



登輝控股有限公司 Town Ray Holdings Limited

(Incorporated in the Cayman Islands with limited liability)

Stock Code: 1692



Environmental, Social and Governance Report 2020





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ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

1. ABOUT THE REPORT

Town Ray Holdings Limited and its subsidiaries (the “**Group**”) are pleased to present the annual Environmental, Social and Governance (“**ESG**”) Report (the “**ESG Report**”) of the Group for the financial year 2020 in accordance with Rule 13.91 of the Rules Governing the Listing of Securities on the Main Board of The Stock Exchange of Hong Kong Limited (“**HKEX**”) (“**Main Board Listing Rules**”) and the “Environmental, Social and Governance Reporting Guide” (the “**ESG Reporting Guide**”) as set out in the Appendix 27 to the Main Board Listing Rules.

As one of the recognized electrothermic household appliances manufacturers in the industry, the Group values sustainable practices in its business operation. The Group believes that taking responsibility for the environment and society is the key to enhance the sustainability of the business and bring long-term value for both shareholders and stakeholders of the Group.

1.1. Scope of Reporting

The management and staff of the Group’s respective major functions have participated in the preparation of this ESG Report to assist the Group in identifying relevant and material ESG issues. With reference to the ESG Reporting Guide, the Group’s business operation and the material ESG issues identified, the scope of the ESG Report covers the environmental and social performances within the major operational boundaries of the Group which includes the production operation at Huizhou of the People’s Republic of China (the “**PRC**”), spanning over the period from 1 January 2020 to 31 December 2020 (the “**Reporting Period**” or “**FY2020**”).

The presentation of this ESG Report divides the relevant aspects and key performance indicators (“**KPIs**”), which are considered to be relevant and material to the Group, into four subject areas: Environmental Protection, Employment and Labour Practices, Operating Practices and Community Investments.

The Group is determined to be a responsible enterprise and is committed to perfecting its business and contributing to the well-being of the community. The Group welcomes and values each of your feedback.

2. ENVIRONMENTAL PROTECTION

2.1. Environmental Policy and Compliance

Climate change has been posing as a threat to over 7 billion people on the planet. The rising sea level, the melting glaciers and the gradual heating of Earth’s Surface can cause devastating consequences for the environment and all species living in it. In an effort to combat global warming, the Group is committed to upholding a high environmental standard in its operation. In the future, the Group will continue to devote operating and financial resources to environmental compliance as required under applicable laws and regulations.

As a company that is principally engaged in the manufacture and sale of electrothermic household appliances, the Group is required to maintain various licenses, certificates and permits for the production facilities under the laws and regulations on environmental protection in the PRC.

The Group regularly follows the latest national and regional environmental protection laws and regulations, thereby focusing on minimizing the impact on the environment and implementing different measures to optimize workplace environment, continuing to address environmental issues in relation to global warming, pollution, and biodiversity of the environment.

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With the goal to reduce energy consumption and carbon emissions, the Group has formulated relevant rules and regulations for a sound and effective management of energy consumption, greenhouse gas (“GHG”) emission, as well as discharge of domestic waste and sewage and other pollutants.

During the Reporting Period, the Group complied with relevant laws and regulations relating to air and GHG emissions, discharge into water and land, and generation of hazardous and non-hazardous waste, including “Environmental Protection Law of the PRC” (《中華人民共和國環境保護法》), “Law of the PRC on the Prevention and Control of Atmospheric Pollution” (《中華人民共和國大氣污染防治法》), and “Water Pollution Prevention and Control Law of the PRC” (《中華人民共和國水污染防治法》), etc.

The Group applied National Pollutant Discharge License in 2019 and successfully obtained the license on 18 September 2020.

During the Reporting Period, the Group strictly complied with the environmental protection law and regulations promulgated by the local government.

2.2. Emission

2.2.1. Air Pollution

While air pollutants are inevitably produced during the manufacturing process of the Group’s operation, the Group works to ensure they are properly treated in ways that are friendly to the environment and human health before discharging into the air.

In the manufacturing operation, air treatment facilities are installed to filter air emissions leaving the plants. In order to meet the local government’s emission standards of air pollutants, the Group has formulated the pollutant management system and conduct regular assessments to monitor and review the quantities of air pollutants. Equipments and measures were set up to manage exhaust gas emission, including:

- Use water spray and cyclone dust removal system as the dust control system;
- Adopt lye desulfurization method and use bag filter to cleanse the exhaust gas (including dust, SO₂ and NO_x) from curing furnace;
- Use water spray and install organic filters (activated carbon) to control and process the volatile organic compounds (VOCs) released from the paints and organic solvents during the manufacturing operation; and
- Adopt activated carbon absorption method to process non-methane total hydrocarbon discharged from welding process and the injection workshop.

