



Computime

COMPUTIME GROUP LIMITED

金寶通集團有限公司*

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 320)

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2020/2021



* For identification purposes only

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About the Report

This Environmental, Social and Governance (“ESG”) Report (the “Report”) is published by Computime Group Limited (“Computime”, the “Company”, “we”, “us”, or “our”), disclosing its management approach and performance in environmental, social and governance aspects. The Report is published in both English and Chinese. If there is any discrepancy between the two versions, the English version shall prevail.

Acknowledging its responsibility to ensure the integrity and truthfulness of the Report, our Board of Directors (“Board”) has reviewed and approved this Report. Our Board also confirms that, to the best of its knowledge, this Report addresses all material topics related to Computime and fairly presents its ESG performance and impacts.

Reporting Guidelines and Principles

This Report has been prepared in compliance with ESG Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (“HKEx” or the “Stock Exchange”) and the actual situation of Computime. This Report is based on the reporting principles of “Materiality”, “Quantitative”, “Balance” and “Consistency” with details as follows:

Materiality	<ul style="list-style-type: none"> The materiality assessment is conducted on a regular basis to identify material topics of Computime, and to ensure that the impacts and performances of these topics are addressed in this Report
Quantitative	<ul style="list-style-type: none"> The calculation standards and methods taken as references for some key data including greenhouse gas are listed in this Report The data presented in this Report has been reviewed and illustrates the year-over-year (“YoY”) changes
Balance	<ul style="list-style-type: none"> Our ESG performances are presented in an unbiased manner
Consistency	<ul style="list-style-type: none"> Unless otherwise stated, the disclosure and statistical methods in this Report are consistent with those in the previous Reports to ensure meaningful comparison

Reporting Boundary and Period

Unless otherwise specified, this Report covers operations of Computime and its subsidiaries (collectively the “Group”). The reporting period is for the year ended 31 March 2021 (the “Year” or “FY2021”).

Board Approval

This Report has been reviewed and confirmed by the management team and was approved by the Board on 24 June 2021.

CEO Message

Dear Stakeholders,

As the global economy is on a slow recovery from the outbreak of the COVID-19 pandemic, Computime maintains its operations in a professional manner. Despite unprecedented challenges, we are committed to fulfilling the mission of becoming a premium innovative technology solutions provider that leads and enables a sustainable living. Computime strives to bring positive change towards a smart and green lifestyle through its strong technological expertise and innovative Research and Development (“R&D”), seeking all possibilities to contribute advanced solutions in responding to climate change and resources conservation.

To ensure smooth operation and ensure the health and safety of employees, we took swift response in preparing for potential outbreaks within the Company. Business continuity plan and COVID-19 guidebook were established in managing risks of infection and minimising the disruption to business operations. On-going measures including body temperature measurement and office disinfection have been in place. With necessary supporting measures taken, we are here to ride out challenges together with the employees.

With the fast-paced technological advancement, a competent and cohesive workforce is crucial for our long-term business development. Our approach to talent management focuses on supporting employees’ career development. The NexGens and Management Trainee Program, launched during the Year, provide opportunities for middle management and fresh graduates in gaining mentor guidance, experience and skills. We aim to enable smooth succession planning for Computime and improvement of employee experience.

Sustainability has been at the core of our business, from product development to green manufacturing. Our smart home devices are designed to maximise energy efficiency, reduce energy waste and energy cost. With our talented and experienced R&D team, we are aspired to provide sustainable user experience by developing pioneering new products.

Moreover, we have also minimised negative environmental impact during manufacturing processes, including strictly adhering to relevant environmental standards. Air emissions and noise emissions at our manufacturing sites were audited by third-party against regulatory requirement. Together with a set of environmental management procedures and targets, we monitor our environmental performance on aspects including pollution prevention, energy conservation and waste discharge. We will also identify opportunities for improvement through regular reviews.

Although business environment remains challenging, we do not hesitate in shouldering our corporate responsibility. We will continue to work closely with stakeholders and bring positive transformation to the environment and the society. On behalf of the Board, I would like to express my gratitude to our stakeholders for our support throughout the Year. We look forward to our further collaborations in the journey ahead.

Bernard AUYANG

CEO & Executive Director

24 June 2021

ESG Management

As a global technology and manufacturing company headquartered in Hong Kong, Computime specialises in design and manufacturing solutions, as well as develops and launches innovative products under its own brand name. We have 15 offices and manufacturing sites in strategic locations worldwide, striving to provide high-quality products and services to global brands and consumers all over the world.

We have incorporated ESG into our daily operations. Our ESG Committee and structure is steered by Legal and Corporate Affairs department who reports to the Chief Financial Officer. Employees of different backgrounds from different departments, including Engineering department, Manufacturing department, Human Resources department, Environment, Health and Safety (“EHS”) team, etc., are involved to support ESG work of Computime through managing ESG issues they are assigned.

“Live Smart • Go Green”

“Our vision is to be a leading innovator and enabler of smart and sustainable living, and our mission is to universalise smart and sustainable living through technologies, products and manufacturing solutions.”

– **Bernard AUYANG, CEO & Executive Director of Computime**

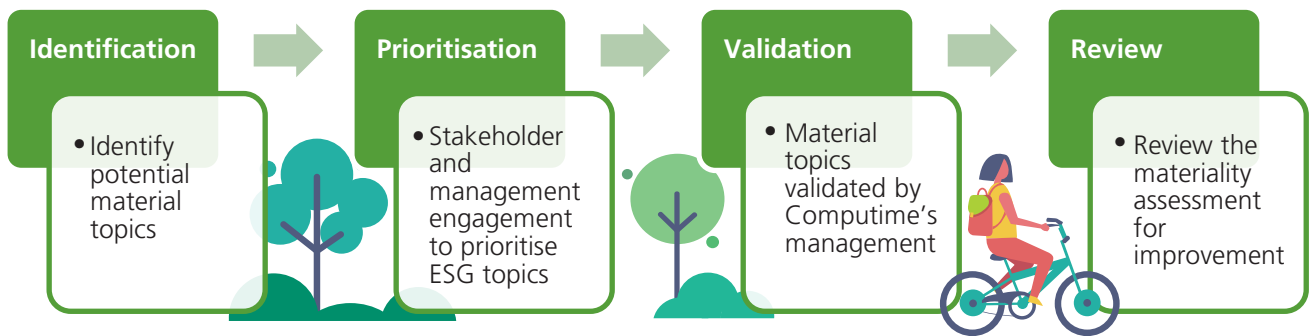


ESG Management (continued)

Stakeholder Engagement

Computime believes that it is essential to include internal and external perspectives for further improvement in ESG management and performance. We, therefore, keep engaging with stakeholders through various channels, including annual reports, annual general meeting, surveys, etc., so as to understand their concerns and priorities on different ESG aspects.

In line with the reporting principle of “Materiality”, we have carried out the materiality assessment with a four-step approach of Identification, Prioritisation, Validation and Review, so as to have an overview of relative importance of ESG topics to our stakeholders and business.

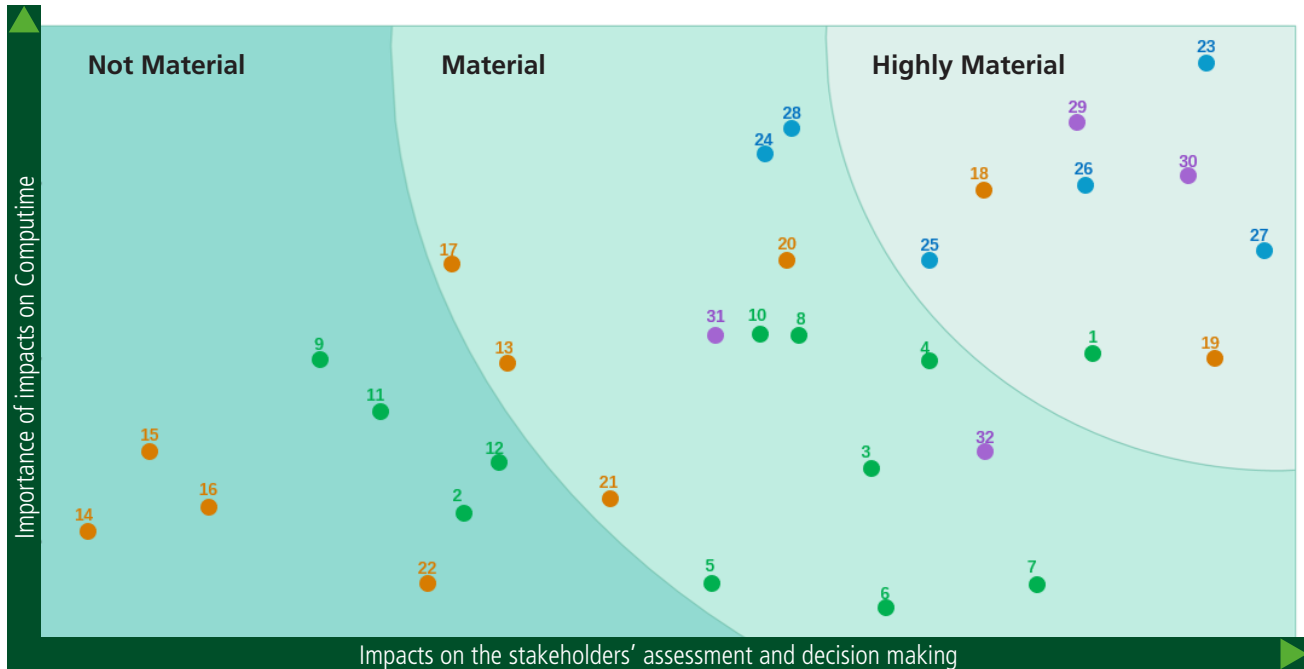




We first conducted a scanning exercise to identify a list of 32 potential material topics. Next, management and stakeholders of Computime were invited to participate in an online survey to express their perspectives on each of the potential material topics.

