

立德教育股份有限公司 Leader Education Limited

(Incorporated in the Cayman Islands with limited liability)

Stock Code: 1449



2021

Environmental, Social &
Governance Report





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ABOUT THE REPORT

Leader Education Limited (the “Company”), together with its subsidiaries¹ (hereafter the “Group”, “We” or “us” are a leading private formal higher education service provider in Heilongjiang Province, the People’s Republic of China (“PRC”). We are pleased to present our Environmental, Social and Governance (“ESG”) Report (the “Report”). The Report details the Group’s ESG management approaches, policies and initiatives, integrate ESG considerations into our business chain to present our dedication in fulfilling the social responsibilities and the pursuit of sustainable development. For information regarding the Group’s corporate governance, please refer to the section of corporate governance report in page 56 to 65 of our 2021 annual report.

REPORTING SCOPE

The scope of the Report covers the environmental and social performance of Songbei Campus and Hanan Campus in Heilongjiang College of Business and Technology (“our school”), during the financial year ended 31 August 2021 (the “Reporting Period” or “2020/21”), unless otherwise stated.

REPORTING STANDARD

The ESG Report has been prepared in accordance with the “Environmental, Social and Governance Reporting Guide” (the “ESG Reporting Guide”) as set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the “Stock Exchange”). The Report strictly complies with all the “comply or explain” provisions set out in the ESG Reporting Guide, except for provisions that the Group considers are inapplicable to our operations, for which explanations are illustrated in the corresponding section. The Report has been reviewed and approved by the board of directors of the Group (the “Board”).

REPORTING PRINCIPLES

The Report has been prepared based on the following reporting principles in the ESG Reporting Guide.

Materiality

- The Group adopted a materiality assessment to identify material ESG issues and compiled the Report based on these material issues.

Quantitative

- The Group disclosed the information of the standards, methodologies and source of conversion factors used for the reporting of emissions and energy consumption.

Balance

- The Report presented the Group’s environmental and social performance in an impartial basis to provide an objective reporting disclosure for readers.

Consistency

- The methodology adopted for disclosing key environmental and social performance indicators is consistent with that of the previous years.

CONTACT AND FEEDBACK

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

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



ABOUT LEADER EDUCATION

We currently own and operate one private higher education institution — Heilongjiang College of Business and Technology with a total of 9,554 students enrolled in 2020/21 school year. We ranked eighth among all private formal higher education service providers in Heilongjiang Province as measured by full-time student enrollment in the 2018/2019 school year.

We recruited students from over 20 provinces, municipalities and autonomous regions in China and currently offered 26 majors of different disciplines, including management, engineering, economics, literature and arts, with comprehensive coverage of specialized fields of study to introduce professional talents in different areas, and over 900 courses, including mandatory general education courses (通識課), major-mandatory courses and elective courses. Our school is one of the two private higher education institutions and the only private higher education institution with the bachelor's programme in Heilongjiang Province offering specialised majors and curriculums in railway transportation.

Our school currently has two campuses, namely, Songbei Campus and Hanan Campus with an aggregate gross site area and gross floor area (GFA) of approximately 542,009 sq.m. and 310,480 sq.m. respectively. During the Reporting Period, the Group continued to improve the campus facilities of the first phase of Hanan campus with high quality and standards and monitor the construction of the second phase of Hanan Campus, which was under the good progress. On the other hand, we continued to upgrade the school facilities (e.g. school library, canteen, sport ground etc.) and carried out renovation work during the summertime in order to offer a harmonious and comfortable school environment for our students.

In addition, the Group has entered into framework agreement to acquire 100% sponsorship interest in a junior college, namely Qiqihar Institute of Technology* (齊齊哈爾理工學院) ("Qiqihar College") in January 2021 and entered the land use rights grant contract to acquire the land use rights of 86,056 sq.m. in Hai'an City, Jiangsu Province in January 2021 to develop the Yangtze River Delta Industry-Education Integrated Base* (長三角產教融合基地), in order to expand its vocational educational services offerings at tertiary level. For details, please refer to the announcements of the Company dated 6 January 2021 and 12 January 2021, respectively.

ABOUT LEADER EDUCATION

OUR MILESTONES

2002

The proposal to establish Chengdong College of Northeast Agricultural University ("Chengdong College") (the predecessor of Heilongjiang College of Business and Technology) was approved in May by the People's Government of Heilongjiang Province

2004

The Ministry of Education recognised Chengdong College as an independent college (獨立學院) People's Government of Heilongjiang Province

2008

Chengdong College received the accreditation of the Heilongjiang Province Gold Service School (黑龍江省金牌服務院校)

2011

Harbin Xiangge became the school sponsor of Chengdong College

2013

Chengdong College received the accreditation of National Education Reform and Innovation Model College (全國教育改革創新示範院校)

2015

The Ministry of Education approved the conversion of Chengdong College into Heilongjiang College of Business and Technology as a private regular undergraduate institution (民辦普通本科院校)

2019

We established the School of Railway by adjusting the majors offered in the department of engineering and renaming it
We completed the Phase 1 construction of Hanan Campus and put into use in September

2020

Leader Education Limited was listed on the main board of the Hong Kong Stock Exchange (stock code: 1449)

2021

Heilongjiang College of Business and Technology received the accreditation of the college with "Heilongjiang Province College Student Employment Demonstration School" (黑龍江省大學生就業工作示範性高校)

AWARDS AND RECOGNITIONS

With our extensive experience in operating higher education institutions and fostering collaboration with external corporations and institutions for our application-oriented higher education programmes, we have been honoured by provincial education departments and different education associations over the years, achieving the recognition in the private higher education industry.

The following table indicates the major awards and honours obtained by our school and students.

KEY HIGHLIGHT OF THE AWARDS RECEIVED BY OUR SCHOOL AND OUR STUDENTS IN 2020/21

Year	Awards/Accreditations	Awarding Organization
2021	<p>“Notable Contribution Award” of Kunshan “20+20” Human Resources Cooperation Program (昆山市“20+20”人力資源合作計劃顯著貢獻獎)</p> <p>“Two Excellences and One First” Commendation by the Education Working Committee (教育工委“兩優一先”表彰)</p>	<p>Kunshan Human Resources and Social Security Bureau (昆山市人力資源和社會保障局)</p> <p>Heilongjiang Provincial Committee of Education Work Committee (中共黑龍江省委教育工作委員會)</p>
2020	Heilongjiang Province College Student Employment Demonstration School (黑龍江省大學生就業工作示範性高校)	Education Department of Heilongjiang Province (黑龍江省教育廳)
2020	“Excellent college for “government-school-enterprise” cooperation” (崑山高新區政校企合作優秀院校)	Kunshan New & Hi-tech Industrial Development Zone Management Committee (崑山高新技術產業開發區管理委員會)
2021	First Prize in “Xindao Cup” National Sand Table Simulation Operation Competition for University Students (“新道杯”省大學生數智化大賽一等獎)	Innovative and Entrepreneurship Education Steering Committee of Heilongjiang Normal Higher Education (黑龍江省普通高等學校創新創業教育指導委員會)
2017–2020	Highest award of “Learn Entrepreneurship Cup” College Students’ Innovation and Entrepreneurship Comprehensive Simulation Contest in Heilongjiang Province (黑龍江省高校「學創杯」大學生創新創業綜合模擬大賽特等獎)	Innovative and Entrepreneurship Education Steering Committee of Heilongjiang Normal Higher Education (黑龍江省普通高等學校創新創業教育指導委員會)