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The Group also uses vehicles as a means of transportation in the business. The Group has implemented the following policy in order to mitigate the impact of air pollutants discharged from vehicles:

- Inspect and maintain vehicles regularly; and
- Require internal and external vehicles to switch off idling engine.

The emission data from the vehicles used by the Group are set out as follows:

Types of air pollutants (Note 1)	Unit	FY2020 (Note 2)
Nitrogen oxides (NO _x)	Kg	88.15
Sulphur dioxide (SO ₂)	Kg	0.13
Particulate Matter (PM)	Kg	8.45

Notes:

1. The Group has not disclosed annual quantities of air pollutant emissions directly emitted during the manufacturing process. According to the current regulation in the PRC, production facilities are only required to measure air pollutant emission concentrations and rates once a year, but not total volumes emitted in the year. An annual total of air pollutant emissions could only be estimated and might deviate significantly from actual emissions. Such figures would not facilitate an understanding of the environmental performance of the Group.
2. The air pollutant emissions reported were primarily contributed by the use of vehicles.

2.2.2. Greenhouse Gas Emissions

Due to the business nature of the Group, the Group generates exhaust gas during its operation. In daily operation and office administration, GHG emissions are generated indirectly through energy consumption. As a manufacturer, electricity serves as an important source of energy for the plant and machinery. To properly manage GHG emissions, the Group actively adopts energy saving and electricity conservation measures as well as other measures, including:

- Use pellet fuels, which is considered as a renewable fuel, in some of the manufacturing process;
- Encourage employees to switch off IT devices, such as computers and monitors when not in use;
- Maintain indoor temperature at an optimal level for comfort; and
- Check and clean electrical appliances, such as refrigerator, air conditioning, ventilation and paper shredder regularly to ensure they are maintained at an efficient operating state.

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The emission data of GHG during the Reporting Period are set out as follows:

GHG Emissions	Unit	FY2020 (Note 1)
Scope 1 – Direct emissions (Note 2)	CO ₂ e(tonne)	77
Scope 2 – Indirect emissions (Note 3)	CO ₂ e(tonne)	9,068
Scope 3 – All other indirect emissions (Note 4)	CO ₂ e(tonne)	63
Total	CO₂e(tonne)	9,208

Note:

1. Subject to rounding.
2. Scope 1 refers to the direct emissions from operations that are owned or controlled by the Group.
3. Scope 2 refers to the indirect emissions resulting from the purchased or acquired electricity consumed within the Group.
4. Scope 3 refers to other indirect emissions including paper wastes and electricity used for water processing.
5. The intensity of emission is not reported since the Group has only one production unit (i.e. the factory in Huizhou).

2.2.3. Waste Management

The Group adheres to the principles of waste management and is committed to a sound and proper management of all waste generated during the operation.

Hazardous Wastes

The Group's business, by nature, generates hazardous wastes throughout the production process. With reference to the List of National Hazardous Waste announced by Ministry of Ecology and Environment of the People's Republic of China, the identified hazardous wastes include used activated carbon, waste light tubes, screen washing wastewater, surface treatment waste, alkali cleaning wastewater, oily wastewater, ink scum, waste oil drums and discarded bakelite. During the Reporting Period, approximately 29 tonnes of hazardous wastes was generated.

The Group has implemented stringent policy in place to control the disposal of hazardous wastes. All of them are further processed by licensed environmental service providers in the PRC.

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Non-hazardous Waste

In the Group's operation, the non-hazardous wastes generated are corrugated fiberboard and plastic bag. The waste management practice of the Group is compliant with laws and regulations relating to environmental protection in the PRC. During the Reporting Period, approximately 66 tonnes of non-hazardous wastes was generated.

With respect to wastewater management, the Group ensures all domestic sewage is discharged into the urban sewage pipe network for the proper sewage treatment. Wastewater from the canteen will be processed through grease trap and sedimentation before discharging into the urban sewage pipe network.

The Group strives to maintain a high standard of requirement on waste reduction, which includes actively encouraging its employees to appreciate the significance of sustainable development through continuous training.

The Group is committed to promote a paperless office environment, by constantly encouraging all employees to "think before print" and to reduce paper usage through duplex printing, paper recycle and frequent use of electronic information systems for material sharing or internal administrative documents.

