

China Kepei Education Group Limited 中國科培教育集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號: 1890



2019

Environmental, Social & Governance Report

環境、社會及管治報告

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About this Report

INTRODUCTION TO THIS REPORT

China Kepei Education Group Limited (The Stock Exchange of Hong Kong Limited stock code: 1890) (the “Company”), together with its subsidiaries (collectively referred to as the “Group” or “we”), is pleased to present our second environmental, social and governance report (“this Report”). This Report covers the Group’s environmental, social and governance (“ESG”) policies, measures and performance to enhance the understanding and confidence of all stakeholders in the sustainable development of the Group.

BASIS FOR PREPARATION

This Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “Guide”) set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). The Group has followed the four reporting principles set out in the Guide, being materiality, quantitative, balance and consistency, and has strictly complied with the “comply or explain” provisions in order to fully present the Group’s policies, strategies, relevant materiality and objectives in ESG areas.

SCOPE OF THIS REPORT

The reporting period for this Report is from 1 January 2019 to 31 December 2019 (the “Reporting Period”), with appropriate forward and backward extensions for certain contents. The contents of this Report (including the relevant policy documents, statements, data, etc.) mainly cover Guangdong Polytechnic College and Zhaoqing Science and Technology Secondary Vocational School (“Zhaoqing School”) (collectively the “PRC Schools”) under the Group. For details of the business of the Group, please refer to the 2019 Annual Report of the Group.

Unless otherwise defined herein, all capitalized terms used in this Report shall have the same meanings as those defined in the 2019 Annual Report of the Group published on 29 April 2020.

SOURCE AND RELIABILITY STATEMENT

All information and cases disclosed in this Report are derived from the Group’s internal documents, statistics reports and relevant public information. The Group warrants that this Report contains no false statements, misleading statements or material omissions and is responsible for the truthfulness, accuracy and completeness of the contents of this Report.



CONFIRMATION AND APPROVAL

This Report had been confirmed by management of the Group and was approved by the board of directors (the “Board”) of the Company on 24 July 2020.

PUBLICATION METHOD OF THIS REPORT

This Report is prepared in traditional Chinese and English. If there is any discrepancy between the English and Chinese versions of this Report, the traditional Chinese version shall prevail. The electronic version of this Report may be accessed and downloaded from the HKEXnews website of the Stock Exchange (www.hkexnews.hk) and the official website of the Group (www.chinakepeiedu.com).

CHANNELS FOR RESPONSE TO THIS REPORT

The valuable opinions of stakeholders are critical to our continued progress in ESG areas. Should you have any comments or suggestions on the ESG Report or the relevant work of the Group, please feel free to contact the Group through the following:

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Sustainable Development Management

STAKEHOLDER ENGAGEMENT

The Group's sustainable development is closely related to its stakeholders. We are committed to listening attentively to the needs of all stakeholders in the process of business operation and understanding their expectations and opinions on the ESG areas of the Group, which will serve as an important basis for the Group to improve ESG work standard. We have established the following diversified communication channels, actively keep in close contact with internal and external stakeholders, and continue to improve the Group's sustainable development strategy and plan in order to create a better future together.

Stakeholder group	Expectations and demands	Communication methods	Communication frequency	The Group's actions
Government and Regulatory Bodies	<ul style="list-style-type: none"> Compliant operation Campus safety Payment of taxes according to the law Promotion of local education 	<ul style="list-style-type: none"> Information submission Dialogue with regulatory bodies 	<ul style="list-style-type: none"> Regular Regular 	<ul style="list-style-type: none"> Strict compliance with laws and regulations Payment of taxes according to the law
Shareholders/ Investors	<ul style="list-style-type: none"> Investment returns Business development Compliant operation ESG governance Corporate image 	<ul style="list-style-type: none"> Group announcements Shareholders' meetings Site visits Regular reporting 	<ul style="list-style-type: none"> From time to time Regular From time to time Regular 	<ul style="list-style-type: none"> Disclosure of information on the Group as required Provision of effective communication channels
Suppliers/Partners	<ul style="list-style-type: none"> Lawful operation and quality standards of suppliers Fair and reasonable treatment to business partners Operation in compliance with laws and regulations Service quality 	<ul style="list-style-type: none"> Supplier meetings Online surveys Review and assessment Bidding activities 	<ul style="list-style-type: none"> Regular From time to time From time to time From time to time 	<ul style="list-style-type: none"> Strict compliance with bidding requirements Establishment of equal partnership with mutual benefits

Sustainable Development Management

Stakeholder group	Expectations and demands	Communication methods	Communication frequency	The Group's actions
Employees	<ul style="list-style-type: none"> • Remuneration and benefits of employees • Health and safety of employees • Employment in compliance with laws and regulations • Training and education of employees • Working environment 	<ul style="list-style-type: none"> • Staff representative assembly • Group activities • Petitions • Suggestion box 	<ul style="list-style-type: none"> • Regular • From time to time • From time to time • From time to time 	<ul style="list-style-type: none"> • Provision of a healthy and safe working environment • Provision of career training and a fair promotion mechanism
Students and Parents	<ul style="list-style-type: none"> • Teaching quality • Protection of student information • Caring for student life • Health and safety protection 	<ul style="list-style-type: none"> • Parent meetings • Lectures and drills • Student satisfaction surveys 	<ul style="list-style-type: none"> • Regular • From time to time • From time to time 	<ul style="list-style-type: none"> • Establishment of parent committee • Organization of student safety training • Carrying out student surveys
Community	<ul style="list-style-type: none"> • Community environment • Charity and public welfare • Community contribution • Compliant operation 	<ul style="list-style-type: none"> • Community communication meetings • Visits and surveys • Press releases/announcements 	<ul style="list-style-type: none"> • From time to time • From time to time • From time to time 	<ul style="list-style-type: none"> • Giving priority to local employment • Providing education with local characteristics • Organizing community activities

MATERIALITY ASSESSMENT

Over the years, the Group has been striving to understand the expectations and opinions of all stakeholders in order to improve our management and strategy. To further promote the sustainable development of the Group, we conducted a materiality assessment and survey during the Reporting Period to identify sustainable development issues of concern to all stakeholders. The Group has engaged an independent consulting firm to collect feedback from over 900 external and internal stakeholders, including the management, employees and suppliers/partners of the Company, in order to ensure the accuracy and objectiveness of the assessment results.