AWARDS AND RECOGNITIONS

Year	Awards/Accreditations	Awarding Organization
2020	National Second Prize of the 5th National Competition (Tarui Cup) on Human Resource Management Knowledge of College Student 第五屆全國大學生人力資源管理知識技能競賽（踏瑞杯）國家級二等獎	China Human Resources Development Research Association (中國人力資源開發研究會)
2020	Gold award in the 12th Heilongjiang Province ICBC Financial e-Union "Challenge Cup" 第十二屆黑龍江省工銀融e聯"挑戰杯"金獎	Education Department of Heilongjiang Province (黑龍江省教育廳) Heilongjiang Provincial Committee of the Communist Youth League (共青團黑龍江省委員會)

OTHER AWARDS RECEIVED SINCE THE ESTABLISHMENT OF OUR SCHOOL

Year	Awards/Accreditations	Awarding Organization
2019	Heilongjiang Province Teachers' Morality Advanced Group (黑龍江省師德先進集體)	Education Department of Heilongjiang Province (黑龍江省教育廳)
2019	National Greening Model Unit (全國綠化模範單位)	Office of National Greening Committee (全國綠化委員會)
2013	National Education Reform and Innovation Model College (全國教育改革創新示範院校)	China Education Association and China Education Development Association (中國教育協會、中國教育發展促進會)
2012	China Education Reform Excellence Achievement (中國教育改革卓越成就獎單位)	China Education Association and China Education Development Association (中國教育協會、中國教育發展促進會)
2010	National Advanced Independent College (全國先進獨立學院)	China Independent College Association (中國獨立學院協作會)
2008	Heilongjiang Province Gold Service School (黑龍江省金牌服務院校)	People's Evaluation of Social Credibility Activities Commission of Heilongjiang Daily (黑龍江日報社會信譽百姓評價活動組委會)

STAKEHOLDER ENGAGEMENT

The Group understands that it is of paramount importance to maintain constant communication with various stakeholders as this practice can facilitate the long-term business growth and improvement of ESG management. In this regard, we provide a wide-range channels for effective communication with various stakeholders, including employees (teachers and other staff), students and their parents, alumni, government and regulators, shareholders and investors, suppliers, business partners, industry associations, the community and the public. Through this practice, we properly address their needs, concerns and expectations associate with our business development and ESG issues.

The below table summarises the communication channels we adopted to their expectations and concerns.

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

STAKEHOLDER ENGAGEMENT

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

MATERIALITY ASSESSMENT

In view of holistic corporate ESG management and reporting disclosure, it is crucial to determine the ESG issues that matter most to our stakeholders and business operation. To ensure the full disclosure of ESG issues, the Group has further improved the evaluation method and determination process of materiality in response to the needs and expectations of different stakeholders on the Group's fulfilment of social responsibilities.

The Group conducted the following steps this year to evaluate ESG issues that are material to the Group:



Identification of potential ESG issues
Based on the Group's existing business, ESG reporting guidelines, and industry ESG management priorities, potential ESG issues were identified.



Review of material ESG issues
Considering the business operations, industry development trends, ESG related standards and guidelines, together with the material ESG issues identified last year, We then reviewed and confirmed whether these ESG issues are material to the Group.



Response to material ESG issues
Based on the materiality of ESG issues and key concern of the key stakeholders, we determined the direction of the reporting disclosure and determined the focus area of ESG management.

After the assessment and analysis process of the material issues, the management of the Group confirmed that the following ESG issues were still remained as highly importance to the Group's business operation and its stakeholders in the Reporting Period. As the focus of disclosure in this Report, it also provides important basis for the Group's continuous improvement of the management system and the direction of sustainable development:

ESG issues with high importance		
• Water use	• Materials consumption	• Green campus
• Environmental awareness for employees and students	• Employee attraction and retention	• Occupational health and safety
• Employee training and career development	• Educational mission and goals	• Teacher qualifications and professional ethics
• Students health and safety	• Student satisfaction	• School-enterprise collaboration

ESG GOVERNANCE

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

The Board has overall responsibility to oversee the Group's ESG strategy, risk management and performance and determines the materiality of ESG issues. The Group has established a sound risk control mechanism to identify the overall risks (including ESG and climate-related risks) of the Group, assess the potential impacts towards the business operations and stakeholders' interests and take appropriate actions for risk prevention and mitigation. The Group has set up an internal ESG working group, which is led by one of our executive Directors and comprises of different departments such as Academic Affairs Office, Human Resource Department, Finance Department, Logistic Department, to collect ESG performance data and compile the report. The ESG working group is responsible for 1) facilitating the Board to identify, review and assess ESG-related risks and opportunities and the key ESG matters of and the principal business operations of the Group; 2) identifying key stakeholder groups towards the Group's business operation, monitoring the stakeholder engagement activities conducted by the ESG working group; 3) discussing and reviewing the result of materiality assessment and reporting to the Board; 4) monitoring ESG implementation and the performance progress and regularly reporting to the Board; and 5) reviewing the annual ESG report and reporting to the Board for final endorsement.

The Group performed internal control review to evaluate the soundness, rationality and effectiveness of our system by a special review committee led by our school's audit and supervision office and facilitated by an external consultant.

RISK CONTROL MECHANISM



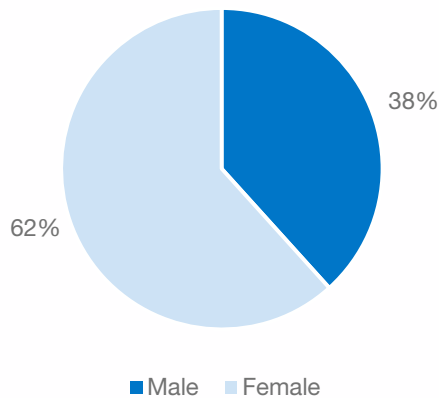
OUR ELITE AND PROFESSIONAL TEACHING TEAM

The Group always regards its employees as our most treasurable wealth, whether the people in the management position that drives the Group to forge ahead, teachers that work in the front line of teaching, or the people in the logistics position that silently commit themselves to. The Group treats employees with respect and provides them with a safe and harmonious working environment by enhancing human resources policies, caring for employees' welfare, conducting vocational training and organizing related activities. We adopt these practices to enhance employees' sense of belonging and work together to realize the Group's core values.

