

立德教育股份有限公司

Leader Education Limited

(Incorporated in the Cayman Islands with limited liability)

Stock Code:1449



2020

Environmental, Social & Governance Report

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ABOUT THE REPORT

Leader Education Limited (the “Company”), together with its subsidiaries¹ (hereafter the “Group”, “We” or “us”) are a leading private formal higher education service provider in Heilongjiang Province, the People’s Republic of China (“PRC”). We are pleased to present our first Environmental, Social and Governance (“ESG”) Report (the “Report”). The Report details the Group’s management approaches, policies and initiatives in ESG management to demonstrate our commitment in pursuit of sustainable development and integrate ESG concepts in our business strategic planning, operations and decision making. For information regarding the Group’s corporate governance, please refer to the section of corporate governance report in page 60 to 70 of our 2020 annual report.

REPORTING SCOPE

The scope of the Report covers the environmental and social performance of Songbei Campus and Hanan Campus in Heilongjiang College of Business and Technology (“our school”), during the financial year ended 31 August 2020 (the “Reporting Period” or “2019/20”), unless otherwise stated.

REPORTING STANDARD

The Report has been prepared in accordance with the “Environmental, Social and Governance Reporting Guide” (the “ESG Reporting Guide”) which is set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the “Stock Exchange”) as well as adhering to the ESG reporting principles of materiality, quantitative, balance and consistency.

The Report has complied with the “comply or explain” provisions set out in the ESG Reporting Guide. With the exception of provisions that the Group considers inapplicable to our business operations or provide partial disclosure, explanations are illustrated in the corresponding section as well as the index of ESG Reporting Guide at the end of the Report. The Report has been reviewed and approved by the board of directors of the Group (the “Board”).

CONTACT AND FEEDBACK

We value your views and suggestions to help us to improve our ESG management and performance. You are always welcome to contact us via info@hibu.edu.cn.

¹ The subsidiaries of the Company includes our PRC consolidated affiliated entities.

ABOUT LEADER EDUCATION

We currently own and operate one private higher education institution – Heilongjiang College of Business and Technology with a total of 8,807 students enrolled in 2019/20 school year. We ranked eighth among all private formal higher education service providers in Heilongjiang Province as measured by full-time student enrollment in the 2018/2019 school year.

We recruited students from over 20 provinces, municipalities and autonomous regions in China and offered more than 20 majors of different disciplines, including management, engineering, economics, literature and arts, with comprehensive coverage of specialized fields of study to introduce professional talents in different areas, and over 869 courses, including mandatory general education courses (通識課), major-mandatory courses and elective courses. Our school is one of the two private higher education institutions and the only private higher education institution with the bachelor's programme in Heilongjiang Province offering specialised majors and curriculums in railway transportation.

In August 2020, the Company was successfully listed on the Main Board of the Hong Kong Stock Exchange and became a listed company specializing in higher education and vocational education business, which has injected a new impetus into future education business development and school scale expansion of the Group.

Our school currently has two campuses, namely, Songbei Campus and Hanan Campus. Songbei Campus occupies premises with an aggregate gross site area of approximately 144,095.0 sq.m. and has buildings with an aggregate gross floor area of approximately 169,818.33 sq.m. The building complex in Songbei Campus primarily includes two teaching buildings, a library, an information centre, a canteen, a gymnasium and seven student dormitory buildings. Songbei Campus also has a building that is used as a laboratory and practical training studios to provide our students with opportunities to improve their practical skills. The first phase of Hanan Campus has been put in use since September 2019. We have established and put into use four new training centres at Hanan Campus for students of the departments of economics, accounting, computer science and business management to provide additional teaching and training space to our students to enhance their knowledge and skills.

ABOUT LEADER EDUCATION

OUR MILESTONES



AWARDS AND RECOGNITIONS

With our enriched experience in operating higher education institution and fostering school-enterprise cooperation in our application-oriented higher education programmes, we have obtained various awards from provincial education departments and different education associations over the years and are widely recognised for our achievements in private higher education industry. The following table indicates the major awards and honours obtained by our school and students.

AWARDS OF OUR SCHOOL AND OUR STUDENTS RECEIVED IN 2019/20

Year	Awards/Accreditations	Awarding Organization
2019	Civilized Campus Model (文明校園標兵)	Education Task Board of the Committee of Communist Party of China in Heilongjiang Province (中共黑龍江省委教育工作委員會)
2019	Heilongjiang Province Teachers' Morality Advanced Group (黑龍江省師德先進集體)	Education Department of Heilongjiang Province (黑龍江省教育廳)
2019	National Greening Model Unit (全國綠化模範單位)	Office of National Greening Committee (全國綠化委員會)
2017-2019	Highest award of "Learn Entrepreneurship Cup" College Students' Innovation and Entrepreneurship Comprehensive Simulation Contest in Heilongjiang Province (黑龍江省高校「學創杯」大學生創新創業綜合模擬大賽)	

OTHER AWARDS RECEIVED SINCE THE ESTABLISHMENT OF OUR SCHOOL

Year	Awards/Accreditations	Awarding Organization
2013	National Education Reform and Innovation Model College (全國教育改革創新示範院校)	China Education Association and China Education Development Association (中國教育協會、中國教育發展促進會)
2012	China Education Reform Excellence Achievement (中國教育改革卓越成就獎單位)	China Education Association and China Education Development Association (中國教育協會、中國教育發展促進會)
2010	National Advanced Independent College (全國先進獨立學院)	China Independent College Association (中國獨立學院協作會)
2008	Heilongjiang Province Gold Service School (黑龍江省金牌服務院校)	People's Evaluation of Social Credibility Activities Commission of Heilongjiang Daily (黑龍江日報社會信譽百姓評價活動組委會)

STAKEHOLDER ENGAGEMENT

Leader Education maintains routine communication with our identified key stakeholders, including employees (teachers and other staff), students and their parents, alumni, government and regulators, shareholders and investors, suppliers, business partners, industry associations, the community and the public, via various communication channels. Through this practice, we can strengthen our understanding of their needs and expectations and the ESG issues they concern in relation to our business operations, as well as responding to their concerns with timely and appropriate actions in promoting ESG management along our business value chain. The below table summarises the communication channels we adopted to and their expectations and concerns.

Stakeholders	Expectations and concerns	Communication channels
Employees (Teachers and other staff)	<ul style="list-style-type: none"> • Benefits and compensation package • Employee rights • Safe workplace • Prospects and opportunities of career development • Teaching quality and performance 	<ul style="list-style-type: none"> • Emails and suggestion box • Regular meetings • Staff performance evaluation • Employee training • Employee activities
Students & Parents	<ul style="list-style-type: none"> • School reputation • Teaching quality • Qualifications of teaching teams • Teacher ethics and morality • Safe campus • Abundant teaching resources • Employment rate of graduates • Information privacy 	<ul style="list-style-type: none"> • Feedback in class • Satisfaction survey • Forums • Mailbox • Emails • Meetings • Online platforms (e.g. Official WeChat) • Corporate and school website
Alumni	<ul style="list-style-type: none"> • School ranking and reputation • Teaching quality 	<ul style="list-style-type: none"> • Alumni surveys and meetings • Corporate and school website
Government and regulators	<ul style="list-style-type: none"> • Laws and regulations compliance • Robust operation control 	<ul style="list-style-type: none"> • Document submission • Meetings with regulatory authorities • Site inspections • Compliance assessment reports • Forum, seminar and conference
Shareholders and investors	<ul style="list-style-type: none"> • Investment return • Business growth and development • Corporate governance • Risk management and mitigation 	<ul style="list-style-type: none"> • Corporate website • Annual general meeting • Corporate announcements • Annual and interim reports

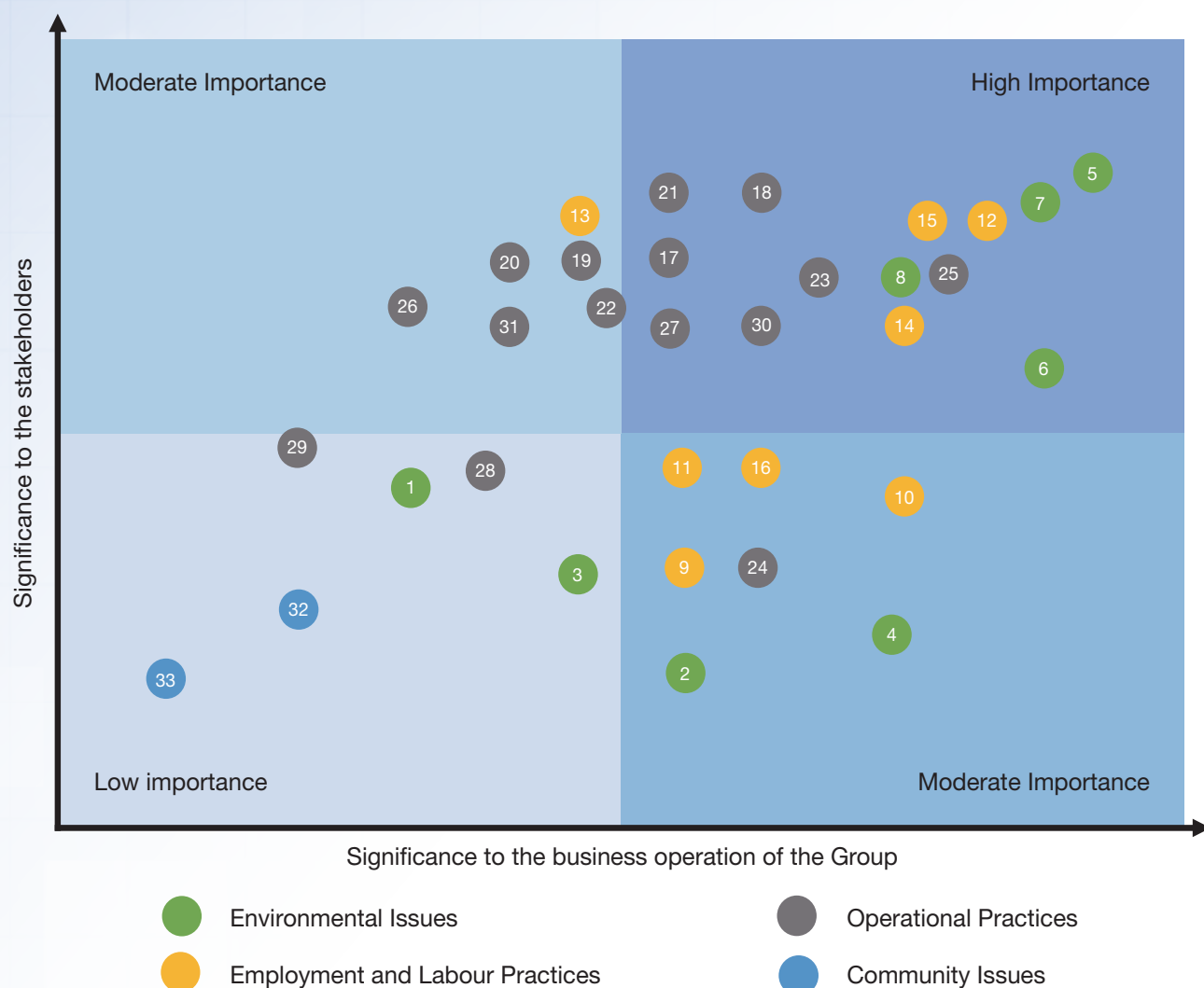
STAKEHOLDER ENGAGEMENT

Stakeholders	Expectations and concerns	Communication channels
Suppliers	<ul style="list-style-type: none"> • Long-term business cooperation • Fair competition 	<ul style="list-style-type: none"> • Supplier selection and performance assessment • Procurement and tendering • Site visits
Business partners	<ul style="list-style-type: none"> • Long-term business growth and development • Business ethics and integrity • Teaching philosophy and quality 	<ul style="list-style-type: none"> • On-going direct engagement • Cooperative programmes and agreement
Industry associations	<ul style="list-style-type: none"> • Quality of teaching • Qualifications of teaching teams 	<ul style="list-style-type: none"> • Industry activities • School visits • Emails • Phone calls • Seminars and conferences • Circulars, press and publications
Community	<ul style="list-style-type: none"> • Social development and public welfare • Environmental conservation 	<ul style="list-style-type: none"> • Corporate and school website • Community activities • Emails • Phone calls • Charitable activities and voluntary services
The Public	<ul style="list-style-type: none"> • School ranking and reputation • Teaching quality • Qualifications of teaching teams • Information transparency 	<ul style="list-style-type: none"> • Corporate and school website • Emails • Phone calls • School brochures and marketing materials

MATERIALITY ASSESSMENT

In view of holistic corporate ESG management and reporting disclosure, it is crucial to determine the ESG issues that matter most to our stakeholders and business operation. Regarding this, we have commissioned an external consultant to identify 33 ESG issues in relation to education business through referencing to the international reporting standards, corporate business strategy and development and peer benchmarking analysis.