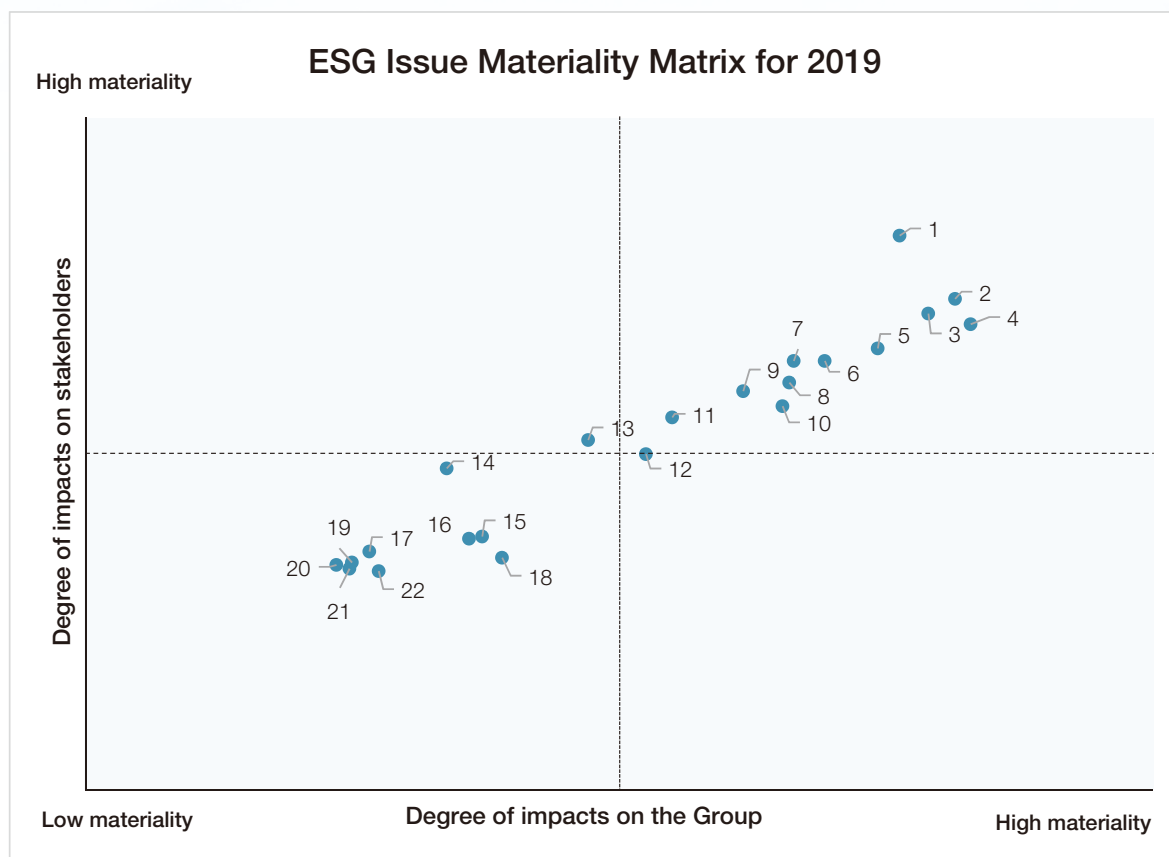
The process for the Group to identify material ESG issues during the Reporting Period is as follows:



The Group has analyzed 22 ESG issues and identified a total of 12 material ESG issues. In response to the concerns of stakeholders, in this Report, we will elaborate on the Group's policies, measures and performance relating to material issues during the Reporting Period. At the same time, we will also review the Group's sustainable development governance policy in the future, and adjust such policy according to material issues to meet the expectations of stakeholders.

Materiality Matrix

The following is a materiality matrix established by the Group based on materiality assessment and survey:



- | | |
|---|---|
| 1. Staff remuneration and benefits | 12. Staff background diversity |
| 2. Staff training and education | 13. Diversified events and opportunities |
| 3. Health and safety of employees and students | 14. Protection of intellectual property rights |
| 4. Teaching quality | 15. Lawful operation and quality standards of suppliers |
| 5. Advanced teaching model | 16. Procurement management |
| 6. Staff communication | 17. Public donations and volunteer activities |
| 7. Employment in compliance with laws and regulations | 18. Environmental and social performance of suppliers |
| 8. Student food and campus life security | 19. Water resource consumption and saving |
| 9. Operation in compliance with laws and regulations | 20. Operational sewage discharge and treatment |
| 10. Caring for student life | 21. Waste disposal and emission reduction |
| 11. Internal integrity management | 22. Greenhouse gas emission and emission reduction |

Advanced Educational Philosophy

As a leader of the private education industry in South China, the Group has been sticking to our educational philosophy of “benevolence, truth-seeking, perseverance and innovation” in providing students with high-quality profession-oriented education to strengthen their ability to adapt to the changing society and business market.

DIVERSIFIED PROFESSION-ORIENTED EDUCATION

Deeply rooted in the Pearl River Delta region, the Group provides students with education on engineering majors and applied science to cater to the demand for talents arising from the rapid industrial development in the PRC. To promote the all-around development of students, we also offer courses in economics, management, education and arts.

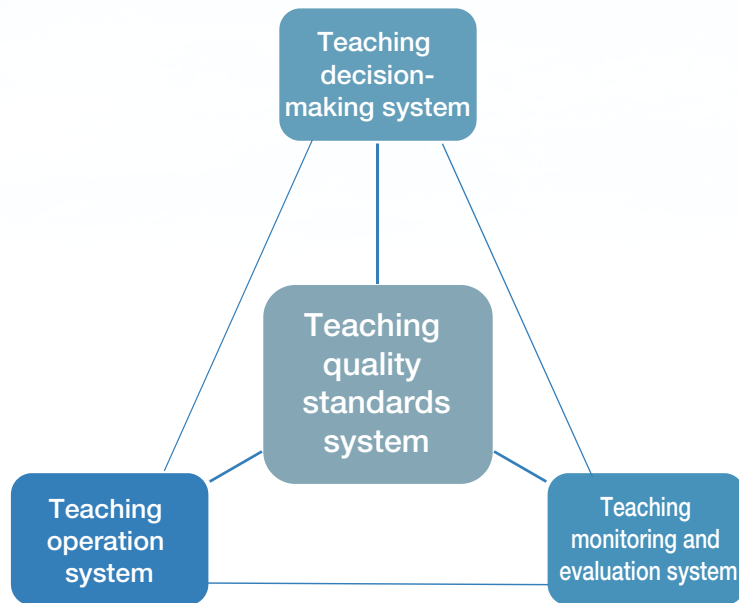
We strive to train specialized talents with practical skills. To this end, in addition to providing students with characteristic courses on engineering majors, we also work together with a number of research institutions and enterprises to provide a variety of profession-oriented training and internship opportunities for students. We are committed to strengthening students’ market competitiveness and practical skills in order to prepare them for the business market in the future and increase their employment opportunities.