Based on two dimensions, namely “impacts on the stakeholders’ assessment and decision making” and “importance of impacts on Computime”, 32 potential material topics were prioritised and divided into three levels in the following material matrix. 9 topics are classified as Computime’s “Highly Material” topics. The list of these material topics has been validated and approved.

ESG Management (continued)

Materiality Matrix for Environmental, Social and Governance Aspects



Subject	Not Material Aspects	Material Aspects	Highly Material Aspects
Environment 	2. Addressing climate change 9. Reducing use of packaging 11. Using renewable resources 12. Managing environmental risks of supply chain	3. Avoiding pollution to the air 4. Avoiding pollution to water 5. Conserving raw material 6. Conserving water 7. Minimising waste 8. Providing environmentally-friendly products 10. Saving energy	1. Complying with environmental laws
Social 	14. Community engagement 15. Controlling working hours of workers 16. Embracing diversity at workspace 22. Managing social risks of supply chain	13. Attracting and retaining talents 17. Employee communication 20. Providing fair opportunities and remuneration to employees 21. Training and development	18. Forbidding the use of child and forced labour 19. Occupational health and safety
Governance 		24. Adhering to marketing practices that are based on factual and unbiased information 28. Whistleblowing policy and system	23. Complying with local laws and regulations 25. Anti-corruption 26. Data privacy and confidentiality 27. Respecting intellectual property rights
Products and Services 		31. Investing sufficient resources in product innovation 32. Avoiding use of conflict minerals	29. Ensuring products and services quality 30. Ensuring health and safety of customers/users

ESG Management (continued)

Responding to Stakeholders' Concerns








In the following table, we summarise actions taken by Computime in material topics during the Year:

Material Topics	Computime's Actions in FY2021	Related Chapters
Complying with environmental laws	<ul style="list-style-type: none"> Conducted internal and third-party audits on environmental management system Ensured all pollutants to be discharged externally were regularly monitored for compliance with laws, regulations and company standards Improved the Volatile Organic Compounds ("VOCs") online detection system by adding additional detecting equipment 	Enhancing Environmental Performance
Forbidding the use of child and forced labour	<ul style="list-style-type: none"> Strictly verified identity documents of candidates during recruitment process Conducted monthly inspection in factories to check if child labour was being employed Prohibited child labour for all suppliers and subcontractors 	Talents Management
Occupational health and safety	<ul style="list-style-type: none"> Distributed Computime EHS Newsletter to improve employees' safety awareness Arranged the regular occupational health check Took appropriate and swift actions to provide employees with a safe work environment during the COVID-19 pandemic 	Occupational Health and Safety
Complying with local laws and regulations	<ul style="list-style-type: none"> Complied with relevant laws and regulations related to employment practice and operation 	Achieving Operational Excellence Creating Enjoyable Workplace
Anti-corruption	<ul style="list-style-type: none"> Forbade any forms of dishonesty, disloyalty or corruption Employees were required to follow the requirements listed in Code of Conduct Encouraged employees to report violations or suspected violations of internal and external regulations 	Anti-corruption
Data privacy and confidentiality	<ul style="list-style-type: none"> Ensured that individuals were well-informed and communicated clearly the reasons and ways their personal data would be used Personal data would not be held longer than necessary, and the collection and processing must have a valid and lawful purpose Regularly evaluating and refining privacy and security controls as necessary Offered employees and contractors with on-going trainings 	Data and Privacy Security
Respecting intellectual property rights	<ul style="list-style-type: none"> Required all employees to protect the Company's intellectual properties Owned 42 patents, additional 39 in the stage of application 	Innovation
Ensuring products and services quality, Ensuring health and safety of customers/users	<ul style="list-style-type: none"> Held various quality management systems certifications, and domestic and international product certifications Conducted inspection for incoming materials and during the production period Identified non-conforming products Reliability laboratory with quality assurance test facilities, covering the testing of products sold in Europe and North America 	Quality Assurance

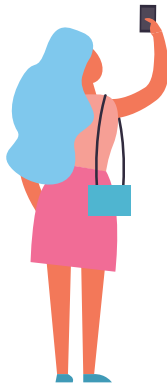
ESG Management (continued)

Supporting the United Nations Sustainable Development Goals

Computime supports and responds to the United Nations (“UN”) Sustainable Development Goals (“SDGs”) through enhancing our environmental performance, achieving operational excellence, creating enjoyable workplace and contributing to society. Our contributions to SDGs are presented in corresponding chapters in this Report.

Chapters	Relevant SDGs	FY2021 Performance	
Enhancing Environmental Performance	7 AFFORDABLE AND CLEAN ENERGY 	Target 7.3 – Improve energy efficiency	<ul style="list-style-type: none"> Continued to establish an energy management system and a power management centre
	12 RESPONSIBLE CONSUMPTION AND PRODUCTION 	Target 12.2 – Achieve sustainable management and efficient use of natural resources Target 12.5 – Substantially reduce waste generation through prevention, reduction, recycling and reuse	<ul style="list-style-type: none"> Reused 57,000 m³ of reclaimed water Certified with ISO 14001 Environmental Management System Returned 99% of used plastic boxes to supplier
Achieving Operational Excellence	9 INDUSTRY, INNOVATION AND INFRASTRUCTURE 	Target 9.5 – Enhance scientific research, upgrade the technological capabilities	<ul style="list-style-type: none"> 4 engineering centres, and over 180 electronics, software and mechanical design engineers
	12 RESPONSIBLE CONSUMPTION AND PRODUCTION 	Target 12.4 – Achieve the environmentally sound management of chemicals and all wastes throughout their life cycle Target 12.7 – Promote public procurement practices that are sustainable	<ul style="list-style-type: none"> Complied with laws and regulations regarding hazardous substances, including RoHS and REACH Assessed suppliers’ social and environmental performance regarding labour, environment, corporate management and health and safety
	16 PEACE, JUSTICE AND STRONG INSTITUTIONS 	Target 16.5 – Substantially reduce corruption and bribery in all their forms	<ul style="list-style-type: none"> Prohibited any forms of corruption during operation Encouraged employees to report any forms of suspected violation of the Code of Conduct of Computime
Creating Enjoyable Workplace	8 DECENT WORK AND ECONOMIC GROWTH 	Target 8.6 – Promote youth employment and training Target 8.7 – End child labour in all its forms Target 8.8 – Protect labour rights and promote safe and secure working environments for all workers	<ul style="list-style-type: none"> Provided internal training programs Verified identity documents of candidates and established remedial procedures for addressing incidences of child labour Took appropriate and swift actions during the COVID-19 pandemic
Contributing To Society	4 QUALITY EDUCATION 	Target 4.1 – Ensure all girls and boys complete quality education	<ul style="list-style-type: none"> Supported education programs

Enhancing Environmental Performance



We are guided by the principle of acting responsibly in all areas of our operations and we are committed to conservation, preservation and recycling of natural resources.

In this Section:

Environmental Management | Live Smart, Go Green | Resources Management | Emissions Control

7 AFFORDABLE AND CLEAN ENERGY



Target 7.3 – Improve energy efficiency

12 RESPONSIBLE CONSUMPTION AND PRODUCTION



Target 12.2 – Achieve sustainable management and efficient use of natural resources

Target 12.5 – Substantially reduce waste generation through prevention, reduction, recycling and reuse

Key Performance:



Reused **57,000** m³ of reclaimed water

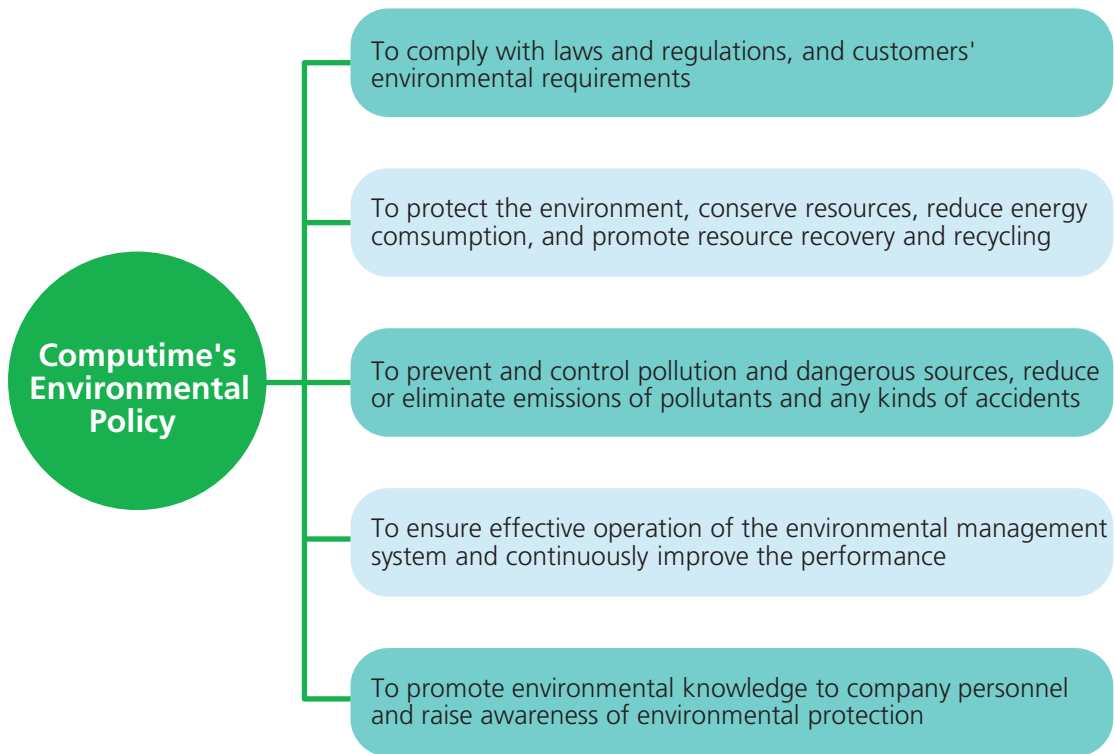


Returned used plastic boxes to suppliers for recycling, achieving recovery rate of **99%**