We then conducted online questionnaires with stakeholders and internal discussions with management in order to prioritise the materiality of each of ESG issues pertinent to their significance to the stakeholder themselves and the Group's business operation respectively. We have identified 12 ESG issues ranked as high importance and the result of the materiality assessment is illustrated in the below materiality matrix.



MATERIALITY ASSESSMENT

High Importance		Moderate Importance		Low Importance	
5	Water use	2	Greenhouse gas emissions and management	1	Energy efficiency
6	Materials consumption	4	Waste Management	3	Response to climate change
7	Green campus	9	Fair employee management system	28	Supply chain management
8	Environmental awareness for employees and students	10	Labour rights and benefits	29	Advertising and marketing promotion and compliance
12	Employee attraction and retention	11	Employee recruitment	32	Participation in charity activities
14	Occupational health and safety	13	Employee care and communication	33	Community investment
15	Employee training and career development	16	Elimination of child and forced labour		
17	Educational mission and goals	19	Teaching curriculum and education quality management		
18	Teacher qualifications and professional ethics	22	Students and parent data privacy protection		
21	Students health and safety	20	Capability of research and curriculum development		
23	Student satisfaction	24	Students and parent complaint handling		
25	School-enterprise collaboration	26	Graduate employment rate		
		31	Risk and internal control management		

Based on the materiality principles for reporting disclosure and result of the materiality assessment, the Report mainly focuses on the disclosure of ESG issues categorised as high importance. For the issues with moderate importance and low importance of the Group is decided to disclose the general management approaches on such ESG issues in order to provide our stakeholders with information about the overall management of our school for this financial year.

OUR ESG MANAGEMENT

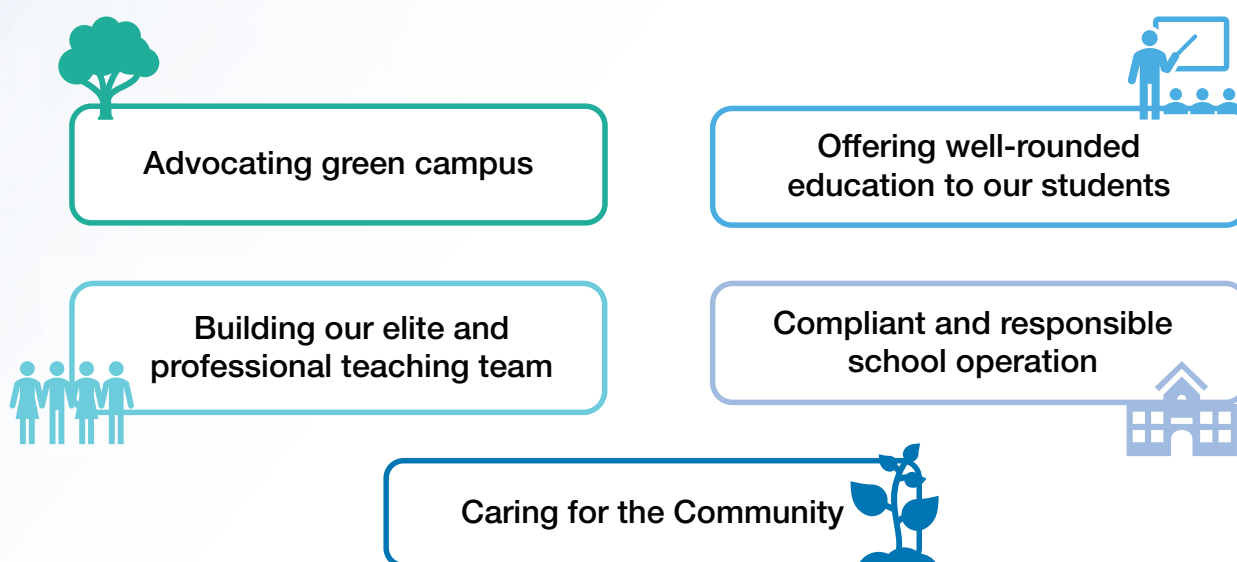
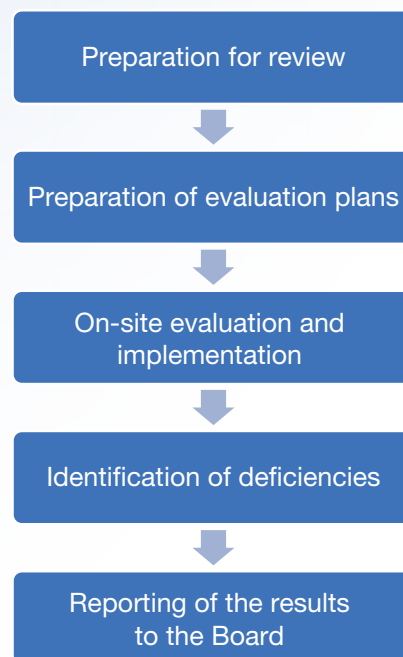
Leader Education is committed to sustainable development across the value chain to optimise the business development, while simultaneously creating positive impacts on the environment and the society.

The Board has overall responsibility to oversee the Group's ESG management and determines material ESG related risks and opportunities. The Group has established a sound risk control mechanism to identify the overall risks (including ESG risks) of the Group, assess the potential impacts towards the business operations and stakeholders interests and take appropriate actions for risk prevention and mitigation. The Group performed internal control review to evaluate the soundness, rationality and effectiveness of our system by a special review committee led by our school's audit and supervision office and facilitated by an external consultant.

The Group has set up an internal ESG working team, which is led by one of our executive Directors and comprises of different departments such as Academic Affairs Office, Human Resource Department, Finance Department, Logistic Department, to collect ESG performance data and compile the report. We plan to strengthen the roles and responsibility of this ESG working team in the coming years in order to support the Board to monitor the ESG issues along our business operation.

The Group focuses our resources in five areas namely "building our elite and professional teaching team", "offering well-rounded education to our students", "compliant and responsible school operation", "advocating green campus" and "care for our community" to sustain future growth as well as continually improving our ESG performance.

Risk control mechanism



BUILDING OUR ELITE AND PROFESSIONAL TEACHING TEAM

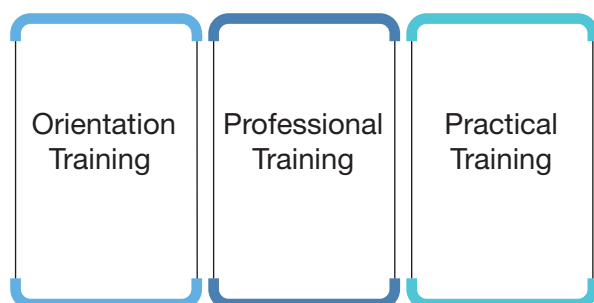
Talented teaching team is the cornerstone to maintain our high-quality education services and to achieve the sustainable business development. The Group strives to offer a pleasant, fair and harmonious working environment to our employees, competitive compensation and benefit plans, as well as a clear career pipeline to encourage both academic and managerial development in attracting and retaining high-calibre teachers, so as to build the first-rate faculty team.

NURTURING OUR TEACHERS GROWTH AND DEVELOPMENT

Employees training and development is of paramount importance to construct prominent workforce and teaching team. It is not only conducive to intensify the academic and professional levels of our teachers, but also to promote the connotative development of our school and improve the teaching quality. Adhering to with the “Thirteenth Five-Year Development Plan for Teacher” (教師十三五發展規劃) and “Outline of School Transformation and Development Plan” (學校轉型及發展規劃綱要), the Group has established a thorough training management system and offered a wide range of training programmes for our employees, especially attaching emphasis on deepening our teachers’ industry experience and practicable knowledge to facilitate teaching work.

Guided by the established “Teacher Professional Training and In-service Improvement Management Procedure” (《教師業務培訓及在職提高管理辦法(試行)》) and “Administrative Measures for Academic Activities” (《學術活動管理辦法》), each of our faculty identifies the employee training needs through the staff performance appraisal and daily teaching operation and formulate the annual training plan, with an aim to meet the changing needs in education services and strengthen their professional capabilities. We also periodically organise and/or co-organise with other eminent institutions academic related activities (e.g. forum and exchange programmes) for the purpose of enriching the academic atmosphere and culture construction.

Type of training offered to our teachers



Total training hours offered to employees:

30,855

Average hours for employee training:

37.8

We provide mandatory induction training (together with off-campus training organised by the relevant education administrative departments) for new staff members, with the introduction of education laws and regulations, teaching skills and techniques, management policies, professional standards and code of conduct in order to cultivate high professional ethics and teaching skills.

BUILDING OUR ELITE AND PROFESSIONAL TEACHING TEAM

With the focus on improving the teachers' professional level, we also provide continuing professional training opportunities (e.g. further post-graduate degree study at other higher education institutions domestically and abroad while keeping their current positions at our school, participation in academic conferences and exchanges, academic visits and lectures) for our teachers to keep abreast of the evolving student demands, new teaching theories and/or methodologies, testing standards and other market trends. Among our full-time teachers, all of them have a bachelor's degree or above or have completed the requisite courses of the undergraduate programmes, and approximately 67% of them have a master's degree or above.

To further bring theory and knowledge into real practice, we arrange practical training programmes for our teachers and provide opportunities to work with school-enterprise cooperation partners on a secondment basis or attend intensive training programmes at such enterprises in order to strengthen the teaching practice and improve the teaching level.

In line with the strategy of school transformation and development, the Group planned to establish special posts for experienced industry experts to work as full-time or visiting teachers, and recruit well-recognised technical experts, experienced business administrators and other highly skilled professionals to teach either full-time or part-time at our school, with an aim to expand the scale of our teaching team and impart the concrete practical industry knowledge and experience to our teachers.