EXCEPTIONAL TEACHING MANAGEMENT

As one of the leading education institutions in South China, we are committed to training talents and providing students with high-quality education through comprehensive and effective teaching quality management. While strictly abiding by the Education Law of the PRC, the Compulsory Education Law of the PRC, the Law for Promoting Private Education of the PRC and other relevant national laws and regulations applicable to schools at all levels, the Group has also established a sound teaching quality assurance system to promote the development of good teaching and learning atmosphere through high-quality teaching management.

To maintain an effective teaching quality system of the Group, we have established the following teaching quality management and monitoring systems, including teaching decision-making system, teaching operation system, teaching monitoring and evaluation system and teaching quality standard system. At the core of the teaching quality management and monitoring

system, we have formulated quality standards according to the Basic Requirements for Talent Training set out in the teaching decision-making system, which serve as the purpose of the teaching operation system and the basis for the teaching monitoring and evaluation system and connect each link in the system for more comprehensive teaching quality management.



To further ensure teaching quality, the Group continues to improve the teaching management team and refine the two-level teaching supervision system at the college-wide level and the department-level, and implements a student informant system for teaching and a teaching evaluation system for students, in order to strengthen the interaction and communication among schools, teachers and students about teaching information. Through regular teaching evaluation, feedback from student informants, student forums and surveys, we fully understand students' opinions on the courses and continuously improve teaching according to their feedback.

For teaching quality monitoring, at the beginning of each semester, we require the educational supervision office to develop and issue an educational work calendar, setting out clear standardized requirements and quality standards for each task in the teaching process. We have also arranged full-time and part-time supervisors in the teaching supervision organizations to strengthen the guidance for and supervision of all stages of teaching. We arrange class patrols and inspections from time to time to give full play to the guiding and monitoring role of the educational supervision office in teaching activities.

Advanced Educational Philosophy

In order to further optimize teaching quality management, the Group continues to adhere to the policies of “promoting development, reform and management with assessment, combination of assessment and development, focusing on development” and has established an effective teaching quality improvement system and operation mechanism. We conduct special teaching inspections at the beginning, middle and end of each semester to ensure teaching quality through reviewing exam papers and teaching plans. In addition, we require students to give scores online to their teachers each semester in terms of teaching attitudes, teaching contents, teaching methods and teaching results through the System for Students’ Assessment of Teachers, in order to improve teaching quality. We also organize regular student forums to learn about their opinions and suggestions, and have set up QQ groups, suggestion box, telephone and other instant communication platforms to receive and process feedback from students at any time.

During the Reporting Period, Guangdong Polytechnic College experienced a majors and academic degree assessment by the Academic Degrees Committee of Guangdong Province and received the approval for its grant of bachelor’s degrees for four additional undergraduate majors, being computer science and technology, fashion design and engineering, logistics management, and international economy and trade. Furthermore, the PRC Schools under the Group carried out two teaching evaluations respectively during the Reporting Period, with an evaluation coverage ratio of 100% and a good evaluation ratio of 89.24%.

PURSUING TEACHING INNOVATIONS

Over the years, the Group has been committed to providing high-quality education for students. We strive to keep pace with the times and continue to improve the teaching model and courses of the Group. During the Reporting Period, Zhaoqing School actively sought innovations by carrying out a teaching reform of theory and practice integration to strengthen the connection between theory and practice as well the application and continuity of knowledge and to improve students’ learning efficiency. Moreover, we installed all-in-one teaching machines in 118 classrooms and 16 training function rooms of Zhaoqing School to eliminate chalk blackboard writing and improve reaching results. We also introduced a Credit Teaching Management Model for certain courses, in the hope of promoting students’ active learning and active participation in community activities, volunteer activities and competitions in the learning process, as well as improving their quality in an all-round way.

In addition, the Group actively carries out school-enterprise cooperation and strives to promote the reform of school operation model and talent training model, and has established a school-enterprise cooperation model which combines production with teaching and integrates schools and enterprises to provide students with a good platform for employment and development.

Co-development of cloud computing and big data project to train application-oriented talents

Guangdong Polytechnic College under the Group has maintained a close cooperation with Uplooking Technology Group for years. In order to further deepen school-enterprise cooperation between the parties and promote coordinated training through production and education, the Group entered into a contract with Uplooking Technology Group in relation to the co-development of a cloud computing and big data project in April 2019. Such school-enterprise cooperation aims to train application-oriented talents and give full play to the “3+1” teaching model reform. By jointly designing courses together with it, we expect to effectively promote the reform of practical teaching methods and optimize our courses. The Group also expects to realize the transformation of team structure and teachers’ ability and roles and establish a team of dual-qualified teachers through joint training of teacher resources, and to build an industry-college-research institution cooperation base and new innovation base for our schools through sharing of resources, opportunities and tasks.

Co-development of talent training project to promote the development of artificial intelligence

In May 2019, Guangdong Polytechnic College under the Group held a ceremony for the signing of an agreement with Iflytek Co., Ltd. (“Iflytek”) in relation to the Artificial Intelligence Talent Training Project, in order to build the first college artificial intelligence talent training center in Guangdong Province. The Group hopes that the school-enterprise cooperation will, on one hand, encourage students to participate in learning in order to effectively apply theoretical knowledge to new industrial work and strengthen their adaptability in enterprises, and, on the other hand, motivate teachers to enhance their understanding of the market and technology development, actively participate in the research and development of enterprises and strengthen their individual capability. Through this cooperation, we and Iflytek will make full use of our respective strengths, share our resources and leverage our respective expertise to jointly train high-quality artificial intelligence talents and lead the joint development and progress of related industries.

BUILDING A CARING CAMPUS

The safety and health of students and employees are the cornerstone of the steady development of the Group. As such, the Group has established key safety management systems for fire safety, food safety, mental health and disease prevention to protect the safety of all students and employees of the Group. During the Reporting Period, the Group had not experienced any complaints or litigations regarding violation of laws relating to fire safety and food safety, nor had it experienced any work-related fatality cases.