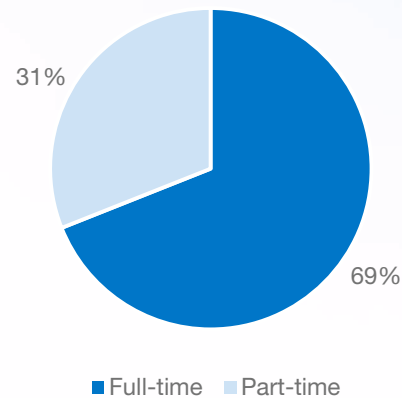
EMPLOYEE PROFILE

The Group had 670 full-time and 301 part-time employees as of 31 August 2021 and all our employees are based in China. The breakdown of the total workforce divided by gender, employment type, age group and employee category are shown as follows.

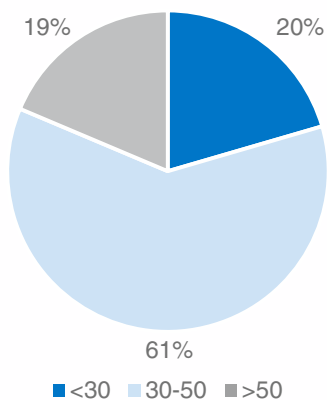
Total workforce by gender



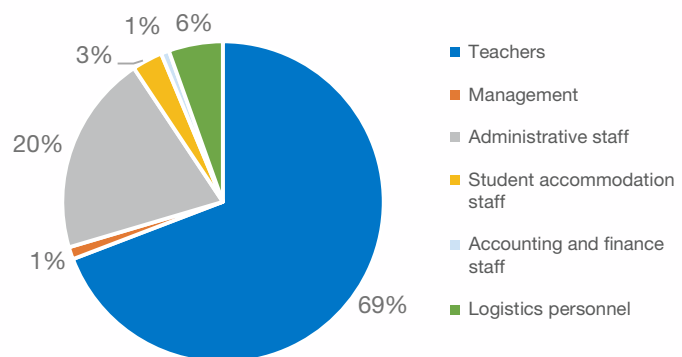
Total workforce by employment type



Total workforce by age group



Total workforce by employee category





OUR ELITE AND PROFESSIONAL TEACHING TEAM



EMPLOYMENT PRACTICES AND LABOUR STANDARD

The Group strictly complies with relevant law and regulations in PRC such as the Labour Law of the PRC (《中華人民共和國勞動法》), the Labour Contract Law of the PRC (《中華人民共和國勞動合同法》), Law of the PRC on Protection of Minors, Regulations on Prohibiting Use of Child Labour, the Law on Social Insurance of the PRC (《中華人民共和國社會保險法》), the Education Law of the PRC (《中華人民共和國教育法》), the Higher Education Law of the PRC (《中華人民共和國高等教育法》) and the Law for Promoting Private Education of the PRC (《中華人民共和國民辦教育促進法》). The Group has established a comprehensive human resources management system to regulate salary, recruitment, dismissal, promotion, working hours, holidays, benefits, codes of conduct and professional ethics.

EMPLOYEE COMPENSATION AND BENEFITS

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

EQUAL AND OPEN OPPORTUNITIES

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

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



OUR ELITE AND PROFESSIONAL TEACHING TEAM

All the employees and new hirers are required to provide an education degree certificate, professional and technical title certificate(s), a teacher qualification certificate, job reference record(s) and identification card as proof to ensure their work eligibility for related job positions and no child labour and forced labour is employed. We will sign the employment contract, which outlines the labour rights and employee obligations in the employment with the successful candidates to ensure they fully understand their legitimate rights and interest.

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

STAFF PERFORMANCE REVIEW AND INCENTIVE SCHEME

As stipulated in “Staff Annual Appraisal Management Procedure” (《教師年度業績考核辦法》), we conducted regular staff performance reviews to evaluate their work performance in a fair and impartial manner, as well as improving the teaching quality and management level of our teaching staff.

Apart from assessing teacher morality and ethics and monitoring the overall teaching quality and performance during each semester, research and development, community service, and other professional responsibility related to his/her position are the key factors for performance appraisal. The result of staff performance appraisal is interconnected to salary increment, performance bonus and career promotion in our school for incentivising our employees and recognising their contribution and achievement.

In addition, the Group acknowledges that education research and development strengthen our competitive advantages in the education industry and enhance our teaching quality. We have formulated “Measures of Scientific Research Management” (《科研工作管理辦法》) and “Reward Scheme for Research and Development Achievement” (《科研成果獎勵辦法》) to incentivise our teaching team to actively take part in education research and integrate the research accomplishment with improving the research quality and ability for courses development.

STAFF RELATIONSHIP

The Group values our relationship with employees and strives to understand their needs. The Group maintains a wide range of communication channels (e.g. suggestion boxes, telephone hotlines, emails, luncheon and meetings etc.) for our employees to share their views and feedback at all times. The Group reviews the existing management policies on employment, working conditions, welfares, staff career development and school operation and teaching matters based on the collected information, so as to mutually understand their expectations and address the concerns or difficulties encountered promptly.

OUR ELITE AND PROFESSIONAL TEACHING TEAM

EMPLOYEE TRAINING AND DEVELOPMENT

Employees training and development is of paramount importance to construct prominent workforce and teaching team. It is not only conducive to intensify the academic and professional levels of our teachers, but also to promote the connotative development of our school and improve the teaching quality. Adhering to with the “Fourteenth Five-Year Development Plan for Teacher” (教師十四五發展規劃) and “Outline of School Transformation and Development Plan” (學校轉型及發展規劃綱要), the Group has established a thorough training management system and offered a wide range of training programmes for our employees, especially attaching emphasis on deepening our teachers’ industry experience and practicable knowledge to facilitate teaching work.

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



Total training hours offered
to employees:

12,450

Average hours for
employee training:

12.8

Type of training offered to our teachers



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

With the focus on improving the teachers’ professional level, we also provide continuing professional training opportunities (e.g. further post-graduate degree study at other higher education institutions domestically and abroad while keeping their current positions at our school, participation in academic conferences and exchanges, academic visits and lectures) for our teachers to keep abreast of the evolving student demands, new teaching theories and/or methodologies, testing standards and other market trends. Among our full-time teachers, all of them have a bachelor’s degree or above or have completed the requisite courses of the undergraduate programmes, and approximately 73% of them have a master’s degree or above.

OUR ELITE AND PROFESSIONAL TEACHING TEAM

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

In line with the strategy of school transformation and development, the Group planned to establish special posts for experienced industry experts to work as full-time or visiting teachers, and recruit well-recognised technical experts, experienced business administrators and other highly skilled professionals to teach either full-time or part-time at our school, with an aim to expand the scale of our teaching team and impart the concrete practical industry knowledge and experience to our teachers. Moreover, training programmes were organised to nurture our teachers as dual-qualified teachers (雙師型) who possess both adequate academic background and teaching skills along with the relevant industry experience and practicable knowledge, to build the professional talented team in delivering excellent teaching services.