Additionally, we invested approximately RMB0.2 million in 2020 to devise and conduct training programmes to nurture our teachers as dual-qualified teachers (雙師型) who possess both adequate academic background and teaching skills along with the relevant industry experience and practicable knowledge, to build the professional talented team in delivering excellent teaching services.

Case study: Orientation training for new staff

In August 2020, we organised orientation training for all new teachers that cover, among others, teaching skills and techniques, teacher management policies and education theories as well as corporate culture and background, management systems and norms. Besides, we arranged team building activities to our new recruited teachers so that they can better know their colleagues and develop team spirit.



BUILDING OUR ELITE AND PROFESSIONAL TEACHING TEAM

Case study: Training in improving the teaching materials preparation

We shifted the face-to-face training programmes to online training via online platforms due to the temporary closure of school campus for the outbreak of Coronavirus Disease (COVID-19). Our Teacher Development Centre offered the online learning platform through the National College Teachers Network Training Centre (全國高校教師網絡培訓中心) to our teachers for continual learning during this time period. The platform shared online learning resources from various institutions across the country in term of webcast lectures, online courses and live courses to facilitate our teacher to improve their teaching and research study.

Besides taking advantage of this “cloud training” (雲端研修), our teachers organised different online training sessions for teaching experience and knowledge sharing such as the topics of the development of multimedia courseware and marketing planning to continually inspire our teachers in new teaching methods and skills for enhancing our teaching quality.



To facilitate the improvement of the teaching ability, skills and methods of our teachers as well as the promotion of integrating modern education information technology in subject teaching, our Teacher Development Centre invited our two teachers, who won the sixth provincial multimedia courseware production and micro-class teaching production competition, and organised two online training sessions in July 2020 to share their experience in the competition and the key concepts of courseware development and better utilisation of such technology in their teaching with other teachers.

BUILDING OUR ELITE AND PROFESSIONAL TEACHING TEAM

Case study: Faculty Training in improving teaching quality



Led by the Heilongjiang Provincial Department of Education and hosted by the Hong Kong Higher Education Exchange Centre, our school held three faculty training sessions to our teachers in October and November 2019. We invited well-known scholars and experts to share their experience, knowledge and perspectives in current education services and academic study. Through the active interaction with academics during the training events, this can provide our teachers the practical and creative insights in teaching approaches and how to tackle with the new challenges of education reform, in order to inspire our teachers' teaching enthusiasm and dedication in education industry and enhance our quality of teaching.

BUILDING OUR ELITE AND PROFESSIONAL TEACHING TEAM

EMPLOYMENT PRACTICES AND LABOUR STANDARD

The Group has established a comprehensive human resources management system with a series of labour management policies and procedures to ensure compliance with the relevant labour laws and regulations in PRC (i.e. the Labour Law of the PRC 《中華人民共和國勞動法》, the Labour Contract Law of the PRC 《中華人民共和國勞動合同法》, Law of the PRC on Protection of Minors, Regulations on Prohibiting Use of Child Labour, the Law on Social Insurance of the PRC 《中華人民共和國社會保險法》, the Education Law of the PRC 《中華人民共和國教育法》, the Higher Education Law of the PRC 《中華人民共和國高等教育法》 and the Law for Promoting Private Education of the PRC 《中華人民共和國民辦教育促進法》).

During the Reporting Period, the Group identified a non-compliance incident related to the payment of social insurance and housing provident fund payment for our employees. The Group did not make social insurance payments and housing provident fund contributions in full for 388 employees at our school based on the actual salary levels of such employees. The Group had reviewed our internal control policy and has designated one of our executive Directors to directly oversee the implementation of the rectification measures. The Group had taken certain measures to reinforce the internal control on this aspect, including designating our human resources department to be responsible for closely monitoring our on-going compliance with the relevant social insurance and housing provident fund laws and regulations in PRC, calculating the amount to be paid and designating a team to review the accuracy of such calculation, so as to prevent the recurrence in future.

Compensation and Benefits

To attract and retain our talented employees, enhance their motivation to devote their work at our school, the Group offers competitive remuneration package and benefits to our teachers and other staff members as stipulated in the employee handbook and “Employee Remuneration Management Procedure” 《職工勞動工資制度》, which include monthly base salary, performance-based bonus, bonus for extra work (超工作量獎金) and various allowances and subsidies depending on positions such as post allowance (崗位津貼), lunch meals, transportation, and mobile services subsidies. We participate in social insurance funds (i.e. pension insurance, medical insurance, unemployment insurance, maternity insurance, work-related injury insurance and housing funds) for our employees that are administered by the local governments. Our employees are entitled to maternity leave, paternity leave, sick leave, marriage leave, bereavement leave and spring and winter breaks, apart from the statutory leave and annual leave. Besides, we provide flexible working arrangement and annual medical check-ups and commuter transport services to our teachers free of charge.

BUILDING OUR ELITE AND PROFESSIONAL TEACHING TEAM

Equal and Open Employment System

The quality of education services is interconnected with the abilities of our teachers. Regarding this, we have formulated a standardised and stringent staff recruitment management system (《教職員工招聘管理制度》) and “Administrative Measures for Staff Employment” (《職工崗位聘任管理辦法》) and adopt strict standards in teacher recruitment. The human resources office at our school have overall responsibility to teacher recruitment. At the beginning of each school year, we determine the annual recruitment plan based on the size of the current student enrollment and the number of newly admitted students and hire new teachers after the approval of the school principal.

With upholding the principle of “fairness, openness, justice and selection of merits” in the teacher recruitment, we carry out open recruitment by attending job fairs at targeted universities, organising and participating in recruitment activities and posting online recruitment advertisements on our school website. Our human resources office will select potential applicants who can fulfil the admission requirements of the relevant positions as set in “Employment Requirement for Professional and Administrative Positions” (《各級專業技術和行政管理崗位聘任條件》) for interview. The candidates are required to undergo a written test, a simulated lecture and interviews conducted by our management during the recruitment process in order to examine the academic competence of the teaching candidates’ areas of study and the communication and interpersonal skills in delivering lectures. We select suitable candidates by taking into account the objective factors such as interview performance and attitude, credentials, work experience and other abilities appropriate with the positions and strictly prohibits any discrimination against gender, age, race and family status.

All the employees and new hirers are required to provide an education degree certificate, professional and technical title certificate(s), a teacher qualification certificate, job reference record(s) and identification card for verification to ensure they are eligible to work for related job positions and no child labour and forced labour is employed. We will sign the employment contract, which outlines the labour rights and employee obligations in the employment with the successful candidates to ensure they fully understand their legitimate rights and interest before commencing their work. We normally initiate a three-year term contract with newly hired teachers and will renew the contract upon expiration according to the Labour Law of the PRC.

The Group expects that all teachers uphold high moral character and ethics. The Group has formulated Code of Conduct for our teachers to strictly follow. Our school has organised regular education training on the professional ethics in education services. In the event of any employees repeatedly committing misconduct and violating our school rules and regulations, they are subject to disciplinary actions, including dismissal, after the verification by the responsible faculty department head and human resources department.

BUILDING OUR ELITE AND PROFESSIONAL TEACHING TEAM

Staff Performance Review and Incentive System

In order to continuously improve the teaching quality and management level of our teaching staff and evaluate their work performance in a fair and impartial manner, we have implemented “Staff Annual Appraisal Management Procedure” 《教師年度業績考核辦法》 and conducted staff performance reviews and evaluations. Apart from assessing teacher morality and ethics and monitoring the overall teaching quality and performance during each semester, we also review the performance of each teacher on research and development, community service, and other professional responsibility related to his/her position. The result of staff performance appraisal is directly linked to salary increment, performance bonus and career promotion in our school in order to incentivise our employees and recognise their contribution and achievement.

In addition, the Group realises technological innovation and education research and development can enhance our competitive advantages in the education industry and improve the quality of education services. We have formulated “Measures of Scientific Research Management” 《科研工作管理辦法》 and “Reward Scheme for Research and Development Achievement” 《科研成果獎勵辦法》 to incentivise our employees to actively participate in education research and integrate the research accomplishment with improving the research quality and ability for courses development.

Employees Activities

In order to strengthen the sense of belonging and the bonding of our employees, the Group has organised different staff activities, such as New Year banquet and festival celebrations, so as to build good relationships among colleagues and promote a collaborative and caring corporate culture.



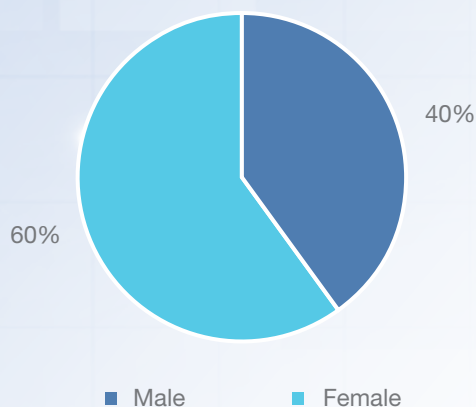
2020 New Year banquet for our employees

BUILDING OUR ELITE AND PROFESSIONAL TEACHING TEAM

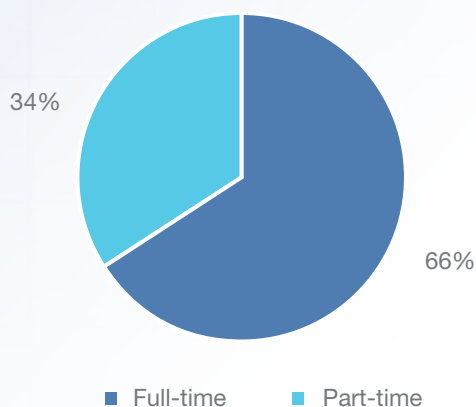
Employee Profile

As of 31 August 2020, the Group had 536 full-time and 281 part-time employees and all our employees are based in China. The breakdown of the total workforce divided by gender, employment type, age group and employee category are shown as follows.

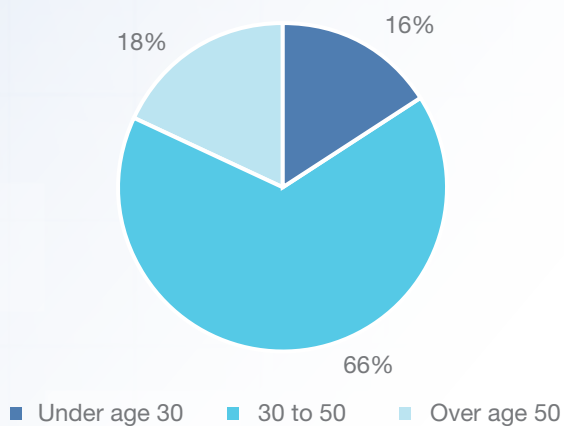
Total workforce by gender



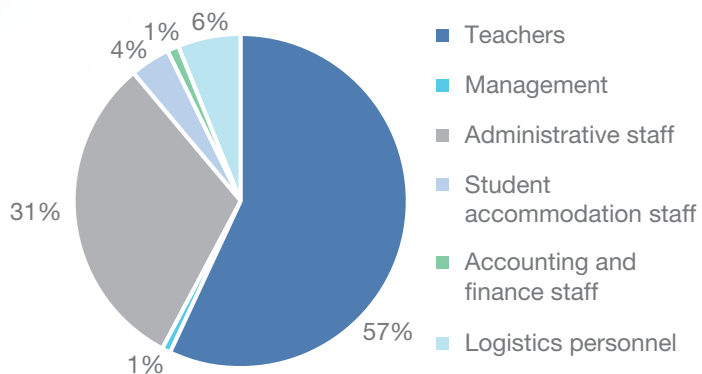
Total workforce by employment type



Total workforce by age group



Total workforce by employee category



OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

With increasing demand for practical higher education in Heilongjiang Province, the Group strives to offering comprehensive and applied science education with the focus of nurturing professional-oriented talents in supporting the national development and economic market growth. The Group strictly complies with the Education Law of the PRC 《中華人民共和國教育法》, the Higher Education Law of the PRC 《中華人民共和國高等教育法》, the Law for Promoting Private Education of the PRC 《中華人民共和國民辦教育促進法》, the Implementation Regulations for the Law for Promoting Private Education of the PRC 《中華人民共和國民辦教育促進法實施條例》 and have established a series of management approaches to attract more qualified students and deliver high quality and skill-oriented education programmes.

