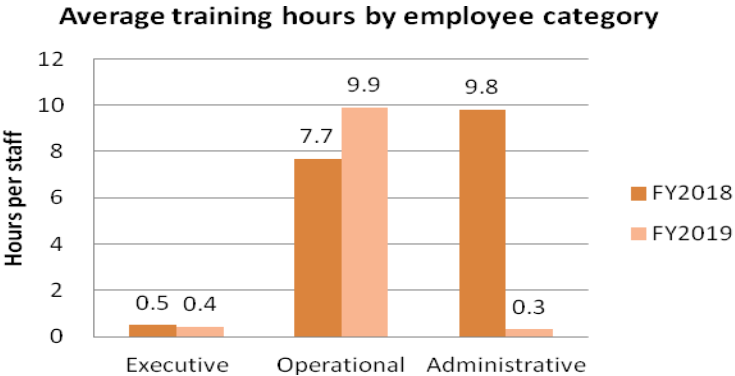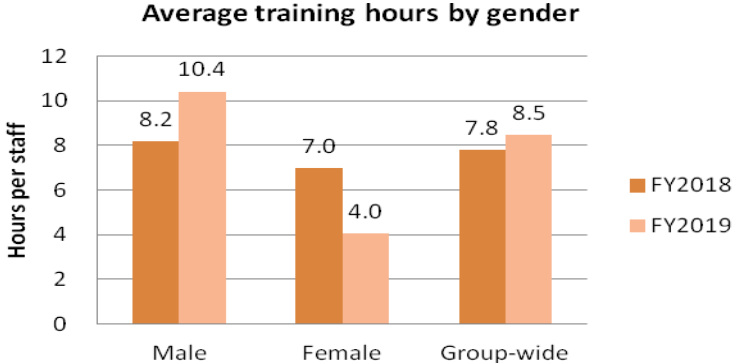
Aspect B4: Labour Standards

Staff handbook contains clear policies relating to relevant labour laws, regulations and industry practices, covering areas such as compensation, dismissal, promotion, working hours, recruitment, rest periods, diversity and other benefits and welfare. Employment contracts stipulate terms and conditions in adherence to statutory regulations. The rights and freedoms of every individual are protected as no worker is asked to surrender identification documents nor lodge deposits as a condition of employment. The Group has established and implements the Child and Forced Labour Policy that meets the highest legal and ethical standards. We do not engage in or condone the unlawful employment or exploitation of children in the workplace or the use of forced labour, within the Group or any of our direct suppliers. Cases of child labour in our businesses are averted by conducting age verification of all job applicants. The Child and Forced Labour Policy is communicated to all employees, our direct suppliers and subcontractors to ensure their compliance. Any employee that suspects a breach of the policy should submit reports through the Group's grievance mechanism.

During the Reporting Year under review, the Group has not encountered any incident of non-compliance with all applicable laws and regulations related to anti-child and anti-forced labour practices at all operating subsidiaries. Major laws and regulations applicable include, but are not limited to, the Modern Slavery Acts of respective states of Australia and the Hong Kong Employment Ordinance.

Aspect B5: Supply chain management

Leveraging on our status as a major industry player, we recognise the multiplied impact through engaging our suppliers. The Group is committed to developing and maintaining effective and mutually beneficial working relationships with our business partners. During the Reporting Year, we have partnered with a total of 694 suppliers and subcontractors during the Reporting Year, mainly from Australia.

Number of suppliers by region in FY2019
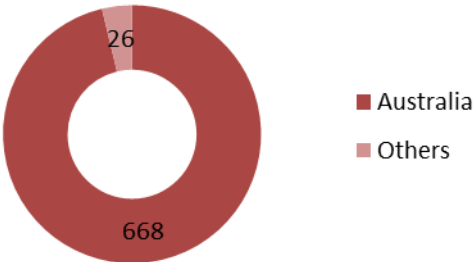
26

668

■ Australia

■ Others

The Group's supplier code of conduct requires full compliance with all applicable local and national laws. They must ensure all operations are environmentally-responsible, uphold human rights and business ethics. Periodic supplier assessments are conducted to ensure suppliers' businesses are operating in compliance via evaluation questionnaires and on-site audits. To manage supply chain risks, the Group conducts periodic spend analysis across different procurement categories to classify critical and non-critical suppliers based on volume and substitutability. We carry out periodic re-evaluation of high-risk suppliers regarding their product/service quality and performance, environmental and quality management, as well as other factors.