Case study: Orientation training for new staff

In August 2021, we organised orientation training for all new teachers that cover, among others, teaching skills and techniques, teacher management policies and education theories as well as corporate culture and background, management systems and norms. Besides, we arranged team building activities to our new recruited teachers so that they can better know their colleagues and develop team spirit.





OUR ELITE AND PROFESSIONAL TEACHING TEAM

Case study: Training session on Microsoft software functions

To further enhance the level of our staff on information technology and the capability to use software in daily lectures and school operations, the training session on Microsoft functions was jointly held by the Teacher Development Centre (教師發展中心) and Microsoft (China) Co., Limited in June 2021 with more than 90 staff members from all departments participated in the training through online and offline platform.

Combined with practical cases, the training introduced features of the new version of Microsoft office software and how Word, Excel and PowerPoint software can be used in office and teaching, including document protection, voice input and full text translation by Word; table styles, function and shortcuts for quick data processes by Excel; and rapid production, screen recording and slide recording by PowerPoint. With concise explanation and senses of humor, our teachers were highly interacted during the training with learning enthusiasm and learning atmosphere.



OUR ELITE AND PROFESSIONAL TEACHING TEAM

Case study: The first “Teacher Development Forum”


The first “Teacher Development Forum” of the school was held in Songbei Campus in May 2021. Four teaching experts with enriched experience in our school were invited to deliver lectures with the topic of improving our staff’ teaching and research capability, including the areas such as 2021 teaching reform and curriculums, mixed teaching method and training on entrepreneurship and innovation.

Beside the lecture, the experts also had one-to-one exchange and guidance session with our teachers on 2021 education reform project to provide our teachers with practical and effective support on teaching, laying a solid foundation on teaching development and achievement.





OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS



The Group strives to provide comprehensive and skill-oriented education programmes with the focus of nurturing professional-oriented talents in supporting the national development and economic market growth. We have established a series of management approaches to attract more qualified students, monitor our quality of teaching services and curriculum formulation, as well as strictly in compliance with the Education Law of the PRC (《中華人民共和國教育法》), the Higher Education Law of the PRC (《中華人民共和國高等教育法》), the Law for Promoting Private Education of the PRC (《中華人民共和國民辦教育促進法》), the Implementation Regulations for the Law for Promoting Private Education of the PRC (《中華人民共和國民辦教育促進法實施條例》).

EDUCATION MISSION AND DIVERSIFIED CURRICULUMS

With the school-running philosophy of the “student-centred and teacher-centred”, we position our school development of “a unique, high-level, innovative and entrepreneurial university of applied technology”, we strive to cultivate practical talents and well-rounded students with applied technology, innovative and entrepreneurial thinking, personal professional moral and other abilities, through offering a broad range of internship training opportunities and entrepreneurial practice activities. We are committed to equipping our students with the theoretical understanding, practical and readily applicable skills and innovative spirit in a variety of industries and areas desired by prospective employers.

Adherence to the national development (e.g. “One Belt One Road” Initiative) in industrial transformation, modernization and economic development and the strategic concept of “founding a stable employment base in the province and towards the whole country”, our school has established the Yangtze River Delta (Shanghu New District) Industry-Education Integration Park of Heilongjiang College of Business and Technology in Hai’an City, Jiangsu Province during the Reporting Period to serve as exchange platform for the employment and entrepreneurship of the College in Heilongjiang Province as well as the economic and social development of the Yangtze River Delta region. This can further strengthen education and research and the integration of industry. In addition, our school strives to cultivate the cultural education brand with the creation of “reading, writing, speaking, and use”-the four-dimensional integrated cultural education work project (“讀、寫、講、用”四維一體文化育人工作項目), with the objective to promote cultural inheritance and innovation, in-depth study of cultural education, and further improve the level of cultural education. This project was ranked as 2020 National University Ideological and Political Excellent Construction Project by the Ministry of Education.

The Group devotes our resources to develop comprehensive and diversified curriculums with a broad range of practical and employment-focused major offerings in response to the changing industry trends and demands. With the application of market-oriented approach for our course design, the Group focuses our curriculum development on providing profession-oriented courses, particularly in the area of applied sciences and constantly optimises the course offerings with the integration of practical training programmes and in-class learning in order to cater to the market trends and continuously enhance the professional competitiveness of its students and graduates. We also conduct broad market research together with keep track of graduates’ initial employment from time to time to select, design and update our corresponding majors and curriculums offerings at our school.

Our school offered 24 majors of different disciplines in 2020/21 school year. Our undergraduate curriculum structure contains four basic modules, mandatory general education courses (通識課), major-mandatory courses and elective courses, to equip our students necessary and solid theoretical knowledge, cultivate innovative spirit and acquire practical and readily applicable skills. We maintain extensive and effective collaboration with enterprise partners and offer school-enterprise collaboration programmes to our students.



OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

The implementation of “One Belt One Road” Initiative promoted by the PRC government, could potentially increase the demand for professional talents in the transportation, modern agriculture, equipment manufacturing and modern service industries. Regarding the change of national development and economic structure, we adjusted the majors offered in our department of engineering and renamed it the “School of Railway” and reformulated three existing majors to cultivate students in railway and transportation concentrations, including electrical engineering and automation for railway electrification concentration (電氣工程及其自動化鐵路供電方向), mechanical engineering for vehicle engineering concentration (機械工程車輛方向) and the Internet of Things for railway transportation concentration (物聯網鐵路運輸方向) in facilitating the training of high-quality professional talents based on the local markets demands. We plan to continue to develop the new featured majors (特色專業) relating to railway and transportation and expand the major offerings of our School of Railway. With our efforts in curriculums development, the two majors, civil engineering (railway engineering) and digital media art will be newly introduced in 2021/22 school year. Another two courses — University English (大學英語) and Virtual Simulation Experiment of Business Negotiation (商務談判議價虛擬仿真實驗) of our school are recognized as the second batch of first-class undergraduate courses in Heilongjiang Province. Among them, our Virtual Simulation Experiment of Business Negotiation was also recommended by Education Department of Heilongjiang Province as second batch of national first-class courses.

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

STRINGENT CONTROL ON TEACHING QUALITY

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

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

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

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

With the situation of COVID-19 epidemic continues, this alters the teaching and learning activities and switch to online teaching. Our teachers are required to make use of available online tools to conduct their courses, either through the live streaming function or recorded lectures, and select existing on-line courses that match their teaching objectives. These online platforms allow students to interact with teachers, submit their homework assignment and attend after-class tutoring sessions.

The Group has formulated a set of teaching guidelines related to online resources and teaching software for our teachers to prepare and adjust their teaching materials and course designs accordingly. Our teachers were also actively involved in social media communications with our students to facilitate teaching, group discussions and closely monitor students' learning progress in order assist our students to deepen their understanding of the curriculum. Our school management, Academic Affairs Office, and each faculty department implemented online teaching supervision and examined the teaching materials prepared by our teachers to ensure the quality of online teaching is maintained.