EDUCATION MISSION AND DIVERSIFIED CURRICULUMS

Upholding our educational mission – to cultivate practical talents and well-rounded students who are dedicated to the pursuit of knowledge, the exploration of essence, the advocacy of morality and the appreciation of utility (求知、原本、崇德、尚用), we are committed to equipping our students with the theoretical understanding, practical and readily applicable skills and innovative spirit in a variety of industries and areas desired by prospective employers. With our education objective of “the integration of industry and education, and a combination of learning, research and practice” (產教融合、產學研用一體) and in connection with national strategies and development (e.g. “One Belt One Road” Initiative) in industrial transformation, modernization and economic development, we offer diverse and comprehensive majors and curriculums to facilitate the training of high-quality professional talents. The Group constantly optimises the course offerings with the integration of practical training programmes and in-class learning in order to cater to the market trends and continuously improve the professional competitiveness of its students and graduates.

The Group adopts a market-oriented approach for our course design. The Group devotes our resources to develop comprehensive and diversified curriculums with a broad range of practical and employment-focused major offerings in response to the changing industry trends and demands. Our curriculum development is focused on providing profession-oriented courses, particularly in the area of applied sciences. We conduct broad market research together with keep track of graduates’ initial employment from time to time to select, design and update our corresponding majors and curriculums offerings at our school.

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

After obtaining the relevant approval from the Education Department of Heilongjiang Province and the Ministry of Education to set up vehicle engineering and transportation majors, as well as the introduction of four new majors, including electronic commerce, the Internet of Things, business English and business economics, our school offers more than 20 majors of different disciplines. Our undergraduate curriculum structure contains four basic modules, mandatory general education courses (通識課), major-mandatory courses and elective courses, to equip our students necessary and solid theoretical knowledge, cultivate innovative spirit and acquire practical and readily applicable skills. We maintain extensive and effective collaboration with enterprise partners and offer school-enterprise collaboration programmes to our students. As of 29 February 2020, our school has established and operated 11 industrial and educational integration and innovation projects (產教融合創新項目) and constructed one industrial and educational integration and innovation base (產教融合創新基地) on campus.

The implementation of “One Belt One Road” Initiative promoted by the PRC government, could potentially increase the demand for professional talents in the transportation, modern agriculture, equipment manufacturing and modern service industries. Regarding the change of national development and economic structure, we adjusted the majors offered in our department of engineering and renamed it the “School of Railway” in 2019 and reformulated three existing majors to cultivate students in railway and transportation concentrations, including electrical engineering and automation for railway electrification concentration (電氣工程及其自動化鐵路供電方向), mechanical engineering for vehicle engineering concentration (機械工程車輛方向) and the Internet of Things for railway transportation concentration (物聯網鐵路運輸方向) in facilitating the training of high-quality professional talents based on the local markets demands. We plan to continue to develop the new featured majors (特色專業) relating to railway and transportation and expand the major offerings of our School of Railway.

To further broaden our students’ horizons and exposure to diversified learning or training with a global perspective, we focus on establishing cooperative programmes with overseas education institutions to create foreign exchange opportunities for our students. We have entered into framework cooperative agreements with certain overseas education institutions and are in the process of implementing various programmes, such as setting up academic events and student exchange programmes, under these framework agreements. We believe that these programmes can foster cultural exchange and enrich our students’ learning and experiences.

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

STRINGENT TEACHING QUALITY CONTROL

Teaching quality is key to our talents cultivation and maintenance our competitiveness and sustainable growth in the industry. We have implemented sound teaching quality assurance management system such as “Teaching Management Regulations” 《教學管理規程》, “Teaching Curriculum Research and Development Management Procedure” 《教學課程研究和開發管理及控制流程》 to ensure consistent teaching quality is maintained and continually optimise our teaching quality.

In accordance with the concept of “evaluation-feedback-improvement”, we established a close-loop monitoring mechanism and attach emphasis on the self-assessment of teaching quality control in each school colleges with supplemented monitoring by the school management team. By in-class observations by our school management team, evaluation of our teachers’ pre-class preparation, review of the teaching plans, special inspections on test papers, experimental teaching and internship teaching and/or the effectiveness of their classroom instructions, we periodically examine and supervise the overall teaching quality during each semester and conduct teaching evaluations to maintain our teaching standards.

Our Academic Affairs Office organised teacher forums during the Reporting Period to better understand the difficulties encountered by our teachers in teaching. We listen and collect their feedbacks, opinions and suggestions on current teaching methods, curriculums design and research, in order to identify the areas of improvement and provide necessary supports to our teaching team.

Due to the epidemic outbreak of COVID-19 in the PRC, our school postponed the opening of our school campuses for the spring semester of the 2019/2020 school year. Therefore, we started teaching and learning activities via online platforms beginning on March 2, 2020. With the change of teaching method, our teachers are required to attend the relevant technology trainings provided by various online platforms recommended by the Ministry of Education and conduct teaching through our selected online platforms. Teachers can make use of available online tools to conduct their courses, either through the live streaming function or recorded lectures, and select existing on-line courses that match their teaching objectives. These online platforms allow students to interact with teachers, submit their homework assignment and attend after-class tutoring sessions.

Taking into account of the different features of online teaching as compared to traditional in-class teaching, we have formulated various teaching guidelines related to online resources and teaching software to facilitate our teachers to prepare and adjust their teaching materials and course designs accordingly. Our teachers were also actively involved in social media communications with our students to facilitate teaching, group discussions and closely monitor students’ learning progress in order assist our students to deepen their understanding of the curriculum. Our school management, Academic Affairs Office, and each faculty department implemented online teaching supervision and examined the teaching materials prepared by our teachers to ensure the quality of online teaching is maintained.

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

ONLINE EDUCATION SYSTEM AND DIGITALISATION

To facilitate our students' and teaching staff's access to the most up-to-date and expansive information resources and encourage self-learning as well as offering a better learning experience for our students, we have implemented and upgraded our information technology infrastructure, including electronic equipment and software. This facilitates us to enhance the teaching efficiency and school management performance in cost-effective manner, while students can have active interaction between our teachers and self-study the online courses anytime and anywhere.

Digitalisation on teaching

the Massive Open Online Course ("MOOC") system

MOOC enables students to use mobile devices to study online courses anytime and anywhere they want. Our teachers will participate in the process by tutoring, assigning homework and assisting students' self-learning. The materials of the online courses can be replayed and repeated to assist students for better digestion of courses content and course revision.

This system not only cultivates our students' self-learning ability, but also reduces our teachers' workload and the costs spent on elective and general education courses.

Digitalisation on Management

1. Security and teaching integrated monitoring system
2. Private cloud computing platform

- Covering all our school's teaching facilities, the Security and teaching integrated monitoring system allows our teaching quality management personnel to simultaneously monitor the teaching process of multiple classrooms in a real-time. This improves the teaching quality management in a cost-effective manner, by reducing the manpower of quality management personnel.
- Combined with the application of the private cloud computing platform, our school can reduce the workload and maintenance costs of user-side terminal equipment, and also gives us the flexibility to upgrade server and facilitate future hardware upgrade with minimum expenditure.

Our school also adopted certain third-party online platforms, enabling students to download the learning materials, interact with teachers, download and upload their homework, participate in group projects and take online tests and exams. To strengthen and expand our online teaching capability and resources, we made use of the professional version of an intelligent and innovative teaching solution named Yu Ke Tang (雨課堂) in August 2020, which is developed by the online education office of Tsinghua University with combined the features of massive open online course, social media platform, and live streaming lecture functions. This allows our teachers to conduct lectures online in real time and simultaneously interact with students, provides students with all-time access to in-class materials, and offers an extensive selection of open courses from multiple educational resources.

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

Case study: Online Course – “I win the workplace” (我贏職場)

We have launched an online course named “I win the workplace” (我贏職場) since June 2018, more than 40,000 students from 110 universities in the PRC had participated in this course and over 9 million online visits had been reached. This course covers various topics relating to workplace and professional settings, aiming to equip university students the basic skills to achieve success in the workplace and professional settings, enhance their self-confidence and improve their ability to adapt to transition from student to employee and to make timely adjustment in light of the changes in a professional environment in general:

- Workplace do's and don'ts
- Interview skills
- Workplace etiquette
- Workplace communication methods and skills
- Workplace mindset
- Emotional intelligence
- Career planning and health

“I win the workplace” course was recognised as a provincial-level “boutique online open course” (在線精品課程) by the Education Department of Heilongjiang Province in 2018.

SCHOOL-ENTERPRISE COLLABORATION

We emphasise both theoretical in-class teaching and practical training. Regarding this, we have established school-enterprise collaboration programmes with third-party enterprises and institutions in order to offer hands-on practical training courses and internship opportunities for our students to obtain first-hand workplace simulation experience, practical skills and practical experience in their respective fields of study. This benefits our students to strengthen their competitiveness edges in employment upon graduation and adapt quickly to the growing and changing demands of the market.

Methods of school-enterprise collaboration

New course formulation

Practical trainings

Classes taught by outside
industry experts

Enterprise-like simulated
training and laboratories

Entrepreneurship development

Student internships and
graduate employment

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

As of Latest Practicable Date¹, our school has collaborated with 80 enterprises and established and operated approximately 90 laboratories within, and 49 practical training bases outside of, our school campuses. Our collaborated enterprise partners are primarily engaged in the fields of Internet of intelligence engineering, Internet of things engineering, railway engineering, vehicle engineering and transportation and offer our students both academic and practical experience in their fields of interest.

Moreover, aiming to provide our students with the opportunity to apply and practice the knowledge and skills they learned in a classroom setting in connection with the real working environment, our school has established and operated various industrial and educational integration innovation base and projects, which cover various practices, including, among others, accounting and finance, online marketing, Internet of things engineering and mechanical engineering. This helps to build an enterprise-like training environment with the implementation of task-based simulation training programmes to strengthen our students' understanding of the real-world professional requirements and sharpen their skills to meet the demand of the labour market and industry development.

Case study: Talent cultivation in Digital Media Industry

Our school entered into a cooperation agreement with Phoenix Digital Media Industry Education Group (鳳凰數媒產教集團) ("Phoenix"), a professional service provider of digital media education, in April 2020 and built the first "Phoenix Digital Media Creative Academy (鳳凰數媒創意學院)" (School of Digital Media) in China. Both parties invested in facilities, equipment and teaching materials necessary to carry out the courses and trainings.