Advanced Educational Philosophy

Fire safety

Comprehensive fire safety management is essential to ensure the safety of the lives of teachers and students and school assets, and is also a key area for comprehensive management of the schools of the Group. In order to regulate fire safety of schools, the Group has established safety management systems relating to fire safety including the Fire Safety Emergency Evacuation Proposal, the Fire Safety and Training System of Guangdong Polytechnic College and the Fire Safety Inspection System of Guangdong Polytechnic College in accordance with the relevant laws and regulations such as the Fire Prevention and Control Law of the PRC. To achieve the goal of “leaving no area or corner uninspected, daily inspection of key areas”, we have assigned two full-time fire safety management employees on campus, who patrol the campus on a daily basis, sign in at key locations for fire prevention and carry out regular double checking together with fire safety departments.

In order to strengthen our students’ and employees’ awareness of fire safety, we carry out a variety of diversified fire safety education activities on campus from time to time. We also conduct at least one fire evacuation drill each school year to further strengthen our students’ and employees’ awareness of fire safety and self-rescue ability through firefighting, emergency evacuation, self-rescue and escape drills.

Food safety

Food safety of schools is essential for the Group to ensure the healthy growth of students. To this end, the PRC Schools under the Group have been in strict compliance with the requirements of the School Food Safety and Nutritional Health Management Rules, Order No. 45 jointly issued by the Ministry of Education of the PRC, the State Administration for Market Regulation and the National Health Commission of the PRC, and have formulated a series of management rules and work requirements such as the Rules for Comprehensive Food Safety Inspection and the Rules for Food Equipment and Facilities Management. We have prepared a canteen hygiene inspection plan in accordance with the relevant rules and conducted comprehensive inspections, spot checks and self-examinations to identify all food safety hazards. The “Sunny Kitchen” construction for all canteens of the Group has been completed. Video surveillance equipment have been installed in all areas including warehouses, processing rooms, cooking rooms, food preparation rooms and dining rooms, with live surveillance video shown to teachers and students. In order to have a more comprehensive understanding of the feedback from teachers and students on canteen services, we have also set up an open complaint hotline.

To further ensure the hygiene of the canteens, we have set out the requirements for personal hygiene of canteen employees in guidelines such as the Health Management System for employees. All canteen employees must undergo health checkups, attend training on food safety knowledge and pass the relevant examinations before taking up the positions. We have also established a food safety management team and appointed full-time food safety management employees to manage food safety in schools in a more systematic way.

Mental health

The mental health of teachers and students is also a key concern for the Group. Guangdong Polytechnic College under the Group has set up a mental health education and counseling center (the “Counseling Center”) to provide free psychological counseling services on an individual or group basis for all teachers and students in the school. Individual counselling aims to promote students’ personal development, covering areas of self-awareness, study, emotion management, interpersonal communication, sexual psychology and love psychology, employment and career choice psychology, and personal adaptation and development. For group counselling, the service mainly targets groups of different needs and leverages the groups’ power to solve common issues encountered by students in their adaption and development and promote students’ self-growth and self-esteem. In addition, the Counseling Center also holds mental health education activities in the form of salon, lecture and psychological movie show on a regular basis. To further promote students’ mental health, the Counseling Center is also responsible for guiding and assisting psychological counseling teachers in the school in carrying out psychological counseling, conducting mental health surveys, creating psychological archives for students, identifying students with potential mental health issues and providing them with assistance as soon as practicable.

Disease prevention

The Group actively responds to the Healthy China Strategy stated in the Report of the 19th National Congress of the Communist Party of China and promotes a healthy and civilized lifestyle while sticking to “prevention first”. To this end, the Group has adopted a series of measures to prevent and control infectious diseases and protect the health of all employees and students. We have formulated internal systems and guidelines including the Infectious Disease Prevention and Control System, the Reporting System for Infectious Diseases, Epidemic and Public Health Emergency and the Student Health Management System in the PRC Schools. In the Infectious Disease Prevention and Control System, we set out the responsible units and their responsibilities for infectious disease prevention and control in the schools, morning inspection requirement and the mechanism for tracking students and teachers absent from class due to illness, in order to realize “early identification, reporting, diagnosis and treatment” for infectious diseases and protect the health of teachers and students.

The Group also attaches great importance to the education about infectious diseases and continues to carry out educational activities on tuberculosis, dengue fever and AIDS. During the Reporting Period, we partnered with a chronic disease prevention and control station to give a lecture on “taking actions to end tuberculosis and build a healthy China together”, and carried out online knowledge promotion and quizzes through platforms including school website and official WeChat account to expand students’ knowledge of tuberculosis prevention and control. In addition, we invited the Center for Disease Control and Prevention of Gaoyao District, Zhaoqing to give lectures on AIDS health knowledge, provide on-site consultation and publicity in our schools several times, and distributed educational materials on the Health Education Prescription for AIDS Prevention among students. To strengthen students’ understanding of AIDS prevention and sexual health, we also disseminated the relevant information on AIDS prevention through the official WeChat accounts of our schools and carried out surveys on AIDS knowledge to further improve the relevant education work.

Sustained and Steady Development

As a responsible education institution, the Group is committed to adhering to the principle of sustainable development and creating value for the society while devoted to the education industry.

ADHERING TO COMPLIANT OPERATION

The Group adheres to compliant operation. In publishing public information such as advertisements and enrollment brochures, the Group strictly complies with the relevant laws and regulations including the Advertising Law of the PRC and the Law for Promoting Private Education of the PRC, submits the information to the relevant authorities for prior approval and undertakes not to use any false information for promotion.

The Group respects intellectual property rights. Our schools use teaching materials ordered from qualified publishers and purchase genuine software and teaching resource website accounts for teachers to ensure that our schools use licensed educational and software resources. In order to further improve our intellectual property right protection mechanism, the Group has also formulated the Reform Measures for Scientific Research System and Mechanism of Guangdong Polytechnic College, the Incentive Measures for the Application of Scientific and Technological Achievements for Employees of Guangdong Polytechnic College and other relevant management measures to ensure that the intellectual property rights and patents granted to teachers and students of our schools are protected. If any investigation reveals any plagiarism, theft, tampering, illegal possession, counterfeiting or other forms of infringement of intellectual property rights, the Group will punish the persons involved in accordance with the relevant mechanism, take legal actions when necessary, and assist the relevant authorities in handling the incidents according to the law.