ONLINE EDUCATION SYSTEM AND DIGITALISATION

To assist our students' and teaching staff's access to the most up-to-date and expansive information resources, encourage self-learning and offering a better learning experience for our students, our school adopted certain third-party online platforms, such as Massive Open Online Course ("MOOC") system and Yu Ke Tang (雨課堂). These online system and platform enable students to download the learning materials, interact with teachers, download and upload their homework, participate in group projects and take online tests and exams. On the other hands, this can facilitate us to enhance the teaching efficiency and school management performance in cost-effective manner, while students can have active interaction between our teachers and self-study the online courses anytime and anywhere.

Digitalisation on teaching

the Massive Open Online Course ("MOOC") system

- MOOC enables students to use mobile devices to study online courses anytime and anywhere they want. Our teachers will participate in the process by tutoring, assigning homework and assisting students' self-learning. The materials of the online courses can be replayed and repeated to assist students for better digestion of courses content and course revision.
- This system not only cultivates our students' self-learning ability, but also reduces our teachers' workload and the costs spent on elective and general education courses.

Digitalisation on Management

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

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

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

SCHOOL-ENTERPRISE COLLABORATION

Apart from theoretical in-class teaching, practical training is the crux of strengthening the competitiveness edges of our students in employment upon graduation and the and the changing market trend. Regarding this, we continue to optimise our enterprise collaboration programmes and review the construction of curricula and the effectiveness of programmes, in order to provide high-quality training and internship opportunities for our students with practical skills and experience in their respective fields of study.

Methods of school-enterprise collaboration



As of 31 August 2021, our school has collaborated with 125 enterprises and established and operated approximately 62 laboratories within, and 63 practical training bases outside of, our school campuses. Our school also set up Student Organization and Volunteer Opportunities (SOVO), where enhance the building of a closed-loop working system of teaching, research, and multiple interaction and the practical training. This aims to provide our students with the opportunity to understand the real-world professional requirements, apply and practice the knowledge and skills they learned in a classroom in the real working environment to enhance students' overall quality and competitiveness and meet the demand of the industry development.

OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

Case study: Talent cultivation in Technology Industry

Our school entered into a cooperation agreement with ZTT Group (中天科技集團), a professional service provider of Information and communication, smart grid and intelligent manufacturing, in April 2021. The agreement aims to deepen the integration of production, education, research and use (產學研用一體化) by practice and training base construction, personnel training and integration of industry and education and to build a platform for high-quality employment, writing a new chapter in serving local development.



Case study: The school was awarded the title of “Outstanding University of Government-School-Enterprise Cooperation in Kunshan High-tech District” (崑山高新區政校企合作優秀院校)

The school was awarded the title of “Outstanding University of Government-School-Enterprise Cooperation in Kunshan High-tech District” (崑山高新區政校企合作優秀院校) in the 2020 Annual Meeting of Government-School-Enterprise Cooperation and Human Resource Fair of Kunshan High-tech Zone hold in December 2020.

The strategic cooperation between the school and Kunshan High-tech District provides our students with great opportunities in their future employment. In the future, the school will continuously deepen and expand the mode and content of government-school-enterprise cooperation and exert efforts through multiple channels to promote connections between education chain, talent chain, industrial chain and innovation chain to cultivate high-quality applied talents.





OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

STUDENT FEEDBACK MANAGEMENT AND STUDENT ASSISTANCE

In order to continually improve our current management approaches and practices for effective school operation. We have established various communication channels (e.g. student forum, email, hotline, official WeChat messenger) at our school and set up regular reception meeting with school management to proactively solicit feedback from our students on teaching and school management issues. We proactively take appropriate actions to address the reporting issues in timely manner and to protect the legitimate rights and interests of our students.

Besides, we offer student employment guidance and employment-related services to our students and graduates, aiming to encourage our students to plan their future career as early as possible and helping them to secure suitable jobs in promoting graduate employment. We organise various employment-related events, such as job fairs and career placement training via our Admissions and Employment Office in order to strengthen their interview skills and communication skills. In addition, counselling services regarding personal growth, curriculum study and graduate employment are offered to our students based on their personal interests and preferences, in order to assist them for further education and career planning. With our efforts in the guarantee graduate employment, the year-end employment rate of our 2020 graduates reached 88.68%, and the overall satisfaction of employers with graduates reached 94%. Our school has successively been awarded by the Heilongjiang Provincial Department of Education as the “Heilongjiang Province College Student Employment Demonstration School”.



SAFE SCHOOL OPERATION

The Group puts safety as first in our school operation. The Group has implemented systematic safety management system to govern the daily school operational practices, with aspects of campus safety, to protecting the health and safety of our students and staff. The Group strictly complies with the relevant health and safety laws and regulations (e.g. the Fire Protection Law of the PRC (《中華人民共和國消防法》), the Regulation on Sanitary Work of Schools (《學校衛生工作條例》), the Food Safety Law of the PRC (《中華人民共和國食品安全法》) During the Reporting Period, the Group was not aware of any work-related fatalities or lost days due to work injuries.

FIRE AND SECURITY SAFETY

The Group pay great attention to fire and security safety in our school. Followed with “the Fire Protection Law of the PRC” (《中華人民共和國消防法》) and “Regulations on Fire Safety Management of Authorities, Groups, Enterprises, Institutions and Units” (《機關、團體、企業、事業、單位消防安全管理規定》), we have formed a Safety and Fire Protection Committee to oversee an overall implementation of our internal fire safety management system to prevent the fire hazards and developed emergency evacuation plan to respond to potential firefighting. Necessary fire facilities are equipped in the areas/locations classified as the key areas of fire safety in our school and regular inspection checks such fire facilities are carried out to ensure they function properly. We also arrange regular fire safety training and campus fire drills to our students, staff and security guards at our school in order to enhance their fire safety awareness and evacuation.

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



SAFE SCHOOL OPERATION

Case study: Fire safety training for new staff and security guards

Followed with National Fire Safety Education Day, our school launched a series of fire safety activities to further enhance our staff' awareness on fire safety and improve their skills on self-rescue, mutual rescue and the use of fire equipment when dealing with fire emergencies.

Our security office organised a fire safety training to security guards in order to equip their knowledge of the use of fire extinguishers, the fire prevention measures and rectification of hidden fire hazards on campus. In December 2020, our school held a safety education and training session for our new staff. The training was carried out from six aspects, including fire management system and responsibility, fire safety knowledge for faculty and staff, fire safety precautions, types and usage of fire extinguishing equipment. Combined with past fire cases, the training also explained correct method of fire prevention, equipment uses, fire rescue, fire escape based on the characteristics of the campus, to remind everyone to pay close attention to fire safety.



FOOD SAFETY

The Group also pays close attention to food safety during the school operation. To comply with the relevant laws and regulations such as the “the Food Safety Law of the PRC” (《中華人民共和國食品安全法》), the “Regulation on the Implementation of the Food Safety Law of the PRC” (《中華人民共和國食品安全法實施條例》) and “Regulations of Food Safety in Heilongjiang Province” (《黑龍江省食品安全條例》), the Group has developed the “Food Hygiene and Safety Management Procedure” (《食品衛生及安全管理程序》) to manage the food hygiene and safety in our school canteens to safeguard the health of our students and staff.