Enhancing Environmental Performance (continued)

Environmental Management

Manufacturing activities are heavily dependent on the consumption of energy and resources, while exerting negative impacts on already threatened environment. On top of the dedication to build energy efficiency into its products, Computime's Environmental Policy creates a sustainable foundation for environment-friendly operations.






We are well aware of the importance of reducing the environmental impact arising from our production processes. All of our production plants located in Mainland China are certified with ISO 14001:2015 Environmental Management System. During the Year, we conducted internal and third-party audits on our environmental management system to verify its conformity with ISO 14001 standard. Only minor non-conformities were identified and were timely rectified.

To ensure our environmental activities can be improved continually, we have formulated the Environmental Aspect Identification & Evaluation Management Procedure. The procedure covers our own operations and those of our suppliers' to better identify the environmental aspects of our business activities and defines which environmental aspects will have significant impacts on the environment. The procedure also provides a strong governance structure covering relevant departments, including Engineering department, Human Resources department, Manufacturing department, etc., top management and environmental management representative, so as to create accountability for environmental sustainability at all levels.

Enhancing Environmental Performance (continued)

In addition, environmental objectives and targets are set and reviewed annually with reference to significant environmental aspects, providing a solid basis for setting objectives and targets for the following year. The key environmental aspects that we identified during the Year, the corresponding targets and implementation plans are as follows:

Key Environmental Aspects	Targets	Implementation Plans	Indicator	Progress
Electricity consumption 	Conserve energy	Implement an energy management system	Save 60,000 units of electricity compared with basic energy consumption	Ongoing
		Establish a power management centre	Save 100,000 units of electricity compared with the original system	Ongoing
Use of halogenated hydrocarbon 	Prevent pollution	Assign dedicated personnel to manage the refrigerator, ensure its usage is within the national prescribed time limit, timely respond to abnormal situations and replace the retired refrigerator with an environmentally friendly model	Eliminate the use of hydrochlorofluorocarbons ("HCFCs")	Ongoing
Waste discharge 	Reduce solid waste discharge	Return used plastic boxes from production lines to the warehouse in time and send them back to the supplier for recycling	Achieve recovery rate of 99%	Completed
	Reduce hazardous waste	Distribute equipment cleansing and wiping agent only to staff who can present the empty bucket	Achieve empty bucket recovery rate of 99.7%	Ongoing

Enhancing Environmental Performance (continued)

Live Smart, Go Green

As a specialist in design, manufacturing and Internet of Things (“IoT”) solutions in the electronics manufacturing, Computime has always been exploring options to develop innovative smart technology and build energy efficiency into its products.

SALUS, our house brand, is a provider of heating, ventilation and air conditioning (“HVAC”) solutions and smart home systems. SALUS offers an array of smart home devices ranging from wireless boilers to underfloor heating system thermostats to create energy-efficient homes.

Resources Management

Natural capital underpins the sustainable development of Computime’s operations. We understand the necessity to continue to evolve our approach to reduce resource consumption.

Energy Consumption

Computime is conscious of energy consumption. In response to national calls to establish energy management systems, we have appointed the EHS team to implement energy management plans and regularly inspect and maintain energy-consuming equipment to ensure high energy efficiency.

Our energy consumption profile covers electricity and natural gas used in plants and offices, as well as fossil fuels consumed by company vehicles. During the Year, the total energy consumption was 34,447 MWh, among which consumption arising from electricity usage was 33,529 MWh, contributed to around 97.33% of our total consumption. The energy consumption intensity was 9.58 MWh per million Hong Kong dollars revenue, representing a 7.71% decrease compared to the year ended 31 March 2020 (“FY2020”).

Energy consumption and intensity in FY2020 and FY2021

Energy consumption (MWh)	FY2020	FY2021
Electricity (MWh)	32,535	33,529
Natural gas (MWh)	226	166
Vehicle fuels (MWh)	1,103	753
Intensity (MWh per HK\$ '000,000 revenue)	10.38	9.58

Enhancing Environmental Performance (continued)

Greenhouse Gas Emissions

The main source of greenhouse gas ("GHG") emissions of Computime comprises direct (Scope 1) emissions from vehicle fuels and indirect (Scope 2) emissions from purchased electricity and natural gas. During the Year, the total amount of GHG emissions was 25,567 tonnes of carbon dioxide equivalent (tCO₂e), Scope 1 and Scope 2 emissions were approximately 243 tCO₂e and 25,324 tCO₂e respectively. The GHG emission intensity was 7.11 tCO₂e per million Hong Kong dollars revenue, representing a 15.36% decrease compared to FY2020.

GHG emissions and intensity in FY2020 and FY2021

	FY2020	FY2021
Total GHG emissions (tCO ₂ e)	27,414	25,567
Scope 1 direct emissions (tCO ₂ e)	350	243
Scope 2 indirect emissions (tCO ₂ e)	27,064	25,324
Intensity (tCO ₂ e per HK\$ '000,000 revenue)	8.40	7.11

Water Consumption

Computime recognises water scarcity as one of the largest global risks in terms of potential impacts over the next decade. The water consumption of Computime, for the most part, is attributed to its plants and staff dormitories. To better manage the use of water resources, we have actively engaged in a sequence of water reclamation and reuse activities. Moving forward, we will continue to encourage, participate, and refine measures to conserve water resources. During the Year, 57,000 m³ of water was reused.

Total water consumption and intensity in FY2020 and FY2021

	FY2020	FY2021
Total water consumption (m ³)	351,063	379,891
Intensity (m ³ per HK\$ '000,000 revenue)	107.60	105.62

Green Office

Computime endeavours to lower its resource consumption through multiple green office initiatives.

Enhancing Environmental Performance (continued)

Eco-friendly diet

- Avoid disposable paper cups, chopsticks, meal boxes, shopping bags, etc.
- Avoid purchasing food products with complex packaging
- Reuse environmentally friendly shopping bags

Electrical equipment

- Turn off unnecessary air-conditioning and lighting equipment during breaks, overtime and offwork
- Use natural light as much as possible
- Purchase energy-efficient products when possible

Waste recycling

- Set up recycling bins to collect reusable waste paper, envelopes, wrapping paper, etc.
- Use recycled paper, toner cartridges, rechargeable batteries and other recyclable items, etc.

Paperless office

- Reduce printing needs by storing and transporting software, forms, signatures, etc. electronically

Eco-friendly printing

- Choose black and white double-sided printing on recycled paper
- Maximise the use of paper by reducing the font size and margins

Green office supplies

- Replace disposable pens with refillable pens
- Use staples or paper clips instead of glue
- Avoid using correction fluid
- Adjust computer energy management system

Water conservation

- Conduct daily inspections on water pipes, faucets and valves
- Promote water-saving philosophy to employees

Enhancing Environmental Performance (continued)

Emissions Control

Comptime is committed to reducing pollution associated with its operations and has formulated the Environmental Protection Monitoring Procedures to ensure that all pollutants to be discharged are regularly monitored for compliance with relevant laws, regulations and internal standards. We have appointed environmental engineers in the EHS team to directly take charge of implementing the Environmental Emission Monitoring Plan and coordinate internal, external and governmental monitoring. The monitoring plan is reviewed and updated annually, or upon major changes in production process or introduction of new regulations. During the Year, our air emissions and noise emission have been audited by a third-party organisation and have all met local emission standards.

Meanwhile, we have an Accident Management Procedure in place, stipulating procedures for handling environmental emergency incidents, including chemical leakage and environmental discharges that exceed limits, with the aim to continuously reinforce environmental protection measures and efficiently prevent the recurrence of similar incidents.

Air Pollution

In addition to the sulphur oxide, nitrogen oxide and particulate matter generated from vehicle fuel combustion, the production of our plants generate a significant amount of toluene each year. Relying on the sound online monitoring system, we regularly monitor the daily operation of exhaust gas treatment facilities to prevent uncontrolled emission. During the Year, we continued to improve the VOCs online detection system by adding additional detecting equipment in compliance with national standards, realising real-time data transmission to the relevant authority departments. During the Year, the sulphur oxide, nitrogen oxide, particulate matter, tins and its compounds, and VOCs generated were 1.23 kg, 58.25 kg, 4.46 kg, 1.77 kg and 1,445.45 kg respectively.