2.3. Use of Resources

The Group considers the conservation of natural resources as an indispensable component of its sustainable business. Through actively promoting various environmentally friendly measures, the Group encourages an efficient use of resources, including energy, paper, water and other raw materials. As such, the Group has initiated policies to raise the awareness of electricity conservation and taken energy saving measures throughout its daily operation as elaborated in the **Section 2.2.2 Greenhouse Gas Emissions and Section 2.2.3 Waste Management**.

Water Consumption

With respect to water conservation, the Group encourages all employees and customers to develop the habit of conserving water consciously. Pantry and washrooms are posted with environmental messages to remind employees the importance and urgency of water conservation.

Apart from education, the utility facilities are maintained regularly for service, to ensure that water seepage or leaking pipelines are replaced or repaired on a timely basis.

In the production process, water curtain cabins are employed so that wastewater can be recycled for the purpose of controlling air pollution in the spraying procedure.

During the Reporting Period, the total water consumption was approximately 139,699 m³. There is no issue in sourcing water.

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Packaging Material

Due to the nature of production, packaging materials are mainly included EPS foam, kraft paper, corrugated fiberboard, paper and plastic bags in the products. During the Reporting Period, approximately 1,498 tonnes of packaging materials were used.

The direct and indirect energy consumption by type are set out as follows:

Energy and Resources Use		
	Unit	FY2020
Purchased Electricity	kWh	11,276,160
Pellet Fuel (Note 1)	kWh	334,444
Petrol (Note 2)	kWh	83,916

Notes:

1. Assume the calorific value of pellet fuel was 20 MJ/kg
2. Assume the calorific value of petrol was 33.7 MJ/litre.

The Group is committed to instilling the awareness of resources conservation and environmental protection into the work and life of every employee. The Group seeks business partners who also share the philosophy and commitment to environment conservation and compliance with the applicable environmental laws and regulations. The Group believes that these initiatives are capable to reflect its commitment to offering the best quality of services while maintaining the least adverse environmental impact on our planet.

2.4. The Environment and Natural Resources

The Group is highly aware of the adverse impact of the Group's operations on the environment and natural resources. The air pollutants, greenhouse gas and hazard wastes generated from the business can be destructive to the ecosystem. Therefore, the Group is committed to integrate the concept of environmental protection into its production management and daily operation.

Through the measures elaborated in **Section 2.2 Emission** and **Section 2.3 Use of Resources**, the Group endeavors to minimize the negative environmental footprint and the potential environmental impacts of the operation on the environment and natural resources.

In the future, the Group will continue its commitment in environmental protection and strive to build a greener and healthier environment to fulfil the responsibilities as a member of the community we all live in.

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3. EMPLOYMENT AND LABOUR PRACTICES

3.1. Employment Policy

The Group fully understands that the business development is largely driven by the continued quality services delivered by experienced and competent workforce. It is therefore of paramount importance to proactively manage the talent pipeline and career development for the employees of the Group. The Group is determined to set itself in a good position to maintain a robust business performance and growth together with the employees.

With an objective to uphold an open, fair, just and reasonable human resource policy, the Group formulated the recruitment policy with respect to equal opportunities, diversity and anti-discrimination.

In the recruitment process, the appointment of employees at all levels of the Group was based on academic qualifications, integrity, abilities, experience and physical fitness required for the position. Recruitment was conducted mainly through job posting. Candidates are vetted by human resources department and reviewed by the heads of the hiring department. All appointments are submitted to general manager for approval to ensure the decisions are fair and reasonable.

The Group encourages differences and individuality in employees, with the philosophy that diversity can bring new ideas, dynamics and challenges to the operations; but discourages all forms of discrimination on gender, age, family status, sexual orientation, disability, race and religion. The Group is committed to supporting the employees to maintain a family-friendly work environment and strives to make sure employees and business partners comply with laws and regulations, follow ethical business practices and respect equal opportunity in employment.

During the Reporting Period, the Group continues to strictly observe the applicable laws and regulations and follow the employment policies relating to recruitment and promotion, compensation and dismissal, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare, by providing competitive remuneration package, including internal promotion opportunities and performance-based bonus, so as to recruit and retain experienced employees.

3.2. Employment and Labour

The Group's employees are located in Hong Kong and the PRC. The Group safeguards the rights of the employees by strictly complying with the requirements of the employment laws of Hong Kong, Labour Law of the PRC and employment regulations related to compensation, welfare, working hours, rest periods, anti-child labour and anti-force labour. In 2020, the Group continued to participate in welfare schemes concerning pension insurance, unemployment insurance, maternity insurance, occupational injury insurance and medical insurance in accordance with the local regulations including the Regulations on the Administration of Housing Provident Funds and the Social Insurance Law of the PRC. The Hong Kong office provides medical insurance, disability and invalidity coverage, maternity leave, Mandatory Provident Fund (MPF) Scheme, incentive and bonus to all the applicable full-time employees.