The Group has self-operated one canteen at our Songbei Campus and Hanan Campus respectively and obtained valid food operation business and sanitation licenses for catering services. Our food hygiene and safety taskforce team is responsible for regulating the whole cycle of food operation, from food ingredients procurement, storage, processing to food hygiene in adherence with the principle of “prevention first, risk control, quality food-process management and governance”. Regular inspections on the food preparation processes, food storage and food hygiene conditions are performance to ensure the food handlers are strictly follow the stringent standards in food handling and hygiene.

SAFE SCHOOL OPERATION

Under the COVID-19 epidemic, we tighten the hygiene standards of our school canteen, including but not limited to, the frequency of air ventilation, cleaning and disinfection of the tables and chairs in canteens, strengthening the inspection and maintenance of food storage, refrigeration, freezing and fresh-keeping cabinets, sample storage cabinets and other equipment and separating the dining time and dining time to prevent the risk of infection.

The Group also endeavours our school canteen to serve meals with less oil and low salt and sugar to promote a healthy and nutritious diet and culture at our school. We outsourced certain featured cuisines and drink services at our school to third-party catering service providers. We required all catering service providers to obtain requisite licenses and permits required by applicable laws and regulations and that they must ensure food quality and safety.

MEDICAL CARE AND HEALTH PROMOTION

Our school operates one health promotion centre at Songbei Campus to offer basic medical support service and engages Harbin Mei Yi Hospital (哈爾濱美頤醫院) to offer comprehensive medical care services to our students such as health checks for newly admitted students, providing guidance to our medical staff and health education lectures to our students at Songbei Campus.

Apart from offering the medical services to our students and staff, we also regularly organise a series of health promotion activities and seminars on the prevention of infectious diseases in order to help them make healthy choices and protect individuals' health and quality of life.



We invited the AIDS Prevention and Control Institute of the Harbin Centre for Disease Control and Prevention (哈爾濱市疾病預防控制中心性病艾滋病預防控制所) to present a lecture on the theme of AIDS prevention in November 2020, to convey the information of AIDS prevention measures among students and strengthen their knowledge and awareness of AIDS prevention and self-protection.

PREVENTIVE MEASURES FOR STUDENT RETURN TO SCHOOL UNDER THE COVID-19

Since the outbreak of COVID-19, the school has devised thorough infection control plans and guidelines for our staff and taken various measures to strengthen the school epidemic prevention and control work to prepare for the resumption of school teaching and the return of our students to our school under emergency situation. The key measures are highlighted as follows:

- a) Establishing a special epidemic prevention committee to oversee the overall implementation of the measures, including emergency contingency plans, to combat COVID-19 outbreak;
- b) Recording each student's health profile to ensure he/she is in good health condition within 14 days prior to their return to school and has not been exposed to the virus. Updating the health profiles of our students daily accordingly with students' health conditions;
- c) Arranging buses to pick students and staff at the train station in Harbin City, measuring their body temperature and monitoring their body physical condition before boarding the buses;
- d) Providing sufficient financial resources to ensure adequate epidemic prevention materials are maintained in our school;
- e) Executing closed school management and monitoring the flow of people on our school campuses and in the classrooms to ensure that sufficient social distancing requirements are strictly maintained;
- f) Requiring students to obtain permission before leaving the campuses and any kind of gathering organisation among students or faculty is required to be pre-approved by the special epidemic prevention committee;
- g) Posting notice in prominent locations to remind all staff and students to wear masks when entering the campus and keep their social distance;
- h) Increasing the frequency of daily sterilization and disinfection, and the ventilation at all of the facilities in our school campuses and strictly maintaining the health standards of our canteens to control the quality of food and beverage;
- i) Centralising the management of student quarantine and isolation to prevent the spread of virus; and
- j) Arranging and carrying out COVID-19 nucleic acid testing for our students and staff in event of the request from local provincial government.



SAFE SCHOOL OPERATION

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



Emergency drill on epidemic prevention and control for students in the autumn semester

Case study: Vaccination in Campus



The COVID-19 vaccination was carried out at Songbei Campus and Hanan Campus in April 2021 to ensure health and safety of our teachers and students. The Group vigorously publicized vaccination policies and knowledge to establish a correct and scientific concept of COVID-19 vaccination.



ANTI-CORRUPTION

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

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

Our employee code of conduct under our employee handbook has outlined the standards regarding employee behaviours required for performing responsible and professional manner in our school activities, to prevent the conflict of interest, allegation of bribery or money laundering and other misconducts. For instance, our employees are strictly prohibited to accept and/or solicit, directly or indirectly, any benefits (e.g. gifts, entertainment and commissions) from our students and parents or abuse their power of position in undertaking personal advantages. To further intensify the clean culture and management, the Group organises regular integrity education to our employees in order to raise our employee awareness on the importance of integrity in our business services, enhance their quality of morals and ethics, and equip them with the latest knowledge and requirements on relevant anti-corruption laws and regulations. The key personnel of our school management team are required to sign a declaration of integrity to increase their sense of responsibility of clean culture advocacy and their supervision in our daily business activities to combat any corruption, bribery, fraud and money-laundering practices.

BUSINESS INTEGRITY

In order to promote the culture of integrity, our school management team organised an annual integrity conference and training on integrity risk prevention and clean culture construction via online live casting to our deputy leading cadres, directly affiliated Party secretaries, member discipline inspection committee, and the staff from various school departments and faculties to convey the new deployment of integrity building, the responsibilities of execution of integrity practices in different division levels and corruption prevention. In total, 74 attendants participated in this training, including 4 Directors of the board.

DATA PRIVACY

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

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

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

During the Reporting Period, the Group was not aware of any breaches of relevant laws and regulations relating to data privacy matters relating to services provided.

PROTECTION OF INTELLECTUAL PROPERTY RIGHTS

The Group is committed to safeguarding the intellectual property rights and supporting the dissertations, textbooks, creations and the achievement in teaching and research study by our students and our staff. The Group strictly abides by the “Patent Law of the People’s Republic of China” (《中華人民共和國專利法》), “Copyright Law of the People’s Republic of China” (《中華人民共和國著作權法》) and assists our students and teachers in obtaining patent rights and copyrights with the China National Intellectual Property Administration in order to protect the value of the intangible assets and acknowledge their contribution to the area of education development. On the other hand, each school department is required to take precautionary measures to prevent the possible infringement of intellectual property rights. As of 31 August 2021, we had registered patents of 252 utility models and designs, which were innovated and developed by our staff and students in class or in the laboratories during their learning, teaching and/or experimenting processes. We have registered two domain name(s) for our school’s official websites in accordance with the Administrative Measures for Internet Domain Names (《互聯網功能變數名稱管理辦法》), which are leader-education.cn and hibu.edu.cn. The Group was not aware of any litigation related to intellectual property infringement during the Reporting Period.