In accordance with the relevant laws and regulations including the Law of the PRC on the Protection of Minors and the Tort Liability Law of the PRC, the Group has developed the rules for the protection of confidential information such as student information and business secrets, including the scope and confidentiality level of confidential information as well as the handling procedures and accountability mechanism in case of reveal or leak of secrets. To ensure the integrity and security of student information, we have formulated a student information spreadsheet and set permissions for it to impose restrictions on employees' access to and prevent the leak of student information. In case of any leak of the privacy of the Group or our students, the Group will immediately take remedial measures in accordance with the established procedures and punish the leaker according to the severity of the leak.

During the Reporting Period, the Group had not experienced any complaints or litigations regarding violation of laws relating to advertising, labelling and privacy.

COMPREHENSIVE SUPPLY CHAIN MANAGEMENT

To effectively manage procurement, the Group continues to improve the Procurement Management System to reduce procurement risk while striving to control procurement costs and strengthen procurement performance. In the Procurement Management System, we have clearly stipulated the duties and responsibilities of the procurement department of the Group and the procurement center of our schools, as well as the procurement procedures including procurement application and bidding requirements, to ensure compliant and standardized procurement.

In order to ensure that the products or services procured meet the requirements of the Group and the laws and regulations relating to environment and society, the Group has also developed the System of the Procurement Center for Review and Management of Suppliers and carries out continuous evaluation in the procurement process:

Types of review	Contents of review
Admission review	Prepare the requirements for admission of suppliers, establish a list of approved suppliers, and review suppliers in terms of operation conditions, production capacity, quality management system, product quality and delivery period based on procurement information such as the types, acceptance criteria, specifications and models of purchased goods.
Process review	Obtain information on the use of purchased goods by the relevant departments on a regular basis, review and record the information reported by them, and provide timely feedback to suppliers to ensure that the purchased goods continuously meet the requirements for use.
Evaluation and management	Develop a supplier evaluation form, conduct a comprehensive evaluation of suppliers by analyzing their product quality, technical capability, delivery ability and product pass rate, and consider removing suppliers with inferior performance.

In order to manage the product quality of suppliers in a more comprehensive manner, the procurement center of the Group completes the supplier evaluation form each semester based on the quality of the products delivered by suppliers and their environmental compliance, and determines the levels and scores assigned to each supplier with reference to the standards set out in the form, which will serve as the basis for inclusion in the list of approved suppliers. Subject to the approval of the head of the procurement center, the suppliers which have obtained the ISO 9001 quality system certification or product quality certification may be directly included in the list of approved suppliers.

Sustained and Steady Development

CLEAN AND HONEST OPERATION

The Group operates on the principles of honesty, ethics and integrity and firmly resists illegal acts such as bribery, extortion, fraud and money laundering. The Group has been in strict compliance with national and local laws and regulations relating to anti-corruption, such as the Criminal Law of the PRC, the Anti-Money Laundering Law of the PRC, the Criminal Procedure Law of the PRC, the Supervision Law of the PRC and the Interpretation of the Supreme People's Court and the Supreme People's Procuratorate on Several Issues Concerning the Application of Law in the Handling of Criminal Cases of Embezzlement and Bribery. In the Teachers Code of Conduct, we have explicitly prohibited all employees from bribery, extortion, fraud, money laundering and other illegal acts and stipulated the relevant professional ethics and code of conduct to prevent fraud.

To put an end to all illegal acts such as corruption and fraud, the Group has adopted internal corruption reporting procedures, which stipulate in detail how to deal with reports, complaints and appeals. The supervision department of the Group has set up a mailbox and an email for complaints to receive reporting letters from employees and students. Upon receiving reports, the supervision department will conduct an investigation according to the procedures. If the allegation is proven to be true, it will impose corresponding punishment pursuant to the relevant guidelines.

In addition, the Group has set out the main responsibilities, powers and authorities of the supervision department and how to deal with violations of different degrees in the Certain Provisions on Supervision Work to further regulate various tasks of discipline inspection and supervision. The Certain Provisions on Supervision Work stipulate the principles and procedures to be followed when conducting investigations and require the staff at the supervision department to adhere to the principle of seeking truth from facts, to act based on facts and in accordance with national laws and school rules, and to take investigations and evidence seriously. Furthermore, in order to protect the whistleblowers from retaliation, in the relevant rules we also require the staff at the supervision department to strictly protect the information on petitioners, visitors and whistleblowers and not to forward any letters or reports to the persons reported.

During the Reporting Period, the Group had not experienced any malpractice cases including corruption, bribery, extortion, fraud and money laundering involving the Group or our employees.

Devoted Care for Employees

The sustainable business development of the Group depends on the contribution of our employees. As such, we continue to allocate resources to attract and retain talents and are committed to providing employees with diversified training and development opportunities, as well as competitive salaries and benefits. Through continuous optimization of our human resource management system, we endeavor to create a friendly and healthy working environment for employees, so that they can show their strengths and develop their potential.

EMPLOYEE DISTRIBUTION OVERVIEW

During the Reporting Period, the Group had a total of 2,289 employees, with details as follows:

Existing Employees		
Gender	Number	Percentage
Male	1,180	51.6%
Female	1,109	48.4%
Age	Number	Percentage
Under 30	550	24.0%
30—40	892	39.0%
41—50	445	19.4%
51 or above	402	17.6%
Job Title	Number	Percentage
Senior management	22	1.0%
Mid level management	91	4.0%
General employees	2,176	95.0%
Employee Turnover		
Gender	Number	Percentage
Male	111	9.4%
Female	126	11.4%
Age	Number	Percentage
Under 30	67	12.2%
30—40	77	8.6%
41—50	35	7.9%
51 or above	58	14.4%

Devoted Care for Employees

TALENT RECRUITMENT

The Group strives to recruit talents with a scientific, fair and mature talent selection system. In the process of recruitment and dismissal, we have been in strict compliance with the Labor Law of the PRC, the Labor Contract Law of the PRC, the Employment Promotion Law of the PRC, the Education Law of the PRC, the Teacher Law of the PRC, the Labor Dispute Mediation and Arbitration Law of the PRC and other relevant laws and regulations. We treat every job applicant equally regardless of gender, nationality and age. In order to further regulate the recruitment, we have also formulated the Employees Employment Management System, setting out the requirements for recruitment, compensation, dismissal, promotion, performance assessment, working hours, rest periods, equal opportunities, diversity and anti-discrimination. The Group is committed to promoting the construction and development of the teachers of our schools through a sound recruitment management system.