Wastewater

We are committed to controlling the generation of wastewater through minimising water consumption and reusing wastewater. As wastewater is generated from manufacturing activities, we have set up wastewater treatment facilities at all factories to ensure all industrial wastewater is properly treated and reused instead of being discharged externally. Meanwhile, domestic sewage is discharged into the municipal sewage network.

Enhancing Environmental Performance (continued)

Solid Waste

Computime always handles waste with care. We have formulated a Solid Waste Management Procedure to ensure the proper management and control of generation, labelling, classification, storage, transportation, recycling, disposal and treatment of solid waste. The procedure specifies the responsibilities of all relevant personnel and departments to ensure the accountability at all levels. Referring to the national and provincial laws and regulations and internal standards, we have classified solid waste into three categories, namely hazardous waste, general waste and domestic waste. The EHS team regularly organises training programs on the identification of source of solid waste and to ensure the collection and disposal of solid waste are in compliance with relevant laws and regulations. Considering the potent impact of hazardous waste, we also have established a Hazardous Waste Management Committee to be responsible for hazardous waste related issues.

During the Year, Computime generated a total of 265 tonnes of general waste and transferred 82.95 tonnes of hazardous waste. To control the production of solid waste, we have actively collected and recycled used boxes and barrels and achieved a recovery rate of above 99%.

Hazardous waste generation (tonnes) in FY2020 and FY2021

	FY2020	FY2021
Waste mineral oils	3.84	0.20
Organic solvent waste	30.51	30.67
Organic resins waste	40.28	36.53
Mercury, lead and zinc waste	0.11	0
Other hazardous waste	13.80	15.55
Total	88.54	82.95

Non-hazardous waste generation (tonnes) in FY2020 and FY2021

	FY2020	FY2021
Paper	190	205
Plastics	179	57
PCB edges	–	3
Total	369	265

Enhancing Environmental Performance (continued)



Domestic Waste

Solid waste generated in daily activities, including services for daily life, and solid waste considered as domestic waste by laws and regulations

- Use separate garbage bins for collection of different types of waste
- Cleaning workers in the industrial area clean up and transport waste



General Waste

Solid waste not listed in the National Hazardous Waste Inventory or identified as non-hazardous solid waste according to the national hazardous waste identification standards and identification methods

- Collect general industrial waste with garbage bins
- Classify and transfer waste by metal, wood, plastic, electronic appliances and paper
- Entrust qualified suppliers to recycle the recyclables, and cleaning workers in the industrial area to clean up the non-recyclable waste



Hazardous Waste

Waste listed in the National Hazardous Waste Inventory or identified as hazardous solid waste according to the national hazardous waste identification standards and identification methods

- Use hazardous waste collection barrels or original packaging for storage, with hazardous waste labels attached
- Store hazardous waste in specific waste warehouses and record the inventory
- Select qualified hazardous waste disposal companies and haulers to transfer and dispose of hazardous waste
- Qualified companies are required to provide waste disposal process and final destination of waste

Achieving Operational Excellence



We anticipate our customers' needs, strengthen our R&D ability, and build a sustainable supply chain, determining to deliver prime products and services to customers and end-users.

In this Section:

Innovation | Quality Assurance | Customer Satisfaction | Data and Privacy Security | Sustainable Supply Chain | Anti-corruption

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE



Target 9.5 – Enhance scientific research, upgrade the technological capabilities

12 RESPONSIBLE CONSUMPTION AND PRODUCTION



Target 12.4 – Achieve the environmentally sound management of chemicals and all wastes throughout their life cycle

Target 12.7 – Promote public procurement practices that are sustainable

16 PEACE, JUSTICE AND STRONG INSTITUTIONS



Target 16.5 – Substantially reduce corruption and bribery in all their forms

Key Performance:



4
Engineering centres

Over **180**
electronics, software and mechanical
design engineers



Own **42**
patents

39
patents are in the stage of application



Cooperate with over **880**
suppliers

Achieving Operational Excellence (continued)

Innovation

As a provider of Smart Solutions, Computime is dedicated to delivering premium and energy-efficient solutions to end-users. Through evaluating new technologies and platforms in the field of intelligent control, the R&D department is always prepared to respond to customers' demand of product development with various technological choices. Currently, Computime engineering centres covering Cincinnati, Hong Kong and Shenzhen, with over 180 electronics, software and mechanical engineers stationed around the globe. The output of R&D department enables Engineering department to discover potential problems and their associated root causes when producing new products, hence making the R&D and production processes more efficient and timely.

Computime recognises the importance to safeguard of intellectual property ("IP") rights and requires all employees to protect the Company's IPs, including inventions, technical information, product design and manufacturing expertise. They must be fully compliant with the Code of Conduct. We currently own 42 patents and an additional 39 are in the stage of application.

Quality Assurance

Computime is dedicated to putting in unremitting efforts to pursue zero defects in delivering quality products and at the same time satisfying customers' demands. We have achieved various quality management accreditations for our operations, including ISO 9001 Quality Management System, ISO 14001 Environmental Management System, IATF 16949 Automotive Quality Management System, and ISO 13485 Medical Product Quality Management System.

Our Quality and EHS manuals set out stringent and detailed guidelines to regulate product quality measurement and monitoring procedures, covering the entire production process from inspection of coming raw material to final inspection.

Incoming Inspection and Test

- All incoming materials are checked if they are listed on the Approved Vendor List
- Conforming certification or materials quality of all incoming materials is verified according to sampling plans and inspection instructions

Process Inspection and Test

- Identify potential defects through carrying out process monitoring and notify relevant departments
- Quality department determine if products meet specified requirements
- Identify and dispose non-conforming products properly

Final Inspection and Test

- Ensure all required final inspection and test procedures have been satisfactorily completed
- Inspection and sampling are conducted by Quality department
- Shall inspection failed, the product is rejected for re-work and re-inspection is needed after product is rejected

Monitoring and measurement of products

Achieving Operational Excellence (continued)

On top of accreditations in the quality control aspect, our products obtained recognition at both national and international levels as illustrated below. These achievements represent our commitment over the years to maintaining a high standard in areas of health, safety and environment.



Qualified with EN/IEC 60730-1 and EN/IEC 60730-2-9 accreditations, our Shenzhen-based reliability laboratory enables internally thermostat testing based upon standards, acting as the validation of the Company's superb quality control and professional testing capabilities. Having in place a complete set of quality assurance equipment, it fulfils the testing needs of all products sold in two of our largest markets, namely Europe and North America.

Customer Satisfaction

Our business managers are responsible for day-to-day engagement with our Control Solutions customers, understanding their values and opinions; while customers of SALUS, consisting of professional wholesalers and distributors, are supported by our SALUS subsidiaries. We believe that genuinely understanding their concerns and satisfying them with quality products and services at reasonable prices are the keys to improve and sustain a long-lasting and trusted relationship with customers.

At Computime, customers' views and feedback are taken seriously and we always do our best to anticipate and satisfy their needs whenever possible. To this end, we ensure all complaints are handled properly through our systematic Complaint Handling Procedure. It clearly stipulates the responsibilities of respective departments during stages of receiving the case, investigation in evaluating the nature of the case and taking corrective actions to mitigate the problem. The accountabilities of each department are outlined as follows:

Achieving Operational Excellence (continued)

Strategic Business Units and Related Departments	Quality Assurance	Operation
<ul style="list-style-type: none"> • Receive customers' call and settle the case if not taken as complaint • Arrange to obtain defective samples from customer or external interested party to Quality Assurance department for Failure Analysis • Transfer the call to related departments including Quality Engineers and Strategic Business Units depending on the nature of the issue 	<ul style="list-style-type: none"> • Lead and collaborate with the team to evaluate the circumstances and determine the containment action • Communicate with customers and external parties in relation to the containment action within 24 hours time limit • Evaluate the effectiveness of the containment actions, corrective actions and preventive actions ("CAPA") 	<ul style="list-style-type: none"> • Process improvement by reviewing the Process Failure Mode and Effects Analysis if the root cause is process related • Logistic arrange to assure the return of material • Prepare the required rework material and schedule and conduct rework accordingly • Carry out the containment actions and CAPA as well as root cause analysis

Complaint handling procedure

Data and Privacy Security

Similar to most of the multi-national enterprises, protection of privacy and information security is one our major concerns. Our business entities and operation units span across various countries, serving customers from regions around the world. As a result, we have enacted a stringent Global Data Protection and Privacy Policy to systematically safeguard the data and privacy security of our customers, employees and business partners. We expect all parties to uphold high standards when handling personal data and privacy matters and collaborate with us in complying with the related laws and regulations.

We only collect and process relevant and necessary personal data in a fair, honest and lawful manner. Adhering to the principle of transparency, Computime ensures that individuals are well-informed and communicated clearly the reasons and ways their personal data will be used. Personal data will not be held longer than necessary, and the collection and processing must have a valid and lawful purpose.