In addition to engaging suppliers, sustainable procurement is another avenue to mitigate the impact of supply chain activities. We collaborate with supply partners in support of environmentally-responsible procurement of goods and services. During the Reporting Year, we allocated spending to the following sustainable products and services.

➢ Across the Group, close to 100% of our paper raw material input is certified under the FSC (Forest Stewardship Council) or PEFC (Programme for the Endorsement of Forest Certification) certification labels. A proportion of paper input is coating-free, which is recyclable. Soy-based inks, a low-VOC content alternative to petroleum-based inks, are also used. At some locations, oil-based adhesives were replaced with the eco-friendlier water-based alternative.

➢ Our cleaning products are a selection of products that are biodegradable, phosphate-free and non-toxic to aquatic ecosystems. Furniture and building products procurement prioritise timber certified by sustainable forest management schemes, and materials of recycled content, where possible.

➢ We prioritise the procurement of office equipment with energy-saving features, replaceable parts as well as those part of supplier-provided recycling schemes.

Aspect B6: Product and service responsibility

The Group offers quality products and services grounded on responsible operating practices. We commit to meeting customer needs through innovation and sound business ethics.

Product quality and safety, and customer satisfaction

Displaying ability, professionalism and reliability in everything we do, we offer products and services of added value. The printing production process consists of five main stages: consultation; pre-press (digital manipulation, colour management, proofing, plates production); printing; post-press; and finally quality check, packaging and delivery, warehousing and direct mailing. This principally involves, but is not limited to, printing and printing materials, machine ink and parts, publishing and allied industries, folding collating and binding, printing machinery, printed stock and warehousing, print and image management service provider, call centre services, design and prepress, digital sheet printing, digital web printing, lamination and mounting, offset sheet printing, offset web printing, secure print facilities, e-data storage, mailing & distribution, warehousing (dispatch and inventory management), and all associated activities. The Group's quality management system ("QMS") is certified under the requirements of the ISO 9001:2015 standards, which forms a component of the Integrated Management System of the CanPrint site. During the Reporting Year, the Group has not encountered any incident of non-compliance with all applicable laws and regulations related to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. Major laws and regulations applicable include, but are not limited to, the Trade Practices Act of ACT and Fair Trading Regulation 2019 of NSW.

With a customer-focused and evidence-based approach, the Group strives for continual improvement to product quality. The Group's QMS is implemented through the following processes:

 - ➢ Quality assurance is performed to examine the product's quality against required parameters at every stage of the production process. Input raw materials are tested against customers' technical specifications, while color reproductions are delivered to exact customer requirements. Finished products undergo inspections prior to packaging and delivery to clients.
 - ➢ We conduct due diligence in ensuring procured goods or materials are safe and non-toxic, such as requesting accreditation from suppliers as required. During this Reporting Period, 100% of our significant product and service categories were assessed for improvement for health and safety impacts.
 - ➢ We develop key performance indicators regarding our quality performance, which are subject to review at our monthly leadership meetings. This assists in understanding the needs of our customer requirements. We ensure claims for products and services offered are met.
 - ➢ Customer complaints are handled by the customer service teams. A formal complaint mechanism handles all cases in a fair and systematic manner. During the Reporting Year under review, there were no products subject to recalls for safety and health reasons. All complaints received are dealt with.

Ethical operating practices

The Group places great value in conducting all aspects of our businesses with integrity and honest values. From the protection of data privacy and intellectual property to ethical marketing communication, our robust management approaches ensure even the most trivial aspects are not overlooked. Compliance audits are planned and conducted at least once a year. During the Reporting Year, the Group has not encountered any incident of non-compliance with all applicable laws and regulations related to the protection of data privacy and intellectual property to the ethical marketing communication at all operating subsidiaries. Major laws and regulations applicable include, but are not limited to, the Privacy Acts, Trade Marks Acts, Competition and Consumer Acts of respective regions.