In addition, the Interim Management Measures for Recruitment of Employees of the Group also set out the requirements for the selection criteria for full-time teachers, administration staff, teaching support staff, instructors and logistics staff including educational background, professional title and comprehensive quality. In accordance with the foregoing provisions and by adhering to the principle of fair and impartial recruitment, the human resource department of the Group conducts strict review of job applicants and invites qualified applicants to undergo ability assessment organized by the employing unit. Each employing unit arranges assessment for job applicants, including written exams, interviews, trial lectures and assessment of practical operation ability of laboratory technicians, depending on their practical needs, and advises the human resource department based on the assessment results. By taking into account the assessment results and the recommendations from the employing unit, the human resource department selects suitable candidates based on merits, which will be considered at the dean's office meeting to determine successful candidates.

The Group strictly prohibits the use of child labor or forced labor and has been in strict compliance with the relevant laws and regulations including the Law of the PRC on the Protection of Minors and the Regulations on the Implementation of the Employment Contracts, the Rules of the State Council on Working Hours of Employees, the Law of the PRC on the Protection of Minors and the Provisions on the Prohibition against the Use of Child Labor. To protect the rights and interests of both employers and employees, the Group expressly provides in the labor contract that the Group and our employees have equal legal status to ensure that neither party will impose its will on the other party by force. Our recruitment system will screen out job applicants under the age of 16, and we will conduct strict examination of their identification documents to ensure that all employees have reached the legal age of employment and are qualified for employment. If any job applicant is found to have used false documents, the Group will immediately terminate his/her employment and reserve the right to rescind his/her labor contract. In order to completely eliminate the use of illegal workers, all product and service suppliers of the Group are required to strictly abide by the aforesaid provisions.

During the Reporting Period, the Group had not experienced any complaints or litigations regarding the violation of the laws relating to recruitment, compensation, dismissal, promotion, performance appraisal, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other areas of recruitment, nor had we violated any laws and regulations relating to child labor and forced labor.

EMPLOYEE CARE

The Group actively retains capable talents through reasonable and competitive remuneration and benefits to jointly promote the sustainable development of the Group. We are determined to safeguard the legitimate rights and interests of employees and provide transparent policies for remuneration and benefit payment, which explicitly set out the responsibilities and authority for remuneration and benefit management, the structure of remuneration and benefit system, the calculation, payment, adjustment and assessment of remuneration, etc.

The Group advocates work-life balance and encourages employees to relax in their spare time. As such, we organize all kinds of recreational activities through trade unions on a regular basis, including concerts, sports games, dinners, travelling and outdoor activities, in order to enable employees to release pressure in spare time and increase team cohesion. During the Reporting Period, we organized a series of colorful activities for employees, such as Teachers' Day celebrations, autumn outing, employee sports games and festival celebrations.



Autumn outing of employees



Staff dinner



8 March Women's Day event



Festival celebration

Devoted Care for Employees

STAFF TRAINING AND DEVELOPMENT

The Group is well aware that the teaching quality, management standard and school image are closely related to employees and management. Therefore, the Group provides diversified training programs for employees to actively improve the level and quality of teachers. The Group has designed a series of training programs, including new teacher training, continuous education for professional and technical personnel and external training, in accordance with the 13th Five-Year Plan for Teacher Team Development. Moreover, the Group also arranges management training for the school leadership and management to further strengthen their comprehensive management competence.

For new teacher training, the Group formulates annual training plans according to the guidelines and requirements of the relevant authorities. The training covers various areas, including basic professional standards for teachers, teacher experience sharing and basic skills for teachers, and is aimed to enable new teachers in the relevant school year to develop correct professional ethics, learn about the positioning and culture of our schools, initially master teaching standards and skills, and adapt to the teaching requirements of our schools as soon as practicable.

The Group also lays great stress on improving the teaching and research ability of existing employees. To this end, we have formulated the Management Measures for the Appraisal of Junior and Intermediate Titles, setting out detailed requirements for the conditions for grant of junior and intermediate titles and professional and technical work experience, to promote career development of employees.



Employee training



Devoted Care for Employees

During the Reporting Period, a total of 4,637 employees of the Group participated in the training programs organized by the Group.

Number of employees trained	
Gender	Number of employees
Male	1,918
Female	2,719
Job Title	Number of employees
Senior management	27
Mid level management	304
General employees	4,306

Creating a Green Campus Together

As a responsible education institution, the Group is committed to introducing green elements into campus construction, educational courses and extracurricular activities. We hope to extend the concept of sustainable development to daily life and promote the common sustainable development of campus and society through a series of green activities and measures.

While the PRC Schools of the Group have not had any significant impacts on the environment and natural resources in their daily operation, we have been in strict compliance with the relevant laws and regulations including the Environmental Protection Law of the PRC, the Pollution Prevention and Control Law of the PRC, the Water Pollution Prevention and Control Law of the PRC, the Environmental Noise Pollution Prevention and Control Law, the Solid Waste Pollution Prevention and Control Law of the PRC and the Energy Conservation Law of the PRC in the school operation, and strive to minimize any potential impacts on the environment. During the Reporting Period, the Group had not experienced any complaints or litigations regarding violation of laws relating to environmental protection.

GREEN CAMPUS

As an enterprise in the education industry, the Group's environmental impacts mainly represent the resource consumption and emissions in the office area and teaching area of the PRC Schools. Nevertheless, the Group actively identifies our major emissions and resources consumed in the operation. The Group has formulated guidelines including the Management Measures for Use of Water and Electricity, the Management Rules for Use of Air Conditioners, the Management Measures for Campus Lamps and Fountains, the Management Rules for Safe Use of Electricity in Student Dormitories and the Circular on Carrying out Publicity and Education for Water and Electricity Saving, which are required to be strictly complied with by all students and employees. We have also adopted the following series of measures to improve the management of emissions and resource consumption in business operation.