Achieving Operational Excellence (continued)

On the other hand, data privacy and security is secured through deploying reasonable administrative, technical and physical security measures (collectively “Information Security Controls”), to protect personal data from unauthorised access, destruction, modification, disclosure, etc. We evaluate and refine the Information Security Controls when necessary to ensure the integrity and resilience of systems and data, for instance, making changes or developing new processes, technologies or products that affect an individual’s privacy or personal data. To raise awareness and enhance privacy and security practices, our employees and contractors are offered on-going trainings to meet the evolving expectations of our customers and laws.

Sustainable Supply Chain

We strive to take on our social and environmental responsibility through embedding green procurement practices into supply chain management. Computime prioritises engagement with suppliers who can demonstrate their commitment to improving sustainable performance in the social and environmental aspects.

Supplier management

To effectively communicate our expectations for suppliers, we have set out the Supplier Code of Conduct, stipulating clearly requirements regarding suppliers’ social and environmental performance and conducts and covering four areas of labour, environment, corporate management and health and safety. Suppliers are responsible for presenting supporting documents to Computime in order to ensure their compliance with related requirement stipulated in the Supplier Code of Conduct.

Achieving Operational Excellence (continued)

Labour

- Anti-harassment
- Anti-discrimination
- Fair compensation and welfare
- Reasonable working hours
- Prohibit child labour and forced labour
- Freedom of association and collective bargaining rights

Environment

- Comply with international environmental regulations, including RoHS directive, REACH Regulation, Halogen free initiative, etc.
- Comply with environmental requirement of locations where they operate
- Minimise environmental pollutions
- Establish an environmental management system

Operation

- Anti-corruption
- Set up sustainable business plans
- Comply with conflict-free minerals policy

Health and Safety

- Provide a safe and healthy working environment
- Establish an occupational safety management system

On a regular basis, audits are conducted for suppliers to evaluate their qualifications on various aspects including their adoption of quality system, management leadership, project development, production and quality monitoring, environmental as well as employee protection. Suppliers are required to complete the Computime Supplier's Qualification Audit Report that will later be verified by us. A score is given for each area of performance and suppliers are classified based on an overall score. They must achieve a minimum of 70% in score in order to pass the assessment and be accepted. If the suppliers score between 50-60%, they need to revert with corrective actions to Computime within 2 weeks upon receipt of the assessment report with follow-up actions implemented. Suppliers scoring below 50%, they shall no longer be considered for future engagement.

Achieving Operational Excellence (continued)

Conflict Minerals Management

Computime is dedicated to avoiding sourcing conflict minerals from the Democratic Republic of Congo or any adjoining countries. We require suppliers to submit a due diligence report based on the Conflict Minerals Report Template (“CMRT”), developed by the Responsible Minerals Initiative (“RMI”). Suppliers need to disclose if any conflict minerals sourcing policies and due diligence measures are implemented.

Green Procurement

Computime strives to advance our commitment in embedding green procurement into our procurement management. Taking both economic and environmental considerations into account, we aim to fulfil customer’s expectations and support governmental initiatives. We source only eco-friendly products to demonstrate our effort in sustainable business practices to enable resources conservation, low carbon circulation and recycling promotion.

Our Green Procurement Procedure sets out guidelines in green procurement and stipulates the expectation of Computime in selecting suppliers and sourcing green products that relevant departments should follow. Departments are required to avoid sourcing products that are listed as highly polluted or with high environmental risks. They should always opt for products that pass certain environmental or national certification regarding energy efficiency. The Procurement department is responsible for selecting green suppliers and monitoring if green procurement contracts are fulfilled. If the suppliers fail to observe the agreed environmental requirements specified in the procurement contracts, they will be subject to a termination of business relationship.

Anti-corruption

At Computime, we strongly believe that honesty and integrity are the essential company assets that support our business operations. The reputation of Computime relies upon the individual actions of our employees. Hence, we require our employees to uphold high standard of ethical principles when engaging in any business dealings or activities. Any forms of corruption including but not limited to bribery, money laundering and fraud will not be tolerated. Our Code of Conduct therefore clearly sets out the comprehensive business conducts that employees are expected to strictly follow. The Code of Conduct is subject to regular reviews and updates.

Achieving Operational Excellence (continued)

Soliciting or accepting advantages

- It is prohibited to solicit or accept any advantages from counterparts that can influence work performance or induce to act against Computime's interests
- An advantage can come in the form of a gift, fee, reward or favour. Employee must notify immediate supervisor or Human Resources department if an advantage is accepted

Conflict of interest

- Employees should be highly aware of any situations that may lead to conflict of interest between the person and the Computime
- One must declare the circumstances where his or her immediate family members engage in any business relationships that compete with the Computime

Handling of confidential information

- Employees must not disclose without the permission of Computime any classified information or use such information to obtain personal interests

Should employees discover any suspected violation of the Code of Conduct of Computime, they bear the responsibility to report the cases to their line managers or Human Resources department. We protect whistleblowers by keeping the confidentiality of the case and forbidding any retribution against them. Investigation for violation of ethical standards is carried out in a fair and prompt manner. Disciplinary actions are taken against any breaching of the Code of Conduct including termination of employment. Cases involving suspected corruption or other criminal offences will be referred to the Independent Commission Against Corruption ("ICAC") or other appropriate authorities for further investigation and legal actions. We also organise anti-corruption and anti-bribery trainings to enhance employees' awareness of integrity.

Creating Enjoyable Workplace



Computime continues to capitalise on its talent pool and strives to provide a safe, harmonious, and diverse working environment in which its employees can achieve work-life balance and grow along with the Group.

In this Section:

Talents Management | Training and Development | Occupational Health and Safety

8 DECENT WORK AND ECONOMIC GROWTH



Target 8.6 – Promote youth employment and training

Target 8.7 – End child labour in all its forms

Target 8.8 – Protect labour rights and promote safe and secure working environments for all workers

Key Performance Indicators:



100%
employee
Training coverage¹

Approximate **100,000**
training hours²



35
Work-related incidents²

393.5
Lost days due to work injuries²

¹ Employee training coverage = total number of staff employees received training during FY2021/total number of staff employees as at 31 March 2021. (An staff employee is one who signs a contract with Computime)

² Only cover data of staff employees, excluding that of outsourced employees.

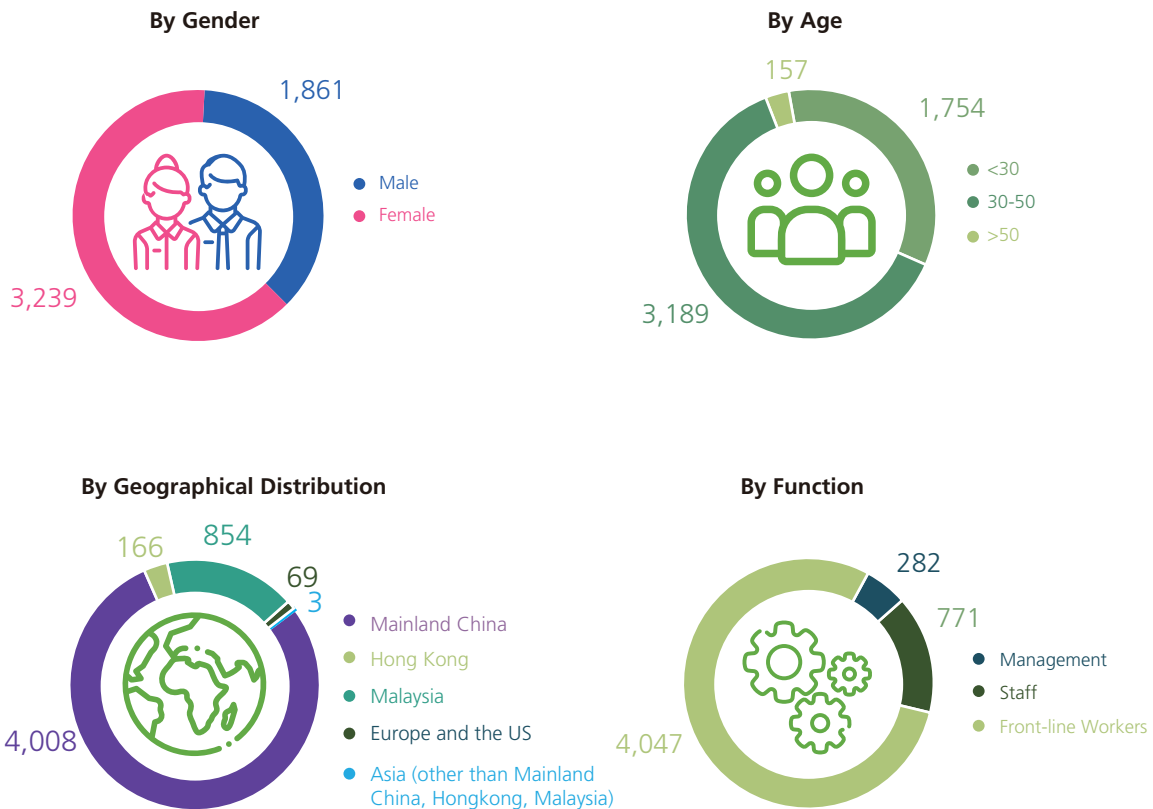
Creating Enjoyable Workplace (continued)

Talents Management

We are committed to treating each employee equally and fairly, and providing equal employment opportunities to all employees regardless of race, age, gender, nationality, etc. In order to adapt to the talent competition in the industry, we keep recruiting talents through internal and external channels and retaining talents by improving remuneration and welfare benefits, organisational training, etc.