RESPONSIBLE MARKETING AND ADVERTISEMENT

To abide by the Law for Promoting Private Education of the PRC (《中華人民共和國民辦教育促進法》) and the Advertising Law of the PRC (《中華人民共和國廣告法》), the Group has established a stringent management system to regulate the Group’s external information disclosure, news reporting and publicity. Following the guidance in “Administrative Measures for Press Release” and “Administrative Measures for News Promotion on School Website”, we require the responsible editors and departments to carefully review the information contents and properly identify the information source and cite authors when forwarding information, to ensure the timeliness, accuracy and truthfulness of all information published, either on school website and online media (e.g. QQ, WeChat and Weibo, etc.). For the disclosure related to our school branding and reputation and sensitive information, the content must be reviewed and approved by the Party Committee publicity department and the management of our school before publication or announcement. The Group was not aware of any litigation related to marketing and advertisement during the Reporting Period.

BUSINESS INTEGRITY

SUPPLY CHAIN MANAGEMENT

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

In the process of supplier selection, we select suppliers based on the criteria in terms of corporate business competency and qualification, product quality and performance, price level supply and distribution capabilities, contract coverage and after-sale service, as set out in “Qualified Supplier Performance Evaluation and Management Procedure”. Only suppliers who meet our specified requirements and standards can qualify as our on-list approved suppliers. Our suppliers primarily comprise of construction project contractors, building services providers, teaching equipment suppliers and booksellers. During the Reporting Period, the Group has collaborated with a total of 137 suppliers and all of which are located in Mainland China.

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



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

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

RESOURCE CONSERVATION

Water Consumption

Our water consumption mainly comes from our school complex, student and staff dormitory and irrigation. In respect of water conservation, the Group has formulated a comprehensive management system, such as “Energy Saving and Emission Management Procedure” (《節能減排工作管理制度》), “Green Office Management Procedure” (《綠色辦公室管理制度》) and “Water and Electricity Saving Management Procedure in Dormitory” (《宿舍節水節電管理制度》) and implemented various measures to seek every opportunity on water saving. For instance, we install the water-efficient faucets, toilets and other fixtures in our school complex, control the water inlet valve of water tanks and urinal to lower the amount of water use and Place water saving signage and poster in the public area and washrooms to encourage water conservation.

We perform regular inspection and maintenance of the utility facilities, pipelines and drainage in our school complex to avoid dripping and water leak and monitor the water consumption record and check whether there is any abnormal situation in water use in order to address the problem in a timely manner. As this is our second year to disclose the water consumption data, the Group will continue the data collection, assess and review the water consumption patterns before setting any water efficiency target in the future.

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

BUILDING A GREEN CAMPUS

Energy Use and Greenhouse Gas Emission

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

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

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

As this is our second year to disclose the energy use data, the Group will continue the data collection, assess and review the energy use patterns before setting any energy use efficiency target in the future.



Paperless Teaching and Operation

The Group strives to foster paperless office operation via the application of electronic office platform, digital teaching and offering e-copies of learning materials via online learning platforms to our students to replace the traditional paper lecture notes. These approaches can reduce the printing of paper documents and fax and effectively optimise the paper consumption together with enhancing teaching and working efficiency.

EMISSION MANAGEMENT

Waste Management

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

The Group has taken various initiatives to reduce waste generation at source. The key measures adopted in our school are highlighted as follows:

- Adopt double-sided printing, put recycling boxes near the photocopiers to collect single-sided printing paper for reuse;
- Adopt electronic office platform for information dissemination to reduce paper consumption;
- Reduce single-use disposable items (e.g. stationaries, paper cup and paper towel);
- Repair electricity appliances to extend their service lifespan;
- Promote the recycling of old computers, printers, photocopiers, batteries and other office appliances in turn to reduce the waste generation and disposal; and
- Advocate the “Food Wise” culture in our school to encourages our students and staff select suitable portions for minimising food waste

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

BUILDING A GREEN CAMPUS

Air Emission

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

As this is our second year to disclose the emission and waste consumption data, the Group will continue the data collection, assess and review the emission patterns before setting any emission reduction targets in the future.

THE ENVIRONMENT AND NATURAL RESOURCE

Greening in Campus

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





Green Procurement

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

ENVIRONMENTAL EDUCATION AND AWARENESS PROMOTION

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

Case study — Lecture on Waste Classification

Our Youth Volunteer Association held a lecture with the theme of waste sorting and classification in the school campus in September 2020. During the lecture, our student representatives introduced the relevant regulations of waste sorting, the type and measures of waste classification and successful case study of waste sorting in the regions of Mainland China. About eighty students took part in this lecture. Through this lecture, it helps our students to develop a good habit of waste sorting in daily life, reduce the waste disposal and cultivate the sense of ownership to create a green and beautiful campus together.



BUILDING A GREEN CAMPUS

CLIMATE CHANGE

The pressing concern of combating climate change is circulated globally, such as Fourteen Five-Year Plan with an objective to reach the peak of carbon emissions by 2030 and carbon neutrality by 2060 and the Paris Agreement to prevent the further rising of global temperature. Owing to the recent natural hazard occurrences are more severe, the Group recognises the emergency of addressing climate risks that may impact our stakeholders in our operation. The Group has identified the following possible climate risks:

Physical risks

- Acute risk: The increased severity of extreme weather events (e.g. frost, snowstorm and hail) may cause damage to our school building and further interrupt our school operation.
- Chronic risk: The increased severity and frequency of extreme weather events (e.g. flooding caused by rising seawater level, extreme cold wave, heatwave) may cause the school building to submerge and further interrupt our school operation, and increase the energy consumption at our school which in turn increase operating cost.

Transition risks

- Policy risk: Increasing the price of GHG emissions by the latest implementation of carbon-pricing mechanisms, increase operating cost and pose a potential risk of financial instability.
- Market risk: Higher demand for environmental-friendly and low-carbon goods and design services may be resulted due to the shift in customer preferences. Moreover, limited natural resources and higher transportation cost due to increasing climate-related weather events that may increase the cost of raw material when new buildings are going to be built.

In order to minimise the risks that pose negative impacts to our operation, we will continue to monitor the update of PRC policies and regulations and strictly complied with all applicable laws while encouraging our suppliers to do the same, we will integrate climate risk into our interior risk assessment in the future for effective monitoring and management of the risks identified above.



The Group acknowledges that it is crucial to advocate the culture with social responsibility, convey the spirit of giving back to the society to our students and take active steps in serving our community. The Group is committed to leveraging its resources and manpower to care for the underprivileged and striving for the community development, in order to create a sustainable and harmonious place to live in.

The Group organised a wide range of volunteer service activities which mainly aid the elderly, the impoverished groups and children through caring visits and other charitable activities. During the Reporting Period, the Group recorded 817 attendees participating in voluntary activities with approximately 1,445 hours of volunteer services.