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3.3. Health and Safety

The Group has been attaching great importance to a comfortable and safe working environment for the employees which protect them from potential occupational hazards and health and safety risks, in order to achieve zero tolerance of accidents and injuries.

As employees' health and safety are of paramount importance to the operation of the Group, the Group has accordingly formulated a series of relevant personnel management policy to provide employees with a healthy, positive and motivative working atmosphere.

The Group maintains the risk management system including identification, prevention and management of risks and hazards throughout the workplaces as well as follow-up actions for accidents or personal injuries. The Group has taken the following measures:

- Maintaining air ventilation system in the workplace regularly;
- Arrange dust prevention measures to protect the well-being of the workers;
- Regularly participating in occupational health and safety related seminars;
- Prohibiting smoking and abuse of alcohol and drugs in the workplace;
- Providing clean and tidy rest area such as corridors and pantry;
- Providing adjustable chairs and monitors for eye protection;
- Setting up posters or warning labels for near areas of potential hazards in the office;
- Conducting fire drills and emergency evacuation simulations to raise employees' awareness of fire prevention and to equip employees with appropriate knowledge and skills in the event of emergency; and
- Providing first aid kits and fire extinguishers in the workplace in response to emergencies.

Additionally, the Group provides induction programs and safety training programs to new employees such that they can be familiar with the corporate policies in relation to health and safety matters upon joining our Group.

During the Reporting Period, the Group complied with the applicable laws and regulations in Hong Kong and the PRC.

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3.4. Development and Training

The Group sees each position of the Group to be of unique professional and technical needs. Thus, a comprehensive training scheme is in place to provide support and coaching to the employees.

For every new joiner, the Group provides proper orientation training and mentoring in order to help them adapt to the new working environment quickly. Mentoring and guidance in relation to the operating procedures and technical production requirements will be provided by senior staff or supervisor in each production unit.

The Group acknowledges the importance of continuous training and development of employees and encourages on-the-job training in each production unit. At the end of each year, all production units are required to draw up a training plan for the next year based on the specific need and nature of the production procedures in the unit. Based on the nature and need of job duties, employees of certain positions will receive professional training from external institutes so that they can master the knowledge and skills required in the position. The Group also provides training subsidy to employees attending approved training courses related to the job.

3.5. Labour Standards

Being fully aware that exploitation of child and forced labour violates human rights and international labour conventions, the Group strictly prohibits the employment of any child labour and forced labour. New employees are required to provide true and accurate personal data when they join the Group. Recruiters should strictly review the entry documents including medical examination certificates, academic certificates and identity cards. The Group consciously selects suppliers and contractors in order to avoid the employment of any child labour or forced labour in the supply chain.

During the Reporting Period, no material non-compliance with the relevant laws and regulations, including the Employment Ordinance (Chapter 57 of the Laws of Hong Kong) and the Labour Law of the PRC, the prevention of child labour or forced labour have been found by the Group.

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4. OPERATING PRACTICES

The Group is determined to disseminate the pursuit of sustainability into the core business which is regarded as part of the responsibility of an accountable corporate citizen. A series of management systems and procedures have been developed in alignment with the Corporate Governance requirements required by the HKEX. Furthermore, the Group encourages all business partners to incorporate those sustainability practices and policies into their operation thoroughly in order to work together in pursuit of sustainable development.

4.1. Supply Chain Management

The Group understands that supply chain management has always been one of the key aspects of the Group's operation. The supply chain management team not only considers economic and commercial benefits during the tendering processes, but also evaluates the suppliers' and contractors' track record relating to legal and regulatory compliance which include safeguarding workers' health and safety, and mitigating environmental impacts.

In addition to purchasing products and services according to the specified standards, the Group has developed a vendor and supplier selection mechanism which requires potential suppliers to comply with all applicable laws and regulations. The Group insists on choosing socially responsible supplier with specific local licenses; for instance, financial service providers in Hong Kong must hold business licenses/certificates of the Hong Kong Securities and Futures Commission or other relevant institutions such as the Hong Kong Monetary Authority. To maintain a good corporate control and governance, the Group has developed a series of management system and procedures in alignment with the Corporate Governance requirements required by the HKEX and is obliged to terminate the cooperation contract with suppliers that may cause or have caused serious legal violation.

The Group believes that the above review process can minimize the potential social risks associated with the supply chain management.