Employee Distribution

As at 31 March 2021, Computime has a total of 5,100 employees, including 5,099 full-time employees and 1 part-time employee.



Creating Enjoyable Workplace (continued)

Employee Rights and Welfare

Allowing full employee rights and an equitable welfare system are essential for ensuring employees' well-being and satisfaction. The Code of Conduct and Employee Handbook stipulate clearly our commitments and practices to guarantee employees' rights, working conditions, benefits and remunerations. Our human resources policy and employees' rights and responsibilities are well communicated within the Group, ensuring the protection of employees' rights.

Comptime provides employees with reasonable salaries in accordance with the requirements of local government, industry salary levels, employee performance, etc. We also control the working hours of employees at a reasonable level. Employees working overtime during rest days and holidays are entitled to overtime pay and compensatory leave in accordance with local employment laws.

We maintain a diverse and inclusive working environment where employees enjoy the fundamental rights such as the freedom of association and collective bargaining rights. Our Code of Conduct reaffirms our commitment to protect employees from discrimination and harassment.

Salary and bonuses

- Salary that exceeds local minimum wage
- Performance bonuses
- Discretionary bonuses

Holidays

- Statutory holidays
- Rest days
- Maternity leave
- Paternity leave

Insurance

- Medical and dental insurance
- Life insurance
- Accident death and disablement insurance
- Business travel insurance

Transportation

- Company shuttle coach arrangement

Creating Enjoyable Workplace (continued)

Employee Communication

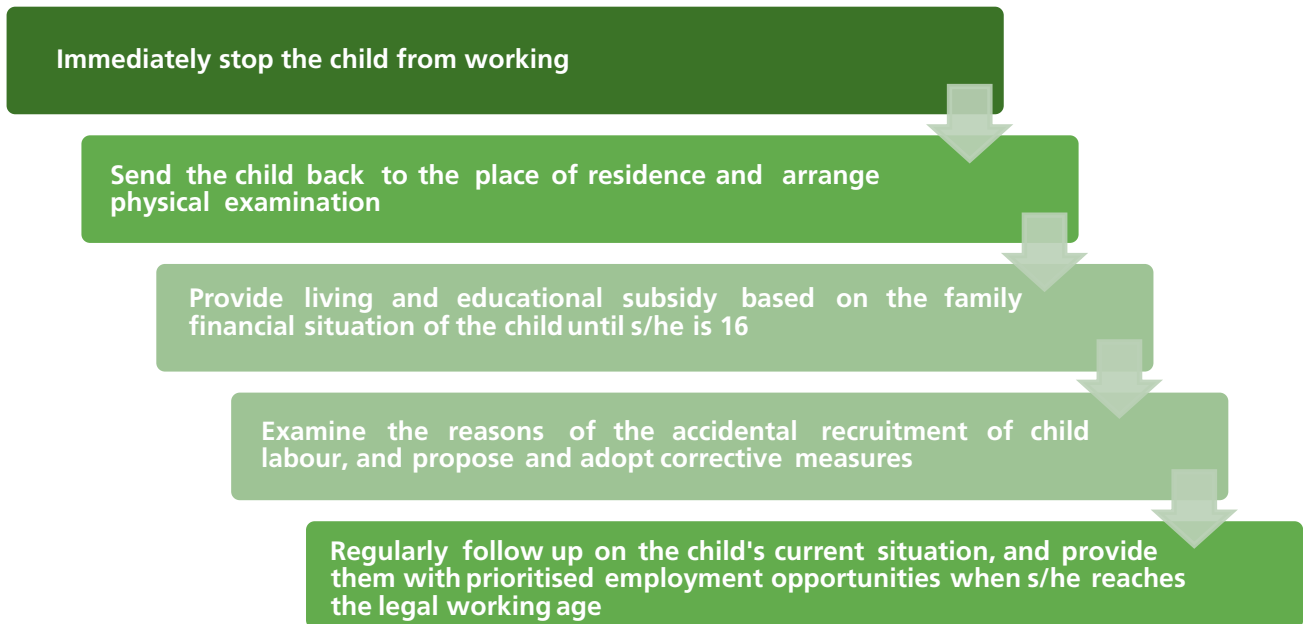
We always provide our employees with timely information on business results, product performance, customer relations and employee achievements, and have established different communication channels to encourage self-expression and open dialogue relative to employee opinions, attitudes, and concerns. For example, we announce company events and activities through the bulletin board and collect employees' opinions through the suggestion box. In addition, a labour union has been set up to encourage employees to voice out their concerns and dissent at work. We also conduct employee satisfaction surveys to collect opinions of employees for operational improvement.

Prohibition of Child Labour and Forced Labour

Use of child labour (age under 16) and forced labour is strictly prohibited at Computime. Remedial procedures for addressing incidences of child labour are in place to safeguard children's safety, health, and education. To prevent misuse of child labour, Human Resources department strictly verifies identity documents of candidates during recruitment process and conducts monthly inspection in factories to check if child labour is being employed. Additionally, we prohibit child labour for all suppliers and subcontractors through explicit instructions or purchase agreements issued by the Procurement department. This is in fact one of the criteria for selection and evaluation of suppliers and subcontractors.

Creating Enjoyable Workplace (continued)

Once use of child labour is discovered and confirmed, remedial measures are implemented as follows:



Training and Development

People are assets to the Group. The building of talent bandwidth is essential to continued success of Computime and talent development is conducive to the building of a talent bench with strength.

Employee Training

We nurture our employees by providing a wide range of training programs, including pre-service training, professional skill training, management ability and quality training, etc., based on the different characteristics and requirements of each position. To carry out employee training programs in an orderly manner, our internal Training Centre develops annual training plans for employees, aiming at upgrading employees' knowledge and skills.



Professional Skill Training

Creating Enjoyable Workplace (continued)

Comptime encourages employees to speak up and express, to share personal knowledge, experience, and techniques, which creates a willing-to-learn atmosphere. In addition, we offer external training opportunities to employees, for further developing their personal skills, which are eligible for tuition subsidy.

During the Year, all staff employees of Comptime attended internal training programs with an average training hour of 28.73 hours per person. Training satisfaction survey was conducted during the Year, which aimed to further improve training quality and efficiency.

Average training hours	
By Gender	
Male	34.16
Female	26.31
By Function	
Management	12.62
Staff	6.01
Front-line Workers	37.84

Career Development

To facilitate employees' career development, we have established a two-channel system that allows employees to earn promotions according to their personal abilities and desires. Employees can realise their professional advancement in technical channel while maximising their management ability in management channel.

During the Year, Comptime has launched two-thronged programs that identify employees with high management potential and actively plan their careers to build bench strength. One of the major programs is NexGens, a succession program targeting at middle management level. After a series of assessments on the ability, aspiration, and engagement, 11 employees were identified as high potential employees with stretch roles and project experience as well as mentorship. Another program is Management Trainee Program, a fast-track channel intended to build fresh graduates' strength by a 2-years' job rotation program towards the career ladder of management. Currently, 3 management trainees are on a rotation basis working in different departments for gaining and broadening their exposure.

Creating Enjoyable Workplace (continued)

Occupational Health and Safety

Safety Management

Occupational health and safety (“OHS”) is one of our priorities. We have formulated a series of stringent OHS management policies and procedures, including Quality & EHS Policy, Accident Management Procedure, etc., to ensure that our employees are under all-round and sufficient protection. Factory Safety Officers and Safety Champions are appointed for each plant building and floor to oversee the OHS performance so as to reduce existing and potential risks in our operations.

OHS Management Policy	
<ul style="list-style-type: none"> To comply with relevant laws and regulations, and meet customer requirements related to OHS To ensure the efficiency of the OHS management system and its continuous improvement 	<ul style="list-style-type: none"> To enhance safety level by continuously improving the working environment and eliminating safety risk factors To provide sufficient OHS training to employees

OHS Management Structure	
Factory Safety Officers: <ul style="list-style-type: none"> To conduct working environment inspection in plants To arrange induction training for new employees To check and ensure firefighting facilities such as fire escapes are properly maintained according to relevant national regulations 	Safety Champions: <ul style="list-style-type: none"> To execute safety-related procedures

During the Year, there were 35 work-related accidents and the number of lost days due to work injuries was 393.5. There were no work-related fatalities reported.

Safety Education and Training

Safety education and training are efficient measures to implement safety production, as well as promoting the safety knowledge and skills. We have attempted the elucidation of general safety management, industrial safety regulation, fire safety regulation and fire handling regulations thoroughly so as to enhance safety awareness of employees. Employees who are not the appointed machine or equipment operators are strictly prohibited from operating the equipment without training and approval. Special positions, such as driver, electricians, welders, etc., must be trained and licensed to work, which means operating without certificate is prohibited. To enrich Computime OHS culture, EHS team releases to all employees the Computime EHS Newsletter with different topics related to OHS on a regular basis.



Creating Enjoyable Workplace (continued)

Safety Production

We recognise that employees working in plants are exposed to health and safety risks of fire and chemicals. Therefore, our employees in our plants are subject to Computime's OHS management policies and procedures, including Fire Protection Procedures and Chemical Storing and Handling Procedures.