Our school will offer broadcasting and television production (廣播電視編導), visual communication design (視覺傳達設計) majors in the 2020/2021 school year, while digital media arts major (數字媒體藝術) is intended to be introduced jointly with Phoenix in the 2021/2022 school year.

Professional cornerstone courses, practical skill-oriented professional digital media courses and trainings, industrial-oriented trainings (e.g. workshops, entrepreneurship development guides, graduation design and internship, etc.) will be provided to the students enrolled for the School of Digital Media in order to equip our students with practicable and application-oriented knowledge of digital media and help our students to integrate into the real company management environment swiftly.

¹ The Latest Practicable Date is 19 July 2020

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

Case study: Cooperation with SHEC

Our school entered into a three-year term of cooperation agreement with SHEC, a wholly owned subsidiary of China Communications Construction Company, Ltd., and a state-owned multinational engineering and construction company listed on the Stock Exchange, to jointly establish laboratories or practical training centres, formulate school-enterprise talent cultivation classes and cooperate in research and development and entrepreneurship education. Meanwhile, this scheme also benefits our teacher to strengthen their professional skills and improve their teaching quality by accumulation of real and practical industry. With the approval of SHEC, our school may select teachers to work and undertake trainings at SHEC for a period of four to six months. During the training, our teachers will be involved in engineering projects and business operations or participate in scientific research and technical service projects funded by SHEC in order to enrich their industry experience and new insights of the latest market trends and development.

STUDENT FEEDBACK MANAGEMENT AND STUDENT ASSISTANCE

With respect to curriculum development, teaching quality and school management, we proactively solicit feedback from our students in order to continually improve our current management approaches and practices for effective school operation. Various communication channels (e.g. student forum, email, hotline, official WeChat messenger) were established at our school and we have set up regular reception meeting with school management to listen and collect their feedback on teaching and school management issues, address their needs and reported problems in timely manner and take appropriate rectification on the reporting issues to protect the legitimate rights and interests of our students. During the Reporting Period, our school has launched online surveys to our students in order to understand their viewpoint on the arrangement of online learning, examination and the safety education work carried out by the school due to the outbreak of COVID-19 epidemic, the impacts on their mental health, course learning and career planning and the opinion of the overall school management teaching, student education work and service provision. We received 5,128 valid responses and the overall result of our students' feedback is positive. The majority of the respondents were satisfied with the arrangement of online learning and examination as well as the online safety education, while 96.2% of the respondents were satisfied with the school management, teaching, student education work and service provision.



Student satisfaction rate on the school management, teaching and teaching, student education work service provision:

96.2%

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

Besides, we offer student guidance and employment-related services to our students and graduates, aiming to encourage our students to plan their future career as early as possible and helping them to secure suitable jobs in promoting graduate employment. We organise various employment-related events, such as job fairs and career placement training via our Admissions and Employment Office in order to enhance their interview skills, elevate their confidence and improve their communication skills. In addition, we provide counselling services to our students regarding personal growth, curriculum study and graduate employment. Our counselling officers will provide tailored advice based on the student's personal interests and preferences to fine-tune his or her education and career plans. We made a special arrangement for 2019/20 graduate employment and held online webinars to share with our 2020 graduates useful resources and employment-related information, case studies for job searches and encourage them to make full use of the abundant employment information resources provided on the provincial and school-level employment platforms, in order to facilitate our graduates to prepare for job search under the epidemic of COVID-19. Meanwhile, we offer career guidance and counselling services for our graduates to fully support our graduates' employment. We also offer financial assistance to the students and graduates with financial difficulties for continual study or when conducting job searches.

Impacted by the epidemic of COVID-19, we recognised that some of our students face financial difficulties and we have launched financial subsidies and funding plans to support our students their basic living needs in their studies. For instance, we early released the national educational allowance to our students and provided subsidies to the students who attended internship training programme and cannot return to their hometown, in order to assist our students to overcome difficult situations altogether.

COMPLIANT AND RESPONSIBLE SCHOOL OPERATION

Sustainable business development and growth is built upon compliant and responsible operation and high business ethics. Apart from compliance with the laws and regulations, the Group has implemented systematic management approaches to govern the daily school operational practices, with focuses in campus safety, data privacy and intellectual rights protection, marketing and promotion, anti-corruption and supply chain management, and the maintenance of the high quality of campus services. During the Reporting Period, the Group did not identify any material non-compliance of laws and regulations regarding health and safety, advertising, data privacy and/or service quality that have a material and adverse effect on our business, financial condition or results of operations.

BUILDING SAFE CAMPUS

The Group puts safety as our first priority in our school operation and is committed to protecting the health and safety of our students and staff. The Group strictly complies with the relevant health and safety laws and regulations (e.g. the Fire Protection Law of the PRC 《中華人民共和國消防法》, the Regulation on Sanitary Work of Schools 《學校衛生工作條例》, the Food Safety Law of the PRC 《中華人民共和國食品安全法》), and has established a comprehensive safety management system for effective implementation of safety measures to safeguard campus safety. We organise safety training and public events periodically to enhance the safety awareness of our students and staff and share the joint efforts in achieving campus safety. During the Reporting Period, the Group was not aware of any work-related fatalities or lost days due to work injuries.

Fire and Security Safety

The Group pays great attention to fire and security safety in our school. In accordance with “the Fire Protection Law of the PRC” 《中華人民共和國消防法》 and “Regulations on Fire Safety Management of Authorities, Groups, Enterprises, Institutions and Units” 《機關、團體、企業、事業、單位消防安全管理規定》, we have formed a Safety and Fire Protection Committee to oversee an overall implementation of our internal fire safety management system and developed firefighting and emergency evacuation plan to prevent the fire hazards and respond to potential fire accidents. We have equipped necessary fire facilities in school campuses, in particular the areas/locations classified as the key areas of fire safety and conducted regular inspection checks on the fire facilities to ensure they function properly. To increase the fire prevention and fire safety awareness of our students and staff, we organise regular fire safety training lecture and campus fire and emergency drills with the local firefighting departments in order to improve their awareness in fire prevention, enhance their knowledge in fire safety and their fire escape skills.

COMPLIANT AND RESPONSIBLE SCHOOL OPERATION



Our students practise how to use the fire extinguisher appropriately during the fire and emergency drill



Fire safety training presented by the local firefighting department for our students and staff

Our security office maintains the routine security patrols, including checking incoming and departing vehicles and the security control at gate entrance and public areas, by the adoption of advanced electronic security patrol system with 24-hour surveillance system in order to prevent crime and suspicious people entering our school. In addition, the security personnel are well-trained and capable to deal with the emergencies to ensure the security of our school.

Food Safety

Food safety is another safety issue we face in school operation. To abide by the relevant laws and regulations such as the “the Food Safety Law of the PRC” 《中華人民共和國食品安全法》, the “Regulation on the Implementation of the Food Safety Law of the PRC” 《中華人民共和國食品安全法實施條例》 and “Regulations of Food Safety in Heilongjiang Province” 《黑龍江省食品安全條例》, the Group has formulated the “Food Hygiene and Safety Management Procedure” to govern the food hygiene and safety management of our school canteens in safeguarding the health of our students and staff.

The Group has self-operated one canteen at our Songbei Campus and Hanan Campus respectively and obtained valid food operation business and sanitation licenses for catering services. With the principle of “prevention first, risk control, quality food-process management and governance”, we have established a sound food hygiene and safety taskforce team to regulate the whole cycle of food operation, from food ingredients procurement, storage, processing to food hygiene. Our taskforce team conducts regular inspections on the food preparation processes, food storage and food hygiene conditions to ensure the food handlers are strictly follow the rigorous standards in food handling and hygiene.

COMPLIANT AND RESPONSIBLE SCHOOL OPERATION

By installing monitoring equipment in our school canteens which connects video information to our school webpage, APP and third-party platforms, the Group launched “Bright Kitchen Stove” (明廚亮灶) and the school canteens are subject to joint supervision from the school management team, students and staff in order to control and uphold the standard of food safety and hygiene.

Personnel of food handling

- All the food handlers must finish body check, obtain valid health certificate and attend food safety training before commencing their work in our school canteens

Food ingredients sourcing

- Source from reputable and reliable wholesalers or suppliers
- Maintain detailed records on the food purchase (i.e. the product name, specification, purchased quantity, production batch number, shelf life, product certificate) to ensure the food supplies are traceable and are from safe and reliable sources with good quality

Food storage

- Established warehouse entry registration and acceptance check system and managed by a dedicated person with "first-in, first-out" principle
- Classify the food characteristics, store the food into different warehouses, shelves or compartments
- Develop self-check system on food safety and regular inspect the food shelf-life and destroy the expired food

Food processing and hygiene

- All the food ingredients are handled and treated in designated areas with standardised food processing procedure to avoid cross contamination
- All cooking containers utensils and tablewares must be washed, cleaned and disinfected before use

Food traceability

- Established food sample retention and traceability system and reserved the sample according to different food types for meals served in closed special containers after cleaning and disinfection with markings so as to ensure the food sources can be traced in case of any reported case of food poisoning

The Group also endeavours our school canteen to serve meals with less oil and low salt and sugar to promote a healthy and nutritious diet and culture at our school.

We also outsourced certain featured cuisines and drink services at our school to third-party catering service providers. We required all catering service providers to obtain requisite licenses and permits required by applicable laws and regulations and that they must ensure food quality and safety.

COMPLIANT AND RESPONSIBLE SCHOOL OPERATION

Medical Care and Health Promotion

The Group attaches great care with our students and staff health. We operate one health promotion centre at Songbei Campus to offer basic medical support service. We engaged Harbin Meiyi Hospital (哈爾濱美頤醫院) to offer comprehensive medical care services to our students, conduct health checks for newly admitted students, provide guidance to our medical staff and organise health education lectures to our students at Songbei Campus. In April 2020, we held a health promotion webinar on the topic of COVID-19 epidemic prevention with Harbin Meiyi Hospital to our students and staff and introduced the symptoms of the COVID-19 disease, precautionary measures for infection prevention and cautions after resuming the teaching and face-to-face classes at school, so that to raise our students' and staff's attention on personal hygiene and take actions to protect others together.

The Group is under process of expanding our school clinic in Songbei Campus and setting up a medical clinic with facilities of clinical section, public health section, imaging electrocardiogram and pharmacy in Hanan Campus. The Group plans to provide health promotion and disease prevention services, as well as basic healthcare services, including diagnosis and treatments for our students and staff free of charge under the new medical clinic, as one way to promote the awareness of disease prevention in our school.

Besides offering the medical services to our students and staff, we also regularly organise a series of health promotion activities such as mental health day and anti-drug promotion in order to help them make healthy choices and protect individuals' health and quality of life.



Our school organised anti-drug education viewing activity with the theme of “cherishing life and staying away from drugs” (珍爱生命 远离毒品) in June 2020 to promote anti-drug culture on campus and advocate healthy and drug-free lifestyles among students.

Preventive Measures for Student Return to School under the COVID-19

Due to the COVID-19 virus outbreak in early 2020, we postponed the commencement of the spring semester of the 2019/2020 school year and have arranged for our students to take online courses for the spring semester of the 2019/2020 school year beginning in March 2020. In accordance with the instructions from the Education Department of Heilongjiang Province, students of the higher education institutions in the province who are graduating in the spring semester of the 2019/2020 school year were recommended to return to campus and resume classes starting from early June 2020, while the schools can determine the back-to-school timetable for non-graduating students at their own discretion. Hence, our fourth-year students had returned to campus in early June 2020 and graduated from school before the end of June 2020.