4.2. Product Responsibility

The Group places a high priority on product and service excellence for its customers. To fulfill product responsibility, the Group actively communicates with the suppliers, employees and customers and prevents any product defects through quality assurance and control measures such as safety test, usability and performance tests, reliability tests, etc. In order to mitigate the customers' exposure of product risk, product liability insurance was maintained as well. Further, the warning or caution is legible and placed in a conspicuous position on the product and the package of the goods. The Group strictly complies with the laws and regulations relating to health and safety, advertising, labelling and privacy matters of products and services provided and methods of redress.

During the Reporting Period, there were no material recalls, major complaints against the products, or any material amount of sales return for safety and health reasons.

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4.3. Privacy Protection

The Group is committed to compliance with the privacy laws and regulations. The Group undertakes to strictly comply with the requirements of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), the Corporate Finance Consultant Code of Conduct and local legislations, to ensure that all data are securely kept in the internal system with access control. The Group has separated the customer data from other ordinary information to protect customers' privacy. Meanwhile, only authorized personnel can access the personal data collected from the Group's customers. Through the internal training and confidential agreements with employees, the Group emphasizes confidentiality obligations and the legal consequences of the breaches of relevant rules.

4.4. Anti-corruption

Insisting on the honesty, integrity and fairness in all aspects of the business, and upholding a high standard of business ethics and prohibition of any forms of bribery and corrupt practices, the Group has developed a series of policies of anti-fraud and anti-bribery as part of the exercise of Corporate Governance.

The Group observed the related laws and regulations that have significant impact on the Group relating to bribery, extortion, fraud and money laundering, such as the "Prevention of Bribery Ordinance of Hong Kong" (Chapter 201 of the Laws of Hong Kong), the Criminal Law of the PRC (《中華人民共和國刑法》), and the Regulations of the PRC for Suppression of Corruption (《中華人民共和國懲治貪污條例》). During the Reporting Period, the Group complied with the relevant laws and regulations relating to bribery, extortion, fraud and money laundering mentioned above, as well as the corporate policy of anti-corruption, and there were no cases of anti-corruption.

Under the Group's whistleblower policy, employees may anonymously report any suspected or actual event of bribery and corruption to their supervisor or management of higher level, including to an appropriate Board committee or member, without the threat of dismissal or retaliation. The supervisors, managers and/or Board members who receive the reports will promptly act to investigate the issue. The whistleblower shall receive a report within five business days of the initial report, regarding the investigation results.

If employees have any concern in relation to accounting controls and audit matters, they may report to the Audit Committee as well. The Audit Committee will review each complaint and decide how the investigation should be conducted. During the Reporting Period, the Group did not received any complaint from employees.

5. COMMUNITY INVESTMENTS

Being a socially responsible company, the Group actively strives to contribute to a better society through active involvement in the community, by putting the best effort in helping the employees and local communities through company events and outdoor activities.

The Group believes that a good corporate culture and harmonic working environment will help to achieve the work-life balance of the employees. In the coming future, the Group will continue to attach great importance to the well-being of the staff and community.

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6. ESG REPORT INDEX

Subject Areas, Aspects, General Disclosures and KPIs	Description	Section/Declaration	Page
A. Environmental			
Aspect A1: Emissions			
General Disclosure	Information on: a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Environmental Policy and Compliance	2
KPI A1.1	The types of emissions and respective emissions data.	Emission The Group has not disclosed annual quantities of air pollutant emissions directly emitted during the manufacturing process. According to the current regulation in the PRC, production facilities are only required to measure air pollutant emission concentrations and rates once a year, but not total volumes emitted in the year. An annual total of air pollutant emissions could only be estimated and might deviate significantly from actual emissions. Such figures would not facilitate an understanding of the environmental performance of the Group.	3
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity.	Emission — Greenhouse Gas Emissions	4
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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).	Emission — Use of Resources	6
KPI A2.2	Water consumption in total and intensity.	Use of Resources — Water Consumption	6
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	Use of Resources	6
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Use of Resources — Water Consumption	6
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Use of Resources — Packaging Material	7

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KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	The Environment and Natural Resources	7
B. Social			
Aspect B1: Employment			
General Disclosure	Information on: a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Employment Policy	8
Aspect B2: Health and Safety			
General Disclosure	Information on: a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Employment and Labour Health and Safety	8

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Aspect B3: Development and Training			
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Development and Training	10
Aspect B4: Labour Standards			
General Disclosure	Information on: a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	Labour Standards	10
Aspect B5: Supply Chain Management			
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Supply Chain Management	11
Aspect B6: Product Responsibility			
General Disclosure	Information on: a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Product Responsibility Privacy Protection	11

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General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Community Investments	12