Fire Management

- Comply with fire management regulations
- Equip fire extinguishing equipment
- Assign personnel to do supervision

Chemical management

- Conduct daily inspection of chemical products stored in warehouses
- Employees exposed to chemicals must attend chemical management and information training

Incident management

- Report, handle and investigate all safety related incidents in a timely manner
- Take rectification and preventive measures to prevent recurrence of similar incidents

Preventing Occupational Diseases

The well-established Occupational Health Surveillance Management Procedure clarifies the responsibility of the OHS supervision, and lists proper operational process guideline, hence, to control and eliminate the potential risk of occupational diseases. Human Resources department is responsible for arranging the regular occupational health check, as well as the collection and managing the result. Employees who are exposed to hazardous factors are required to receive health check before they report for duty, during the employment and before they relinquish their responsibilities.

Pandemic Prevention

Computime has held the safety of our employees as our top priority throughout our response to the pandemic. Sensing the uncertainties and anxieties brought by the virus, the Group has taken a collection of actions to ensure a safe operation as we are gradually bringing business back to normal.

We take no excuse of carelessness and adapt strict control from all aspects. The Group has introduced a COVID-19 Guidebook with regarding to the respective situation. The Guidebook covers comprehensive information from precautionary measures to related protocols. During the pandemic, all employees must wear surgical masks, use sanitisers and measure body temperature before accessing the workplace. We also provide subsidies to our employees for acquiring protective equipment, including surgical masks, sanitisers, disinfectants and sterilisers.

Creating Enjoyable Workplace (continued)

In furtherance of managing the risks of infection, we regularly conduct disinfection activities at workplace at least once a day, namely frequently touched push buttons, switches of doors, lifts, water dispensers, equipment in production areas, warehouses and offices, as well as dormitory and canteen. The precautionary measures regulate the whole process on work place and individual protection. Meanwhile, different warning signals are issued according to the severity of the pandemic, where we adopt the corresponding and appropriate measures and adjustment to respond to the emergencies. We also strengthen education to employees on preventive measures and medical emergency responses.



Front Door Checking



Work Place Disinfection

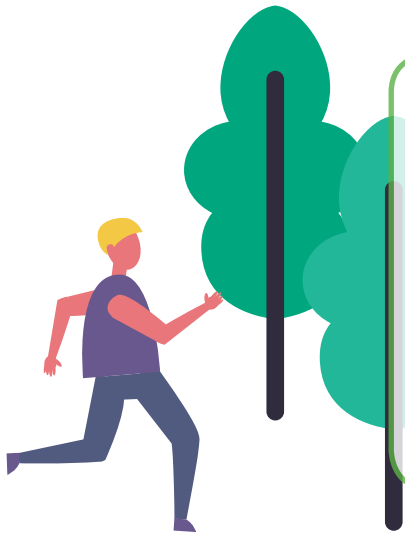


Partitioned Dining Space

To better prepare for potential future outbreaks, the Group has formulated the Business Continuity Policy on Epidemic/Pandemic Disease Outbreaks to stipulate the operational measures to be taken according to circumstances and the resources of support as required. A Business Continuity Committee led by Chief Operating Officer is formed by circumstances and is to collaborate with Human Resources department and departmental heads to minimise both the disruption to business operations and the risk of employees being infected.

In addition, we provide extra benefit of our Group Medical Insurance in case of suffering from severe respiratory disease associated with a Novel Infection Agent, therefore, to provide a more comprehensive protection of all our employees. The benefit contains, starting from January 2020, diagnosis benefit payment, coverage of hospital insurance, extra coverage of drugs or treatment terms. We do our best to support our employees in both physical and mental health under difficult times.

Contributing to Society



We have continuously contributed to society, especially investing in promoting education of child and youth, aiming to create long-term positive impact to society.

In this Section:

Community Investment

4 QUALITY EDUCATION

Target 4.1 – Ensure all girls and boys complete quality education



Key Performance:



Approximately HK\$**362,000**
donated to social welfare

Contributing to Society (continued)

Community Investment

We deeply aware that Computime, as a conscientious corporate citizen, should always give back to society to fulfil the social responsibility. During the Year, we continued to make donations to support beneficiary charities for child and youth programs, and have donated an approximate of HK\$362,000 striving to create value for society.

Supportive Learning Project – “Skill for Life”

- Since 2018, Computime has started to sponsor the “Skills for Life” Bursary for Children of Heep Hong Society’s Supportive Learning Project.
- During the Year, Computime sponsored an approximate of HK\$220,000 for the project, benefited 62 children from low-income families.
- Children are allowed to receive timely and continued support, including developmental assessments by psychologist, participation in the “Read and Write Trooper Course” and “Eye-hand Coordination Handwriting Course”.



Multiple Intelligence Program

- We sponsored Heart Link of S.K.H. St. Christopher’s Home. It offers developmental workshops, academic guidance, and Christmas activities through the “Multiple Intelligence Program”, to serve the children from low-income families in Shatin, Hong Kong.
- During the Year, 95 sessions of the four tuition classes were recorded with nearly 1,000 attendances in total.
- Meanwhile, Christmas gifts were given to the needy children for celebration of Christmas.



Looking Forward

Going forward, we will continue to shoulder our responsibility as responsible corporate citizen and continue our journey towards sustainability so as to contribute to environmental protection and social care. We are dedicated to bringing positive transformation to the Company and the society by minimising environmental impacts, focusing on R&D and quality management, and building a safe and equal workplace.

Computime is committed not only to regulatory compliance, but also to use the opportunity to define and reevaluate the best practices in ESG in the coming years. Our role in the worldwide effort to uphold sustainable and ethical practices is increasingly pertinent, and we are devoted to serving our communities and beyond.

Laws and Regulations

We implement internal policies and initiatives to ensure our business operations adhered to all applicable laws and regulations listed below.

Aspect	Applicable Laws and Regulations	Compliance Statement
A1 Emissions	<ul style="list-style-type: none"> • Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution • Law of the People's Republic of China on the Prevention and Control of Water Pollution • Law of the People's Republic of China on the Prevention and Control of Environmental Pollution of Solid Waste 	<ul style="list-style-type: none"> • During the Year, we were not aware of any non-compliance of relevant laws and regulations that has a significant impact on Computime relating to air and greenhouse gases emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. • There was no issue in sourcing water that is fit for purpose.
A2 Use of Resources	<ul style="list-style-type: none"> • Law of the People's Republic of China on Conserving Energy • Law of the People's Republic of China on the Promotion of Clean Production 	
A3 The Environmental and Natural Resources	<ul style="list-style-type: none"> • Law of the People's Republic of China on Appraisal of Environmental Impacts • Environmental Protection Law of the People's Republic of China 	
B1 Employment	<ul style="list-style-type: none"> • Labour Law of the People's Republic of China • Labour Contract Law of the People's Republic of China • Special Rules on the Labour Protection of Female Employees 	<ul style="list-style-type: none"> • During the Year, we were not aware of any non-compliance of relevant laws and regulations that has a significant impact on Computime relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.
B2 Health and Safety	<ul style="list-style-type: none"> • Production Safety Law of the People's Republic of China • Code of Occupational Disease Prevention of The People's Republic of China • Regulations on Occupational Health Supervision and Management in the Workplace • Occupational Health Files Management Surveillance • Technical Specifications for Occupational Health Surveillance • Measures for the Supervision and Administration of Employers' Occupational Health Surveillance 	<ul style="list-style-type: none"> • During the Year, we were not aware of any non-compliance of relevant laws and regulations that has a significant impact on Computime relating to the provision of a safe working environment and protection of employees from occupational hazards.

Laws and Regulations (continued)

Aspect	Applicable Laws and Regulations	Compliance Statement
B4 Labour Standard	<ul style="list-style-type: none"> • Law of the People's Republic of China on the Protection of Minors • Provisions on the Prohibition of Using Child Labour 	<ul style="list-style-type: none"> • During the Year, we were not aware of any non-compliance of relevant laws and regulations that has a significant impact on Computime relating to the prevention of any child and forced labour. • There were no reported cases of child or forced labour in the Year.
B6 Product Responsibility	<ul style="list-style-type: none"> • Product Quality Law of the People's Republic of China • Tort Law of the People's Republic of China • Patent Law of the People's Republic of China 	<ul style="list-style-type: none"> • During the Year, we were not aware of any non-compliance of relevant laws and regulations that has a significant impact on Computime relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.
B7 Anti-corruption	<ul style="list-style-type: none"> • Anti-Unfair Competition Law of the People's Republic of China • Criminal Law of the People's Republic of China 	<ul style="list-style-type: none"> • During the Year, we were not aware of any non-compliance of relevant laws and regulations that has a significant impact on Computime relating to bribery, extortion, fraud and money laundering, and we are not involved in any corruption cases.