Energy saving and emission reduction

- All teaching and dormitory buildings have strictly met the requirements of existing national and provincial mandatory provisions for energy saving of buildings, such as the Design Standard for Energy Efficiency of Public Buildings (GB50189-2005);
- We have set up energy management positions and appointed energy management personnel to effectively and comprehensively implement various energy-saving measures;
- We have established an energy saving and consumption reduction leading team, which is responsible for researching and planning for energy saving on a regular basis;
- LED lamps with high energy efficiency are installed in teaching buildings, dormitory buildings, sports fields and other public areas in the schools;
- For certain areas on campus, induction lamps or solar energy lamps are installed, which will be automatically turned off when no one is in close proximity;



Creating a Green Campus Together

- We work together with professional environmental protection companies and use solar energy to generate electricity on campus, with the aim of “self-generation and self-consumption of electricity, with excess electricity delivered to national grid”.
- An electricity consumption and energy saving management system has been installed in student dormitories and teacher dormitories. Energy-saving and low-consumption air energy water heaters have been adopted for the water heating system, and the supply of hot water is limited to be available only in specified hours to further reduce energy consumption;
- We also adopt energy-saving and low-consumption equipment in canteens and use natural gas which is more energy-saving and environment-friendly; and
- We have formulated the Vehicle Use and Management System, which requires that all uses of vehicles must be approved by the schools in advance in order to reduce emissions associated with excessive use of vehicles.

Waste disposal

- We have placed trash cans of different types on campus and conducted extensive publicity and education for garbage separation through the student office, the youth league committee and other departments to encourage students to carry out garbage separation;
- We require the cleaning staff to examine sorted garbage in collecting garbage to ensure that recyclable garbage and non-recyclable garbage are correctly separated;
- Hazardous waste, such as waste batteries and waste ink cartridges, and other electronic waste are delivered to the property management center for disposal on a centralized basis, with detailed records kept; and
- Professional institutions are engaged to recycle and dispose of kitchen waste generated in the canteens.

Resources saving

- We have formulated the Management Measures for Use of Water and Electricity to provide guidance for teachers and students on the saving of electricity and water; and
- The logistics departments of our schools check the use of water and other equipment on campus on a regular basis to prevent the decrease in service efficiency due to equipment ageing or failure.

Creating a Green Campus Together

GREEN EDUCATION

The Group actively implements green concept college education and is committed to advocating the concept of low carbon emissions and building a green campus. As an educational institution focusing on science, the Group actively leverages our existing teachers, equipment and other teaching resources and introduces environmental protection and green development into formal courses in order to strengthen students' understanding of current situation of environment, ecology and resources in the PRC. We list and explain the methods and measures for environmental protection for students as well as the environmental protection measures of other countries in the relevant courses, and conduct in-depth discussion and research to pass on green ideas to students.

During the Reporting Period, the PRC Schools under the Group organized a series of publicity and education activities on energy saving and emission reduction, and promoted the awareness of saving of energy and resources among students through channels including theme class meetings, bulletin boards, campus radio and official school WeChat accounts. In addition, we put up slogans and notices regarding energy saving in many places on campus, which remind students to cherish the precious resources on earth all the time.



Green plants adoption event



Garbage separation publicity event



Energy-saving slogan on campus



Environment-friendly painting event

ENVIRONMENTAL PERFORMANCE

Indicator	Unit	Value
Resource Consumption		
(i) Water consumption ¹	tonne	1,825,274
Water consumption intensity	tonne/square meter ²	1.86
(ii) Electricity consumption	kWh	24,645,719.74
Electricity consumption intensity	kWh/square meter	25.15
(iii) Gasoline consumption	liter	46,350
Gasoline consumption intensity	liter/vehicle ³	4,213.64
(iv) Office paper consumption	kg	7,920
Paper consumption intensity	kg/person ⁴	3.51
Greenhouse Gas Emissions		
Motor vehicle emissions (scope 1) ⁵	tonne	110.96
Electricity consumption emissions (scope 2) ⁶	tonne	15,036.35
Total greenhouse gas emissions	tonne	15,147.31
Total greenhouse gas emission intensity	tonne/square meter	0.015
Vehicle Air Pollutant Emissions⁷		
Carbon monoxide (CO) emissions	kg	274.59
Nitrogen oxide (NO _x) emissions	kg	359.13
Sulfur oxide (SO _x) emissions	kg	0.70
Suspended particulate matter (PM _{2.5}) emissions	kg	6.16
Suspended particulate matter (PM ₁₀) emissions	kg	6.72

1 The Group's water supply is from municipal water, and it has not experienced any issue in sourcing water that is fit for purpose.

2 Total gross floor area of the campuses of the Group is 979,919.62 square meters.

3 The Group owns a total of 11 vehicles.

4 The Group has a total of 2,289 employees.

5 The calculation method of motor vehicle greenhouse gas emissions (scope 1) is with reference to the Greenhouse Gas Emissions Calculation Methods and Reporting Guidelines for Land Transport Enterprises (Trial) issued by the Ministry of Environmental Protection of the PRC.

6 The calculation method of electricity consumption greenhouse gas emission (scope 2) is with reference to the Average Emission Factor of National Power Grid for 2015 issued by the Ministry of Ecology and Environment of the PRC.

7 The calculation method of vehicle air pollutant emissions data is with reference to the Technical Guidelines for the Compilation of Road Motor Vehicle Emission List (Trial) issued by the Ministry of Environmental Protection of the PRC.

Creating a Green Campus Together

Indicator	Unit	Value
Solid Waste Generation		
<i>(i) Non-hazardous waste</i>		
Domestic garbage generation	tonne	7,330
Domestic garbage generation intensity ⁸	tonne/square meter	0.0075
<i>(ii) Hazardous waste</i>		
Waste cartridge generation	piece	226
Waste cartridge generation intensity	piece/person	0.10
Waste fluorescent lamp generation	piece	3,918
Waste fluorescent lamp generation intensity	piece/person	1.74
Waste battery generation	kg	74.55
Waste battery generation intensity	kg/person	0.033

⁸ The Group's domestic garbage generation intensity during the Reporting Period decreased by 25.20% compared to 2018 (0.01 tonne/square meter).

Promoting Social Welfare

While focusing on our own development, the Group always adheres to the cooperation with the community. We have actively devoted our resources and advantages as an education enterprise to public welfare undertakings including caring for children and the elderly and charitable donations, and have set an example by personally taking part in supporting the development of social welfare. The Group makes donations to and supports poverty-stricken areas each year. In order to encourage students to actively participate in community public welfare activities, we have formulated the Implementation Plan for School and Community Public Welfare Activities, in the hope of making the life of students more substantial and meaningful and promoting the growth and all-round development of students.

During the Reporting Period, Guangdong Polytechnic College under the Group spent more than RMB150,000 in total in various public service organizations and activities, including the poverty alleviation fund in Guangdong Province, party member volunteer activities, young volunteer activities and the Visiting Countryside activity. It spared no effort to give back to the society.