COMPLIANT AND RESPONSIBLE SCHOOL OPERATION

To prepare for the resumption of school teaching and the return of our students to our school, we have devised thorough infection control plans and guidelines for our staff and taken various measures to strengthen the school epidemic prevention and control work, including the following preventive measures:

- a) Establishing a special epidemic prevention committee to oversee the overall implementation of the measures, including emergency contingency plans, to combat COVID-19 outbreak;
- b) Recording each student's health profile to ensure he/she is in good health condition within 14 days prior to their return to school and has not been exposed to the virus. Updating the health profiles of our students daily accordingly with students' health conditions;
- c) Arranging buses to pick up students at the train station in Harbin City, measuring their body temperature and monitoring their physical condition before boarding the buses;
- d) Quarantining those students who have returned to school campuses in June 2020 in designated dormitories until they have been tested for COVID-19 and received negative testing results;
- e) Providing sufficient financial resources to ensure adequate epidemic prevention materials are maintained in our school;
- f) Monitoring the flow of people on our school campuses and in the classrooms to ensure that sufficient social distancing requirements are strictly maintained;
- g) Requiring students to obtain permission before leaving the campuses and any kind of gathering among students or faculty is required to be pre-approved by the special epidemic prevention committee; and
- h) Increasing the frequency of sterilization and ventilation at all of the facilities in our school campuses and strictly maintaining the health standards of our canteens to control the quality of food and beverage.

We conducted rehearsal drills with different scenarios (e.g. emergencies in student dormitory, lectures and school canteen) to continually refine our emergency contingency plans and strengthen our staff awareness on epidemic prevention and the ability to respond to emergency.



Rehearsal drills for students return to school and check-in to school dormitory

COMPLIANT AND RESPONSIBLE SCHOOL OPERATION

BUILDING INTEGRITY CULTURE AND ANTI-CORRUPTION PROMOTION

As a leading educational institution, the Group shall be a role model to our students and the society and operate the business in honest, ethical and accountable manner. The Group has zero tolerance on any forms of corruption, bribery, extortion, fraud and money laundering practices and strictly forbids any improprieties that might undermine the corporate reputation and interests of our stakeholders and the Group. The Group strictly complies with the applicable laws and regulations that significantly impact our business operations, including the Criminal Law of the PRC 《中華人民共和國刑法》, the Company Law of the PRC 《中華人民共和國公司法》, the Anti-unfair Competition Law of the PRC 《中華人民共和國反不正當競爭法》 Anti-Money Laundering Law of the PRC 《中華人民共和國反洗錢法》. The Group has formulated the internal risk control system and anti-corruption mechanism together with various administrative measures such as “Disciplinary Measures for Teacher Violation of Faculty Discipline” 《教職工違規違紀處分辦法》, with an objective to construct a fair, clean and health education environment and corporate culture in combating corruption. During the Reporting Period, the Group was not aware of any breaches of relevant laws and regulations relating to bribery, extortion, fraud and money laundering where we operate, as well as any litigation cases regarding corruption practices brought against the Group or our employees.

Guided by “Work Regulations of the Disciplinary Inspection Committee”, we have established a discipline commission committee led by the management of the Group. The committee has an overall responsibility in anti-corruption risk control management in three key aspects — 1) the implementation of integrity construction in a systematic, open and transparent manner, 2) conducting regular work discipline inspections to understand the current situation of clean cultural development and 3) the promotion of the integrity education in our school. We pay great attention to the letters of petition and visits and has formulated “Work Regulations on Letters Visits” 《信訪工作規定》 enabling the parties to report any suspected unlawful misconducts in good faith through our established reporting channels such as emails, letters, telephone call, interviews and visits. We keep the identity of the whistle-blower and the reported information in secret to protect the whistle-blowers against any reprisal and victimisation. In the event of a case received and problem identified, we will investigate the reported case(s), verify the situation and take prompt actions for rectification if appropriate. The Group will, depending on the severity of the reported case, consider if the Group should report to relevant authorities for further handling.

COMPLIANT AND RESPONSIBLE SCHOOL OPERATION

The Group has also formulated the employee code of conduct in our employee handbook and require our employees to strictly abide by it to maintain an ethical and honest working environment. For instance, our employees are strictly prohibited to accept and/or solicit, directly or indirectly, any benefits (e.g. gifts, entertainment and commissions) from our students and parents or abuse their power of position in undertaking personal advantages. To further intensify the clean culture and management, the Group organises regular integrity education to our employees in order to raise our employee awareness on the importance of integrity in our business services, enhance their quality of morals and ethics, and equip them with the latest knowledge and requirements on relevant anti-corruption laws and regulations. The key personnel of our school management team are required to sign a declaration of integrity to increase their sense of responsibility of clean culture advocacy and their supervision in our daily business activities to combat any corruption, bribery, fraud and money-laundering practices. In June 2020, our school management team held an annual integrity conference and training on integrity risk prevention and clean culture construction via online live casting to our deputy leading cadres, directly affiliated Party secretaries, member discipline inspection committee, and the staff in various school departments and committees such as communication and publicity department, academic department, school league committee, etc. to convey the new deployment of integrity building, the responsibilities of execution of integrity practices in different division levels and corruption prevention. In total, 240 attendants participated in this training, including 4 Directors of the board.



2020 annual integrity conference and training

PROTECTION OF DATA PRIVACY

We are dedicated to corporate, students and parents information privacy protection in order to safeguard the corporate interest and reputation. We have formulated the Confidentiality Management Regulation 《保密工作管理规定》 and the Measure on File Management 《檔案管理辦法》 to standardise the working process in information archiving and strengthen the collection, use and storage of the sensitive and confidential information including but not limited to personal data, patents and technology secrets, financial budgets, business and administrative plans, with an objective to prevent the information loss, theft and information leakage to unauthorised parties as well as comply with the relevant laws and regulations.

COMPLIANT AND RESPONSIBLE SCHOOL OPERATION

Employees are strictly prohibited to bring any confidential information out from our school and divulge such information to any unauthorised persons and organisations. The documents are classified in different confidential levels in accordance with their content and they shall be marked with proper labels and kept secure in filing rooms or electronic devices. Only authorised personnel can enter the filing rooms to access, search or use the filed information. Any computers and equipment which transmit or store data, documents, and materials involving confidential information are required to encrypt the data (e.g. user password setting). Key personnel who deal with the sensitive and confidential information must sign the confidentiality declaration to ensure they fully understand their responsibility and obligation in data protection. We also provide training to increase their awareness in information privacy and the risks of data leakage.

To safeguard the school information and network security and to strictly abide by the Regulations on Safety Protection of Computer Information Systems of the PRC 《中華人民共和國計算機信息系統安全保護條例》, we have formulated the Campus Network Information Security Management Measures 《校園網路資訊安全管理辦法》 to strengthen campus network security management and information systems protection. Regular server data backup and inspection by our Information Service Centre is maintained with the installation of appropriate anti-virus software and firewalls in order to prevent our school information systems and network from virus and hackers' attack.

PROTECTION OF INTELLECTUAL PROPERTY RIGHTS

The Group is committed to safeguarding the intellectual property rights and supporting the dissertations, textbooks, creations and the achievement in teaching and research study by our students and our staff. The Group strictly abides by the "Patent Law of the People's Republic of China" 《中華人民共和國專利法》, "Copyright Law of the People's Republic of China" 《中華人民共和國著作權法》 and assists our students and teachers in obtaining patent rights and copyrights with the China National Intellectual Property Administration in order to protect the value of the intangible assets and acknowledge their contribution to the area of education development. On the other hand, each school department is required to take precautionary measures to prevent the possible infringement of intellectual property rights. As of the Latest Practicable Date, we had registered patents of 87 utility models and designs, which were innovated and developed by our staff and students in class or in the laboratories during their learning, teaching and/or experimenting processes. We have registered two domain name(s) for our school's official websites in accordance with the Administrative Measures for Internet Domain Names 《互聯網功能變數名稱管理辦法》, which are *leader-education.cn* and *hibu.edu.cn*. The Group was not aware of any litigation related to intellectual property infringement during the Reporting Period.

COMPLIANT AND RESPONSIBLE SCHOOL OPERATION

RESPONSIBLE MARKETING AND ADVERTISEMENT

To abide by the Law for Promoting Private Education of the PRC 《中華人民共和國民辦教育促進法》 and the Advertising Law of the PRC 《中華人民共和國廣告法》, the Group has established a stringent management system to regulate the Group's external information disclosure, news reporting and publicity. Following the guidance in "Administrative Measures for Press Release" and "Administrative Measures for News Promotion on School Website", we require the responsible editors and departments to carefully review the information contents and properly identify the information source and cite authors when forwarding information, to ensure the timeliness, accuracy and truthfulness of all information published, either on school website and online media (e.g. QQ, WeChat and Weibo, etc.). For the disclosure related to our school branding and reputation and sensitive information, the content must be reviewed and approved by the Party Committee publicity department and the management of our school before publication or announcement.

SUPPLY CHAIN MANAGEMENT

The Group strives to achieve responsible supplier management and has formulated a supplier management system, including "Qualified Supplier Performance Evaluation and Management Procedure" 《合格供應商評審及管理辦法》 to assess the business capability of the suppliers for material supply and service provision and ensure school procurement in an orderly manner.

All potential suppliers are required to undergo the supplier assessment. In the process of supplier selection, we select suppliers based on the criteria in terms of corporate business competency and qualification, product quality and performance, price level supply and distribution capabilities, contract coverage and after-sale service, as set out in "Qualified Supplier Performance Evaluation and Management Procedure". Only suppliers who meet our specified requirements and standards can qualify as our on-list approved suppliers. Our suppliers primarily comprise of construction project contractors, building services providers, teaching equipment suppliers and booksellers. During the Reporting Period, the Group has collaborated with a total of 24 suppliers and all of which are located in Mainland China.

Our procurement department forms an investigation team and conducts regular inspections and performance reviews to our existing suppliers. The investigation team evaluates their degree of cooperation, compliance with laws, regulations and standards required by our school, contingency plans and the timeliness of contract performance to ensure their products and services provided all up to standard. Supplier(s) who consecutively fail to fulfill our specified requirements will be disqualified and removed from the approved suppliers list. The Group has devised the supplier code of conduct, which outlines our expectations in the supplier activities in terms of business ethics, operation control and quality, health and environmental management system and legal compliance, for our suppliers to strictly follow in order to mutually strengthen sustainability performance.

ADVOCATING THE GREEN CAMPUS

We recognise that the long-term enterprise development is interconnected with environmental sustainability. The Group strictly complies with the relevant environmental laws and regulations such as the “Environmental Protection Law of the PRC” 《中華人民共和國環境保護法》, the Energy Conservation Law of the PRC 《中華人民共和國節約能源法》, “Prevention and Control of Water Pollution of the PRC” 《中華人民共和國水污染防治法》, “Prevention and Control of Environmental Pollution by Solid Waste” 《中華人民共和國固體廢物防治法》, and has formulated a sound management system in energy and water consumption, emissions and waste disposal, as well as other materials use, in order to minimise the environmental footprints, optimise the resource efficiency and pursue a green campus.