Performance Data Summary

	FY2021	FY2020	
Environment	Greenhouse Gas Emissions³		
	Scope 1 direct emissions (tCO ₂ e)	243	350
	Scope 2 indirect emissions (tCO ₂ e)	25,324	27,064
	Total GHG emissions (tCO ₂ e)	25,567	27,414
	Emission intensity (tCO ₂ e per HK\$ '000,000 revenue)	7.11	8.40
	Air Pollutants Emissions		
	Sulphur oxides (SO _x) (Kg)	1.23	1.80
	Nitrogen oxides (NO _x) (Kg)	58.25	85.61
	Particulate matter (PM) (Kg)	4.46	6.58
	Methylbenzene (Kg)	/	590.38
	Tin and its compounds (Kg)	1.77	/
	VOCs (Kg)	1,445.45 ⁴	/
	Waste		
	Hazardous waste (Tonnes)	82.95	88.54
	– Waste mineral oils	0.20	3.84
	– Organic solvent waste	30.67	30.51
	– Organic resins waste	36.53	40.28
	– Mercury, lead and zinc waste	0	0.11
	– Other hazardous waste	15.55	13.8
	Non-hazardous waste (Tonnes)	265.30	369.25
	Resources Consumption		
	Diesel (Litre)	47,106	79,548
	Petrol (Litre)	32,146	35,229
	Natural gas (m ³)	15,310	20,883
	Electricity (MWh)	33,529	32,535
	Total energy consumption (MWh)	34,447	33,864
	Energy intensity (MWh per HK\$ '000,000 revenue)	9.58	10.38
	Water (m ³)	379,891	351,063
	Water intensity (m ³ per HK\$ '000,000 revenue)	105.62	107.60
	Packaging Material		
Carton (Piece)	7,310,707	3,894,141	
Printing (Piece)	18,148,889	15,840,965	
Other packaging materials (Piece)	46,699,683	43,752,916	

³ Carbon Emission Calculation Methodology:
Emission factors are adjusted compared to those disclosed in FY2020 report, and GHG emission for FY2020 are recalculated and adjusted in the above table. The calculation of GHG emissions is based on the Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong (2010 edition) published by the Environmental Protection Department. Emission factors are referenced from the 2019 Emission Reduction Project China Regional Grid Baseline Emissions Factor (《2019年度减排項目中國區域電網基準線排放因子》) and the HKEx How to Prepare ESG Report – Appendix II: Reporting Guidance Environmental KPIs. The global warming potential is referred to in the Fifth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC).

⁴ The data of VOCs in FY2021 includes the emissions of methylbenzene.

Performance Data Summary (continued)

		FY2021	FY2020
Workforce Demographics⁵	Total Headcount	5,100	4,984
	By Gender		
	Male	1,861	1,922
	Female	3,239	3,062
	By Function		
	Management	282	315
	Staff	771	970
	Front-line Workers	4,047	3,699
	By Age		
	<30	1,754	1,293
	30-50	3,189	3,494
	>50	157	197
	By Geographical Distribution		
	Mainland China	4,008	4,548
	Hong Kong	166	202
	Malaysia	854	142
	Europe and the America	69	92
Asia (other than Mainland China, Hong Kong, Malaysia)	3	0	
By Employment Type			
Full-time	5,099	4,982	
Part-time	1	2	
Development and Training⁶	Employees Training – By Function		
	Percentage of Employees Trained⁷		
	Management	100%	4.66%
	Staff	100%	19.11%
	Front-line Workers	100%	76.24%
	Average Training Hours Per Employee		
	Management	12.62	9.69
	Staff	6.01	7.90
	Front-line Workers	37.84	17.71
	Employees Training – By Gender		
	Percentage of Employees Trained⁷		
Male	100%	38.15%	
Female	100%	61.85%	
Average Training Hours Per Employee			
Male	34.16	7.35	
Female	26.31	20.27	

⁵ Workforce demographics for FY2020 include all staff employees and outsourced workers.

⁶ Development and training data for FY2021 only covers staff employees while data for FY2020 includes both staff employees and outsourced workers.

⁷ Percentage of employees trained in one category in FY2021 = total number of staff employees received training in that category during FY2021/total number of staff employees as at 31 March 2021. Percentage of all staff employees and outsourced workers trained in one category in FY2020 = total number of all staff employees and outsourced workers received training in that category during FY2020/total number of all staff employees and outsourced workers received training during FY2020.

Performance Data Summary (continued)

		FY2021	FY2020
Health and Safety⁸	Occupational Health and Safety		
	Number of work-related injuries	35	32
	Lost days due to work-related injuries	393.5	648
	Number of work-related fatalities	0	0
	Percentage of work-related fatalities	0	0
Supplier	China	780	632
	Asia except China	34	18
	Europe	24	31
	North America	43	54
Product Quality	Number of products sold or shipped subject to recalls for safety and health reasons	0	0
	Percentage of total products sold or shipped subject to recalls for safety and health reasons	0	0
	Number of products and services related to complaints received	57	125
Community	Donation (Approximately HK\$)	362,000	347,000

⁸ Health and safety data for FY2021 only covers staff employees while data for FY2020 includes both staff employees and outsourced workers.

Content Index

KPIs	HKEx ESG Reporting Guide Requirements	Section/Remarks
A. Environmental		
Aspect A1: Emissions	<p>General Disclosure</p> <p>Information on:</p> <p>a) the policies; and</p> <p>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>	Enhancing Environmental Performance – Emissions Control
KPI A1.1	The types of emissions and respective emissions data.	Performance Data Summary
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Performance Data Summary
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Performance Data Summary
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Performance Data Summary
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Enhancing Environmental Performance – Emissions Control
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Enhancing Environmental Performance – Emissions Control

Content Index (continued)

KPIs	HKEx ESG Reporting Guide Requirements	Section/Remarks
Aspect A2: Use of Resources	General Disclosure Policies on the efficient use of resources, including energy, water and other raw materials.	Enhancing Environmental Performance – Resources Management
	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).	Performance Data Summary
	KPI A2.2 Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Performance Data Summary
	KPI A2.3 Description of energy use efficiency initiatives and results achieved.	Enhancing Environmental Performance – Resources Management
	KPI A2.4 Description of whether there is any issue in sourcing water that is fit for the purpose, water efficiency initiatives and results achieved.	Enhancing Environmental Performance – Resources Management
	KPI A2.5 Total packaging materials used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Performance Data Summary
Aspect A3: The Environment and Natural Resources	General Disclosure Policies on minimising the issuers' significant impact on the environment and natural resources.	Enhancing Environmental Performance – Environmental Management
	KPI A3.1 Description of significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Enhancing Environmental Performance – Environmental Management

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KPIs	HKEx ESG Reporting Guide Requirements	Section/Remarks
B. Social		
Aspect B1: Employment	<p>General Disclosure Information on:</p> <p>a) the policies; and</p> <p>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>	Creating Enjoyable Workplace – Talents Management
	<p>KPI B1.1 Total workforce by gender, employment type, age group and geographical region.</p>	Performance Data Summary
	<p>KPI B1.2 Employee turnover rate by gender, age group and geographical region</p>	Data collection in progress
Aspect B2: Health and Safety	<p>General Disclosure Information on:</p> <p>a) the policies; and</p> <p>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>	Creating Enjoyable Workplace – Occupational Health and Safety
	<p>KPI B2.1 Number and rate of work-related fatalities.</p>	Performance Data Summary
	<p>KPI B2.2 Lost days due to work injury.</p>	Performance Data Summary
	<p>KPI B2.3 Description of occupational health and safety measures adopted, how they are implemented and monitored.</p>	Creating Enjoyable Workplace – Occupational Health and Safety
Aspect B3: Development and Training	<p>General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.</p>	Creating Enjoyable Workplace – Training and Development
	<p>KPI B3.1 The percentage of employees trained by employee category (e.g. senior management, middle management, etc.)</p>	Performance Data Summary
	<p>KPI B3.2 The average training hours completed per employee by gender and category.</p>	Performance Data Summary

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KPIs	HKEx ESG Reporting Guide Requirements	Section/Remarks
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.	Creating Enjoyable Workplace – Talents Management
	KPI B4.1 Description of measures to review employment practices to avoid child and forced labour.	Creating Enjoyable Workplace – Talents Management
	KPI B4.2 Description of steps taken to eliminate such practices when discovered.	Creating Enjoyable Workplace – Talents Management
Aspect B5: Supply Chain Management	General Disclosure Policies on managing environmental and social risks of the supply chain.	Achieving Operational Excellence – Sustainable Supply Chain
	KPI B5.1 Number of suppliers by geographical region	Performance Data Summary
	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.	Achieving Operational Excellence – Sustainable Supply Chain

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KPIs	HKEx ESG Reporting Guide Requirements	Section/Remarks
Aspect B6: Product Responsibility	<p>General Disclosure Information on:</p> <p>a) the policies; and</p> <p>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>	Achieving Operational Excellence – Quality Assurance
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Performance Data Summary
KPI B6.2	Number of products and service related to complaints received and how they are dealt with.	Performance Data Summary, Achieving Operational Excellence – Customer Satisfaction
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Achieving Operational Excellence – Innovation
KPI B6.4	Description of quality assurance process and recall procedures.	Achieving Operational Excellence – Quality Assurance, Customer Satisfaction
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Achieving Operational Excellence – Data and Privacy Security
Aspect B7: Anti-corruption	<p>General Disclosure Information on:</p> <p>a) the policies; and</p> <p>b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.</p>	Achieving Operational Excellence – Anti-corruption
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Achieving Operational Excellence – Anti-corruption
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Achieving Operational Excellence – Anti-corruption

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KPIs	HKEx ESG Reporting Guide Requirements	Section/Remarks
Aspect B8: Community Investment	General Disclosure Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Contributing to Society – Community Investment
	KPI B8.1 Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Contributing to Society – Community Investment
	KPI B8.2 Resources contributed (e.g. money or time) to the focus area.	Performance Data Summary