VISITING COUNTRYSIDE BY GUANGDONG POLYTECHNIC COLLEGE

In order to actively respond to the call of the provincial propaganda department, the provincial civilization office, the provincial youth league committee, the provincial education department, the provincial students' federation of Guangdong Province in the "Visiting Countryside" social practice activity for college students during the summer vacation each year, Guangdong Polytechnic College arranged social practice service teams, comprising mainly teacher party members, student party members and active applicants for party membership, to visit places including Dahu Town, Lianping County, Heyuan City, by making full use of its advantages in party and youth league development, so that students can receive education, develop abilities and make contribution in practice.

During the Reporting Period, Guangdong Polytechnic College sponsored 11 school-level key teams for the Visiting Countryside activities with over RMB60,000 in total. They made "Visiting Countryside" tours to Zhong Village, Tanxia Town, Wuhua County, Lengshui Village, Xiaojiang Town, Yangshan County, Qingyuan City and Huangshadong village, Hengli Town, Huizhou City, where they carried out volunteer teaching, rural sewage treatment, surrounding ecological environment surveys and support in agricultural skills.



CIVILIZED ROAD SAFETY PATROL VOLUNTEER SERVICE TO PROTECT OUR SAFETY IN THE COMMUNITY

In September 2019, the youth league committee of Zhaoqing School arranged student representatives from its student union and youth volunteer association to attend the launching ceremony of “Civilized traffic volunteer service to protect our safety in the community” sponsored by Zhaoqing Municipal Public Security Bureau, which aimed to improve the quality of citizens and pass on the message of “Civilized transportation starts with ourselves” to them.

On the day of the launching ceremony, the student representatives from Zhaoqing School shared the experiences in participating in civilized transportation with the citizens present, distributed flyers on civilized transportation, and played games with them, which enabled the citizens to experience the dangers brought by drunk driving and strengthened their awareness of transportation safety.



VITALITY AT GRASS ROOTS LEVEL – VOLUNTEER TEACHING IN PRIMARY SCHOOL ON THE TOMB-SWEEPING DAY

In April 2019, the student volunteers from Guangdong Polytechnic College visited Wanfu Primary School and conducted vivid and interesting teaching activities for primary school students from different grades. To cultivate the thirst for knowledge and curiosity of children, the student volunteers explained simple and magical physical phenomena to preschool class students through a series of physical experiments. For students from grades 1 to 4, the student volunteers told them the stories of martyrs and heroes through animation, text and other diversified ways. On the day of the activity, the children's responses were very enthusiastic, and they actively answered volunteers' questions. Through this activity, we expect to preach the spirit of martyrs and heroes of altruism, not shrinking from toil and hardship and not afraid of sacrifice to the children and hope that they will work together bravely for the benefit of the people in the future.



Content Index of the Environmental, Social and Governance Reporting Guide of the Hong Kong Stock Exchange

Aspects	Key Performance Indicator	Description	Related Section(s)/ Remark
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 exhaust and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Creating a Green Campus Together Green Campus
	A1.1	The types of emissions and respective emissions data.	Environmental Performance
	A1.2	Greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Environmental Performance
	A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Environmental Performance
	A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Environmental Performance
	A1.5	Description of measures to mitigate emissions and results achieved.	Green Campus
	A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Green Campus
A2 Use of Resources	General disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Green Campus Green Education
	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).	Environmental Performance
	A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Environmental Performance
	A2.3	Description of energy use efficiency initiatives and results achieved.	Green Campus
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Green Campus Environmental Performance
	A2.5	Total packaging materials used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Not applicable to the business of the Group

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Aspects	Key Performance Indicator	Description	Related Section(s)/ Remark
A3 Environment and Natural Resources	General disclosure	Policies on minimizing the issuer's significant impacts on the environment and natural resources.	Green Campus Green Education
	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Creating a Green Campus Together Green Campus Green Education
B. Social			
Employment and Labor Practices			
B1 Employment	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 compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Talent Recruitment Employee Care
	B1.1	Total workforce by gender, employment type, age group and geographical region.	Employee Distribution Overview
	B1.2	Employee turnover rate by gender, age group and geographical region.	Employee Distribution Overview
B2 Health and Safety	General disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Building a Caring Campus
	B2.1	Number and rate of work-related fatalities.	Building a Caring Campus
	B2.2	Lost days due to work injury.	During the Reporting Period, the Group had two cases of work-related injuries, with a total of 55 lost days due to work injury
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Building a Caring Campus

Content Index of the Environmental, Social and Governance Reporting Guide of the Hong Kong Stock Exchange

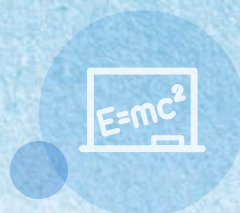
Aspects	Key Performance Indicator		Related Section(s)/ Remark
	Indicator	Description	
B3 Development and Training	General disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Staff Training and Development
	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Staff Training and Development
	B3.2	The average training hours completed per employee by gender and employee category.	We will consider disclosing such data in the future
B4 Labor 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.	Talent Recruitment
	B4.1	Description of measures to review employment practices to avoid child and forced labor.	Talent Recruitment
	B4.2	Description of steps taken to eliminate such practices when discovered.	Talent Recruitment
Operating Practices			
B5 Supply Chain Management	General disclosure	Policies on managing environmental and social risks of the supply chain.	Comprehensive Supply Chain Management
	B5.1	Number of suppliers by geographical region.	We will consider disclosing such data in the future
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	Comprehensive Supply Chain Management

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Aspects	Key Performance Indicator	Description	Related Section(s)/ Remark
B6 Product Responsibility	General disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Building a Caring Campus Adhering to Compliant Operation
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Not applicable to the business of the Group
	B6.2	Number of products and service-related complaints received and how they are dealt with.	Exceptional Teaching Management We will consider disclosing the information on products and service-related complaints in the future
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	Adhering to Compliant Operation
	B6.4	Description of quality assurance process and recall procedures.	Not applicable to the business of the Group
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Adhering to Compliant Operation
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.	Clean and Honest Operation
	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.	Clean and Honest Operation
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Clean and Honest Operation

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Aspects	Key Performance Indicator	Description	Related Section(s)/ Remark
Community			
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.	Promoting Social Welfare
	B8.1	Focus areas of contribution (e.g. education, environmental concerns, labor needs, health, culture, sport).	Promoting Social Welfare
	B8.2	Resources contributed (e.g. money or time) to the focus area.	Promoting Social Welfare



China Kepei Education Group Limited
中國科培教育集團有限公司