During the Reporting Period, the Group was not aware of any breaches of relevant laws and regulations relating to air and greenhouse gas (“GHG”) emissions, discharge into water and land, and generation of hazardous and non-hazardous waste.

RESOURCE CONSERVATION

Water Consumption

The Group strives to conserve the precious water resource. Our water consumption mainly comes from our school complex, student and staff dormitory and irrigation. In respect of water conservation, the Group has formulated a comprehensive management system, such as “Energy Saving and Emission Management Procedure” 《節能減排工作管理制度》, “Green Office Management Procedure” 《綠色辦公室管理制度》 and “Water and Electricity Saving Management Procedure in Dormitory” 《宿舍節水節電管理制度》 and implemented various measures to seek every opportunity on water saving. The key water saving measure adopted in our school are highlighted as follows:

- Install the water-efficient faucets, toilets and other fixtures in our school complex;
- Control the water inlet valve of water tanks and urinal to lower the amount of water use;
- Strengthen regular inspection and maintenance of the utility facilities, pipelines and drainage in our school complex to avoid dripping and water leak; and
- Place water saving signage and poster in the public area and washrooms to encourage water conservation.

We regularly review and monitor the water consumption record and check whether there is any abnormal situation in water use in order to address the problem in a timely manner.

During the Reporting Period, the Group did not face any problem in sourcing water as the water consumed in our school complex is directly supplied by the municipal water supplies department.

Energy Use and Greenhouse Gas Emission

The Group is dedicated to building energy-saving eco-friendly campuses to optimise the energy use and further reduce the GHG emission. In our operations, the main types of energy consumption of the Group are fuel oil, purchased electricity and heat. Guided by “Measures for Energy Saving” 《節能管理制度辦法》, “Energy Saving and Emission Management Procedure” 《節能減排工作管理制度》, “Green Office Management Procedure” 《綠色辦公室管理制度》 and “Water and Electricity Saving Management Procedure in Dormitory” 《宿舍節水節電管理制度》. The Group has implemented different initiatives to energy saving through equipment upgrade, administrative control and increasing the environmental awareness of our student and employees. The key energy saving measures adopted in our school are highlighted as follows:

- Regulate the use of air conditioning. No air conditioning should be turned on in summer when the ambient temperature does not reach 29°C or above;
- Control indoor temperature at an energy-efficient level 24-26°C for comfort when air conditioning is on;
- Use natural light as much as possible and install lighting time and illumination control to switch on/off automatically the lighting in public areas;
- Require our employees to switch off the lighting, air-conditioning, machines and devices, such as computers and monitors when they leave or are not in use;
- Procure and adopt energy efficient electrical appliances (such as those with China Energy-saving Product Certificate);
- Attach “Energy Saving” signage near office equipment and in our campuses to further remind our students and staff regarding in energy conservation;
- Install LED lights in our campus; and
- Phase out the old or malfunctioned electrical equipment and replace with more energy efficient ones to reduce electricity use.

We regularly collect energy consumption records, supervise the current situation of energy use, and find out the root causes of any unusual consumption for rectification. Besides, to facilitate the use of renewable energy in our school and to cut down on GHG emission, we have installed solar panels for energy supply to the streetlights in our new Hanan Campus as well as the water heater for staff dormitory. The Group will continue to seek opportunities to expand the coverage in the renewable energy use in our school.



ADVOCATING THE GREEN CAMPUS

Paperless Teaching and Operation

Paper is one of the major types of materials consumed in our school. In order to further save paper use, the Group strives to accelerate the progress of creating paperless office operation by reducing the printing of paper documents and fax through the application of electronic office platform and instant messages for communication. Besides, the Group endeavours to teaching digitally and offering e-copies of learning materials via online learning platforms to our students to replace the traditional paper lecture notes. These approaches can effectively optimise the paper consumption while reducing the wastepaper production and enhance teaching and working efficiency.

EMISSION MANAGEMENT

Waste Management

Non-hazardous waste generated in our school operation includes mainly paper, plastics, domestic waste, kitchen waste, waste cooking oil and grease and construction waste while hazardous waste includes cartridges, fluorescent tubes and electrical appliances. Since limited amount of hazardous waste was produced during the reporting year and the construction waste was handled by our employed supplier, the Group did not quantify the amount of such types of waste. All non-hazardous waste generated in our school is properly collected, sorted and consigned to our engaged qualified waste collectors for further handling.

The Group has taken various initiatives to reduce waste generation at source. For instance, we adopt double-sided printing, put recycling boxes near the photocopiers to collect single-sided printing paper for reuse and adopt electronic office platform for information dissemination to reduce paper consumption. We reduce single-use disposable items (e.g. stationaries, paper cup and paper towel), repair electricity appliances to extend their service lifespan and gradually promote the recycling of old computers, printers, photocopiers, batteries and other office appliances in turn to reduce the waste generation and disposal.

The Group advocates the “Food Wise” culture in our school and encourages our students and staff to think twice before ordering food and select suitable portions to minimise food waste. For kitchen waste treatment, the kitchen waste is firstly sorted in dry waste and leftovers and appropriately packed in garbage bags for collection by the local sanitation department. In respect of waste cooking oil and grease trap waste, it is centrally collected by our school canteen operators for landfills.



The billboard with food wise slogan and signage in our school canteens

To reduce the oil and grease in the wastewater generated from our school canteens, we have installed oil separator and grease traps for treatment before discharge to the municipal sewage pipelines to meet the discharge standard required by the local government.

Case study: Campus cleaning activity

To strengthen our student and staff awareness in environmental protection, our Youth League Committee organised a cleaning activity named “Bending over to pick up trash, creating a more beautiful campus” (彎腰撿垃圾 校園更美麗) in the school campus in October 2019. About eighty students and staff members participated in this activity and cleaned up the garbage in the outdoor public areas. Through this cleaning activity, it can cultivate the sense of ownership of our school’s students, reduce the waste disposal and contribute to creating a green and beautiful campus together.



Air Emission

The sources of air emissions mainly come from the mobile fuel combustion of our owned vehicles and the cooking fumes emitted from our school canteens. The Group has formulated the Vehicle Use Management Procedure to regulate the use of vehicles in our school. Employees who intend to use vehicles for official duties are required to submit applications in advance in order to better arrange the transportation routes based on the number of passengers and trip distance to avoid unnecessary transportation as much as practicable. Additionally, we encourage our staff to travel by shuttle buses and public transportation to reduce air emission and fuel consumed by corporate vehicles. We carry out regular vehicle maintenance to make sure the safety and optimal function of our vehicles.

For the control of cooking fumes emitted from our canteen kitchens, our school has installed the pollution control equipment with electrostatic precipitator and maintained regular third-party assessment to ensure the emission level met the national industry standard.

ADVOCATING THE GREEN CAMPUS

THE ENVIRONMENT AND NATURAL RESOURCE

Greening in Campus

Greening can beautify our environment and create amenity space apart from providing environmental benefits. In order to promote the greening work of our school and in compliance with relevant national laws and regulations and the “Harbin City Greening Regulations” 《哈爾濱市城市綠化條例》, the Group takes greening as an integral part of overall school works and planning, and actively carries out voluntary tree planting and other greening activities for all students and employees to improve campus greening level and coverage. Our target rate of greening in our school is 40%. The Group has formulated “Rules of Campus Greening Implementation” and regulate certain areas of greening works to be arranged for the new infrastructure projects and large-scale reconstruction and expansion projects on campus in order to fulfil this objective. During the Reporting Period, we were recognised as the National Greening Model Unit by the Office of National Greening Committee, which demonstrated our efforts in building a green campus.



Green Procurement

To achieve the goal of a low-carbon and green campus, the Group strictly followed “the Design Standard for Energy Efficiency of Public Buildings” 《公共建築節能設計標準》 GB 50189-2015) to select energy efficient building materials, appliances and products for our construction of our new campus buildings and monitor the building design, testing and diagnosis for energy efficiency. The Group also strengthened the replacement of high energy consuming facilities and adopted new energy efficient products and technologies such as energy-saving lamps, energy-saving doors and windows. The procurement practices are under the supervision of the Procurement Department, Logistics Department and the taskforce of Energy Conservation and Carbon Reduction of our school.

Environmental Education and Awareness Promotion

As one of the facilitators in the education industry, the Group has imperative responsibility to educate our future generation about the importance of environmental awareness and equip our students with the necessary knowledge to behave in a responsible manner towards the environment. During the Reporting Period, the Group launched various educational awareness activities to achieve this objective.

Case study: “Protecting our Mother River and promoting waste classification activity ceremony”

In October 2019, our Youth League Committee jointly implemented a large-scale environmental protection welfare activity with the National Greening Committee, the National People’s Congress Environment and Resources Protection Committee, Subcommittee of Human Resources and Environment , Ministry of Environmental Protection, the Ministry of Water Resources, the Ministry of Agriculture and other Ministry unit, named “Action in protecting our Mother River”. During the activity, our students gained knowledge in waste classification policies and the importance of river protection, to deliver this key message to the local citizens in conserving our environment.



Our student volunteers cleaned up rubbish near the riverbank



Our student volunteers distributed leaflets to the citizens in paying attention to the river pollution, vegetation destruction and illegal sewage discharge and report pollution cases to the authority if any

ADVOCATING THE GREEN CAMPUS

Case study: “Find a new home for water bottles”

In October 2019, the Communist Youth League Committee, co-organised with our Youth League Committee, a waste recycling campaign named “Find a new home for water bottles” (給水瓶找一條回家的路). Our students and staff actively took part in this activity and gathered the waste plastic bottles from classrooms, school complex, student and staff dormitory for waste recycling. All the waste collected at collection point were sold to the qualified waste collector for further treatment and all the earnings were wholly donated to nursing homes for daily expense. Through this activity, we strive to promote the importance of waste recycling and resource conservation to our students and staff.



CARING FOR OUR COMMUNITY

Beside nurturing professional and skilled talents for the society, the Group believes that it is essential to cultivate our students with a sense of social responsibility, convey the spirit of giving back to the society to our students and take active steps in serving our community. The Group is committed to actively fulfilling our corporate social responsibility and leveraging its resources and manpower to care for the underprivileged and to strive for the community development, in order to create a sustainable and harmonious place to live in.

The Group organised a wide range of volunteer service activities which mainly aid the elderly, the impoverished groups and children through caring visits and other charitable activities. During the Reporting Period, the Group recorded 738 attendees participating in voluntary activities with approximately 19,220 hours of volunteer services.

SOCIAL SUPPORT AND CARE FOR THE UNDERPRIVILEGED

Case study: Fire Safety Promotion to the Community

A team of 50 volunteers took part in the fire safety promotion activity launched by the Yuminjiedao community in November 2019 to improve resident awareness and knowledge of fire safety in turn to build a harmonious and safe community. During this campaign, our student volunteers distributed the fire safety brochures and shared relevant fire safety knowledge of fire safety in public place, home fire safety and prevention tips, and proper fire escape routes and methods to the residents in order to raise their awareness of fire prevention and fire safety.