Information security safeguarding

Besides total printing solutions, the Group is engaged in ancillary services through, IPALM™, our proprietary cloud-based hosting services platform. Customers are offered a wide spectrum of electronic services to enhance their customer and/or supply chain management. The Group has established the privacy policy on handling personal data recorded from our customers, staff, as well as end-users of our online services. We make extensive use of technology platforms such as the webserver log, google analytics, social media features and widgets. We collect data only in a lawful and fair way, for directly related purposes of which the data subject is clearly notified. The Group does not sell, rent or lease its customer lists to third parties. In cases when customers are contacted on behalf of external business partners about offerings that may be of interest to them, unique identifiable information is never transferred to third parties. Complaint mechanisms are also in place for individuals to submit any cases of a privacy breach. The Group secures the personal information from unauthorised access, and use or disclosure. All personal information transmitted to any of our websites is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Recognising the materiality of security risks, the Group evaluates security risks related to the use of information technology. Security Risk Assessments are carried out at least once every two years, and prior to any major enhancements and changes associated with the systems or applications. Technical compliance tests on information and operating systems against security standards are conducted at least once a year.

Intellectual property rights protection

Business end-user piracy is applicable to all businesses no matter what industry or sector. In efforts to strive for industry best practices, the Group has established an Information Security Policy & Procedural Manual. We maintain a clear registry on the use of legitimate software, as well as copyright and trademark for operation and contractual obligation. Ongoing assessment of the management approach is conducted through top management reviews, as well as periodic audits on the integrity of the registry. Our expectations are communicated clearly to employees and all business partners.

Aspect B7: Anti-corruption

The Group is committed to achieving and maintaining the highest standards of openness, probity and accountability. We adopt the lowest level of acceptance for corruption risks to build a culture of zero tolerance to corrupt and anti-competitive practices. The Group's Ethics and Responsible Business Conduct Policy stipulates our management approach towards anti-corruption compliance. During the Reporting Year, the Group has not encountered any incident of non-compliance with all applicable laws and regulations at all operating regions in relation to bribery, extortion, fraud and money laundering. Major laws and regulations applicable include, but are not limited to, the Independent Broad-based Anti-corruption Commission Act 2011 of Victoria, Trade Practices Act of ACT, as well as the Australian Government's Attorney General's Department of NSW.

The Ethics and Responsible Business Conduct Policy applies to all employees of the Group, wherever they are located, and must be complied at all times. We have established a code of conduct on political contributions, commissions and similar payments, as well as relationships with government officials, customers and suppliers. Any political contributions, although uncommon, are bounded by clear guidelines. Upon prior written approval of Executive Directors, contributions may be made in support of political parties, provided they are not unlawful and are of modest amount. In the payment of any commissions, consultants' fees, retainers and similar payments, all are required to be justified in the normal course of business that is commensurate with the services to be performed. With zero tolerance to any forms of bribery and corruption, the Group prohibits the provision or receipt of gifts and/or entertainment that could be considered of material value.

The development of robust internal controls is the key to our management approach. All accounts must accurately reflect and properly describe the transactions they record and all assets, liabilities, revenues and expenses must be properly recorded in the books. Any case of suspected misconduct or failure to act is handled by the Vice President (Finance) of each respective company.

The cultivation of a corporate culture of integrity and probity is reliant upon the Group's business ethics training programme. All new staff is briefed about the expectation of the Ethics and Responsible Business Conduct Policy during the business ethics component of the induction training. The policy is also available on the corporate website for full access and view. To ensure the continuous enhancement of our anti-corruption internal controls, periodic corruption risk assessments are conducted to review current practices and procedures.

Aspect B8: Community investment

The Group is committed to operating as a responsible corporate and continually supporting the economic and social vitality of local communities through corporate sponsorships and charitable donations. As part of the printing industry and general community, the Group directs the charitable efforts towards youth development as the primary focus. Furthermore, the Group sees high literacy as a foundation for the advancement of society.

During the Reporting Year, the Group has made donations and sponsorships to a range of activities, valued at a total of approximately AUD70,800. The following is a summary of our noteworthy activities during the Reporting Year:

➢ We supported the ASX Refinitiv Charity Foundation in the form of in-kind print sponsorships for events held by local charities and initiatives, which has been valued at approximately a total of approximately AUD41,200.

➢ We advocated for the advancement of literacy through cash and print sponsorships for events held by the Australian Publishers' Association and Australian Book Designers Association, such as the Australian Book Industry Awards.