CARING FOR OUR COMMUNITY

Case study: Visits to Nursing Homes

To enhance the civic awareness and sense of social responsibility of our students, to pass on the traditional virtues of respecting the elderly, as well as educating them to serve the people in need wholeheartedly, our Youth League Committee organised volunteer service activities with the theme of “Hand in hand with the sunset and warm the hearts of the elderly” (牽手夕陽紅 溫暖老人心) and arranged community visits to Kang Yue Nursing Home and Songbei Town Nursing Home in October and November 2019 respectively. A team of 20 volunteers accompanied the elderly, chatting and listening to their experiences and enriched memories, made dumplings and gave presents to express the home-like warmth, care and blessings to the elderly.



Case study: Share our love to sanitation workers

On 7 December 2019, our volunteers prepared and brought hot beverages to the sanitation workers and expressed our sincere gratitude and care to the workers with smiles and warm hugs, as well as paying tribute to their hard work under the severely cold wintertime.



Case study: Blood Donation – “Keeping to original intention Shine with Youth”

Our Youth League Committee organised a blood donation campaign named “Keeping to original intention and Shine with Youth” (不忘初心 閃耀青春) in October 2019, with an aim to promote the spirit of humanitarian, selfless dedication and love with care for our community, while simultaneously conveyed the message through blood donation.



CARING FOR OUR COMMUNITY

FIGHT AGAINST WITH COVID-19 EPIDEMIC TOGETHER

Case study: Undertakings and actions to fight with the COVID-19 epidemic

In response to the outbreak and spread of COVID-19, each provincial government implemented community quarantine to contain the spread of coronavirus. During the period from February to May 2020, a total of 162 student volunteers actively participated in the community volunteer work on epidemic prevention in Heilongjiang or in their home town. Apart from performing body temperature check and visitor registration at the work station of the key entrances and helping the elderly to refill daily necessities, some of our students leveraged their practical skills learnt from the class to create posters and video clips with health tips and information of epidemic preventive measures, to raise the health awareness of the citizens in their hometowns and to fight against the epidemic together.



SUMMARY OF KEY PERFORMANCE DATA

ENVIRONMENTAL PERFORMANCE

	Unit ¹	2019/20
Emission		
Nitrogen oxides (NOx)	kg	276.61
Sulphur oxides (SOx)	kg	0.58
Particulate matter (PM)	kg	26.61
GHG emission ²		
Direct emission (Scope 1) ³	Tonnes carbon dioxide equivalent ("tCO ₂ e")	216.46
Energy indirect emission (Scope 2) ⁴	tCO ₂ e	2,334.90
Total GHG emission	tCO ₂ e	2,551.36
Intensity	tCO ₂ e/m ²	0.01
Waste Management ⁵		
Non-hazardous waste ⁶	Tonne	2,462.4
Intensity	Tonne/m ²	0.01
Resources use ⁷		
Energy ⁸		
– Gasoline	MWh	331.56
– Natural gas	MWh	37.33
– Liquefied petroleum gas (LPG)	MWh	567.00
– Purchased electricity	MWh	2,100.33
– Purchased heat	MWh	11,903.06
Total energy consumption	MWh	14,939.28
Intensity	MWh/m ²	0.05
Water	m ³	30,500
Intensity	m ³ /m ²	0.10
Paper	kg	8,390.87

SUMMARY OF KEY PERFORMANCE DATA

SOCIAL PERFORMANCE

	Unit	2019/20
Employee profile⁹		
Total workforce	Number	817
Total workforce by gender		
Male	Number	325
Female	Number	492
Total workforce by employment type		
Full-time	Number	536
Part-time	Number	281
Total workforce by age group		
Under 30	Number	128
Age 30-50	Number	537
Over age 50	Number	152
Total workforce by employee category		
Teachers	Number	465
Management	Number	11
Administrative staff	Number	253
Student accommodation staff	Number	29
Accounting and finance staff	Number	6
Logistics personnel	Number	53
Total workforce by geographical region		
China	Number	817
Employee turnover		
Total employee turnover	Number	75
Employee turnover rate	%	9.2

SUMMARY OF KEY PERFORMANCE DATA

	Unit	2019/20
Employee turnover by gender		
Male	%	5.2
Female	%	11.8
Employee turnover by age group		
Under 30	%	18
Age 30-50	%	5.8
Over age 50	%	13.8
Employee turnover by geographical region		
China	%	9.2
Health and safety		
Number of work-related fatalities	Number	0
Rate of work-related fatalities	%	0
Lost days due to work injuries	Day	0
Employee training		
Percentage of employees trained	%	53
Total hours of employee training	Hour	30,855
Average hours of employee training	Hour	37.8
Percentage of employees trained by gender		
Male	%	38.6
Female	%	61.4
Average training hours per employee by gender		
Male	Hour	32.5
Female	Hour	41.3

SUMMARY OF KEY PERFORMANCE DATA

	Unit	2019/20
Percentage of employees trained by employee category		
Teachers	%	52.9
Management	%	2.5
Administrative staff	%	27.3
Student accommodation staff	%	4.6
Accounting and finance staff	%	1.2
Logistics personnel	%	11.5
Average training hours per employee by employee category		
Teachers	Hour	46.4
Management	Hour	66.9
Administrative staff	Hour	46.4
Student accommodation staff	Hour	3.1
Accounting and finance staff	Hour	29.3
Logistics personnel	Hour	4.7
Supply Chain Management		
Number of suppliers by geographical region		
China	Number	24
Anti-corruption		
Number of concluded corruption-related legal cases against the Group or employees	Number	0

SUMMARY OF KEY PERFORMANCE DATA

Note:

1. The intensity unit is based on the total gross floor area of our school as of 31 August 2020. The total gross floor area is 310,480 m².
2. The figure is calculated with reference to 2006 IPCC Guidelines for National Greenhouse Gas Inventories, GHG Protocol Tools for Energy Consumption in China (version 2.1) and “Guidelines for Accounting Methods and Reporting of Greenhouse Gas Emissions by Public Building Operating Units (Enterprises) (Trial)” issued by the General Office of the National Development and Reform Commission.
3. Scope 1 emission represents the direct GHG emissions generated by the combustion of fuels for stationary source (cooking stove) and motor vehicles controlled by the Group.
4. Scope 2 emission represents energy indirect GHG emissions generated by the use of purchased electricity and heat from local power companies and heat supplies companies. The calculation is based on the emission factors from 2017 Emission Factors for purchased electricity within Mainland China issued by Ministry of Ecology and Environment of the PRC (Regional power grid baseline emission factors in China for 2017 emission reduction projects), GHG Protocol Tools for Energy Consumption in China (version 2.1) and “Guidelines for Accounting Methods and Reporting of Greenhouse Gas Emissions by Public Building Operating Units (Enterprises) (Trial)” issued by the General Office of the National Development and Reform Commission.
5. The Group did not quantify the hazardous waste during the Report Period. We will review and improve the data collection system for disclosure based on the school actual situation.
6. The figure only covers the waste cooking oil, domestic waste and kitchen waste produced in our school.
7. The Group provides private formal higher education services and is not engaged in manufacturing industry, thus the use of packaging materials is not applicable to the Group.
8. The conversion factors from volumetric units of gasoline, LPG, natural gas consumption to energy units are with reference to CDP Technical note: Conversion of fuel data to MWh in 2020.
9. The figure of employee number is calculated based on the number of headcounts at our school as of the end of the Reporting Period.

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Page	Section/Explanation
A. Environment			
A1 Emission			
A1	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	P.36 & 39	Advocating the Green Campus – Emission Management Advocating the Green Campus – Resource Conservation
KPI A1.1	The types of emissions and respective emission data.	P.47	Summary of Key Performance Data
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	P.47	Summary of Key Performance Data
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	P.47	Summary of Key Performance Data
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	P.47	Summary of Key Performance Data
KPI A1.5	Description of measures to mitigate emissions and results achieved.	P.36 & 39	Advocating the Green Campus – Emission Management Advocating the Green Campus – Resource Conservation
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	P.39	Advocating the Green Campus – Emission Management

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ESG Reporting Guide		Page	Section/Explanation
A2 Use of Resources			
A2	General Disclosure Policies on the efficient use of resources, including energy, water and other raw materials.	P.36	Advocating the Green Campus – Resource Conservation
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	P.47	Summary of Key Performance Data
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	P.47	Summary of Key Performance Data
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	P.36	Advocating the Green Campus – Resource Conservation
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	P.36	Advocating the Green Campus – Resource Conservation
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	–	This KPI is not applicable to the Group as the Group provides private formal higher education services and is not engaged in manufacturing industry.
A3 The Environment and Natural Resources			
A3	General Disclosure Policies on minimising the issuer's significant impact on the environment and natural resources.	P.40	Advocating the Green Campus – The Environment and Natural Resources
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	P.40	Advocating the Green Campus – The Environment and Natural Resources

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Page	Section/Explanation
B1 Employment			
B1	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.	P.15	Building Our Elite and Professional Teaching Team – Employment Practices and Labour Standard
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	P.48	Summary of Key Performance Data
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	P.48	Summary of Key Performance Data
B2 Health and Safety			
B2	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.	P.27	Compliant and Responsible School Operation – Building Safe Campus
KPI B2.1	Number and rate of work-related fatalities.	P.49	Summary of Key Performance Data
KPI B2.2	Lost days due to work injury.	P.49	Summary of Key Performance Data
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	P.27	Compliant and Responsible School Operation – Building Safe Campus

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Page	Section/Explanation
B3 Development and Training			
B3	General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	P.11	Building Our Elite and Professional Teaching Team – Nurturing Our Teacher Growth and Development
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	P.49	Summary of Key Performance Data
KPI B3.2	The average training hours completed per employee by gender and employee category.	P.49	Summary of Key Performance Data
B4 Labour Standard			
B4	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 labour.	P.15	Building Our Elite and Professional Teaching Team – Employment Practices and Labour Standard
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	P.15	Building Our Elite and Professional Teaching Team – Employment Practices and Labour Standard
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	P.15	Building Our Elite and Professional Teaching Team – Employment Practices and Labour Standard
B5 Supply Chain Management			
B5	General Disclosure Policies on managing environmental and social risks of the supply chain.	P.35	Compliant and Responsible School Operation – Supply Chain Management
KPI B5.1	Number of suppliers by geographical region.	P.35	Compliant and Responsible School Operation – Supply Chain Management
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	P.35	Compliant and Responsible School Operation – Supply Chain Management

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Page	Section/Explanation
B6 Product Responsibility			
B6	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.	P.19 & 27	Compliant and Responsible School Operation Offering Well-rounded Education to Our Students
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	–	This KPI is not applicable to the Group as the Group provides private formal higher education services and not engaged in manufacturing industry.
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	–	No service related complaints received during the Reporting Period.
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	P.34	Compliant and Responsible School Operation – Protection of Intellectual Property Rights
KPI B6.4	Description of quality assurance process and recall procedures.	P.21	Offering Well-rounded Education to Our Students – Stringent Teaching Quality Control
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	P.33	Compliant and Responsible School Operation – Protection of Data privacy

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ESG Reporting Guide		Page	Section/Explanation
B7 Anti-corruption			
B7	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.	P.32	Compliant and Responsible School Operation – Building Integrity Culture and Anti-corruption Promotion
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	P.50	Summary of Key Performance Data
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	P.32	Compliant and Responsible School Operation – Building Integrity Culture and Anti-corruption Promotion
B8 Community Investment			
B8	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.	P.43	Caring for Our Community
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	P.43	Caring for Our Community
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	P.43	Caring for Our Community