Case Study: Charity Sale for impoverished people

Our Youth Volunteer Association jointly organised a charity sale with Harbin Spring Rain Volunteers Association in September 2020, named “Conveys your love with a bottle of black tea and coke” (一瓶紅茶有溫度，一瓶可樂傳愛心) for promoting the spirit of mutual love and selfless dedication. A team of 30 volunteers actively participated in the sale promotion and all proceeds from the charity sale donated in supporting of the study and living of impoverished families.



OUR COMMUNITY

Case Study: “Action by Youth Warmth” (青春暖流行動)

In response to the call of the Provincial Committee of the Communist Youth League in poverty alleviation, our Youth Volunteer Association organised a series of volunteer service activities and arranged community visits to Nursing Home, families of migrant workers and medical staff during January 2021, in order to pass on our loves, home-like warmth and care to the needy.



Case Study: Voluntary Blood Donation

Our Youth League Committee and the Heilongjiang Provincial Blood Centre jointly launched a voluntary blood donation activity in our school in April 2021, with an aim to promote the spirit of humanitarian, save lives in danger and share love with care for our community.



SUMMARY OF KEY PERFORMANCE DATA



ENVIRONMENTAL PERFORMANCE

	Unit ¹	2020/21	2019/20
Emission			
Nitrogen oxides (NOx)	kg	232.52	276.81
Sulphur oxides (SOx)	kg	0.32	0.58
Particulate matter (PM)	kg	22.88	26.61
GHG emission ²			
Direct emission (Scope 1) ³	Tonnes carbon dioxide equivalent ("tCO ₂ e")	129.96	216.46
Energy indirect emission (Scope 2) ⁴	tCO ₂ e	3,810.75	1,639.06
Total GHG emission	tCO ₂ e	3,940.71	1,855.52
Intensity	tCO ₂ e/m ²	0.02	0.01
Waste Management ⁵			
Non-hazardous waste ⁶	Tonne	2,310.2	2,462.4
Intensity	Tonne/m ²	0.01	0.01
Resources use ⁷			
Energy ⁸			
— Gasoline	MWh	211.46	331.56
— Natural gas	MWh	490.13	37.33
— Liquefied petroleum gas (LPG)	MWh	0	567.00
— Purchased electricity	MWh	4,884.78	2,100.33
— Purchased heat	MWh	25,660.00	11,903.06
Total energy consumption	MWh	31,246.36	14,939.28
Intensity	MWh/m ²	0.10	0.05
Water	m ³	181,739	30,500
Intensity	m ³ /m ²	0.59	0.10

SUMMARY OF KEY PERFORMANCE DATA

SOCIAL PERFORMANCE

	Unit	2020/21	2019/20
Employee profile			
Total workforce	Number	971	817
Total workforce by gender			
Male	Number	372	325
Female	Number	599	492
Total workforce by employment type			
Full-time	Number	670	536
Part-time	Number	301	281
Total workforce by age group			
Under 30	Number	199	128
Age 30–50	Number	591	537
Over age 50	Number	181	152
Total workforce by employee category			
Teachers	Number	672	465
Management	Number	12	11
Administrative staff	Number	196	253
Student accommodation staff	Number	30	29
Accounting and finance staff	Number	8	6
Logistics personnel	Number	53	53
Total workforce by geographical region			
China	Number	971	817
Employee Turnover			
Total employee turnover	Number	92	75
Turnover rate	%	9.5	9.2
Employee turnover by gender			
Male	%	7.8	5.2
Female	%	10.5	11.8
Employee turnover by age group			
Under 30	%	15.1	18
Age 30–50	%	4.9	5.8
Over age 50	%	18.2	13.8
Employee turnover by geographical region			
China	%	9.5	9.2

SUMMARY OF KEY PERFORMANCE DATA



	Unit	2020/21	2019/20
Health and safety			
Number of work-related fatalities	Number	0	0
Rate of work-related fatalities	%	0	0
Lost days due to work injuries	Day	0	0
Employee training			
Percentage of employees trained	%	38	53
Total hours of employee training	Hour	12,450	30,855
Average hours of employee training	Hour	12.8	37.8
Percentage of employees trained (by gender)			
Male	%	36	38.6
Female	%	64	61.4
Average training hours per employee (by gender)			
Male	Hour	9.9	32.5
Female	Hour	14.6	41.3

SUMMARY OF KEY PERFORMANCE DATA

	Unit	2020/21	2019/20
Percentage of employees trained (by employment category)			
Teachers	%	76	52.9
Management	%	6	2.5
Administrative staff	%	12	27.3
Student accommodation staff	%	3	4.6
Accounting and finance staff	%	1	1.2
Logistics personnel	%	2	11.5
Average training hours per employee (by employment category)			
Teachers	Hour	15.4	46.4
Management	Hour	11.3	66.9
Administrative staff	Hour	9.2	46.4
Student accommodation staff	Hour	1.8	3.1
Accounting and finance staff	Hour	4.0	29.3
Logistics personnel	Hour	1.2	4.7
Supply Chain Management			
Number of suppliers by geographical region			
China	Number	137	24
Anti-corruption			
Number of concluded corruption-related legal cases against the Group or employees	Number	0	0

SUMMARY OF KEY PERFORMANCE DATA



Note:

1. The intensity unit is based on the total gross floor area of our school as of 31 August 2021. The total gross floor area is 310,480 m².
2. The figure is calculated with reference to 2006 IPCC Guidelines for National Greenhouse Gas Inventories, GHG Protocol Tools for Energy Consumption in China (version 2.1) and “Guidelines for Accounting Methods and Reporting of Greenhouse Gas Emissions by Public Building Operating Units (Enterprises) (Trial)” issued by the General Office of the National Development and Reform Commission. Compared to 2019/20, the GHG emission of the Group was increased due to the resumption of school teaching for both spring and autumn semester in 2020/21.
3. Scope 1 emission represents the direct GHG emissions generated by the combustion of fuels for stationary source (cooking stove) and motor vehicles controlled by the Group.
4. Scope 2 emission represents energy indirect GHG emissions generated by the use of purchased electricity and heat from local power companies and heat supplies companies. The calculation is based on the emission factors from 2011–2012 Regional Power Grid Average CO₂ Emission Factors in China guideline published by the National Development and Reform Commission of the PRC, GHG Protocol Tools for Energy Consumption in China (version 2.1) and “Guidelines for Accounting Methods and Reporting of Greenhouse Gas Emissions by Public Building Operating Units (Enterprises) (Trial)” issued by the General Office of the National Development and Reform Commission. The data of 2019/20 has been restated.
5. The Group did not quantify the hazardous waste during the Report Period. We will review and improve the data collection system for disclosure based on the school actual situation.
6. The figure only covers the waste cooking oil, domestic waste and kitchen waste produced in our school.
7. The Group provides private formal higher education services and is not engaged in manufacturing industry, thus the use of packaging materials is not applicable to the Group. Compared to 2019/20, the energy and water consumption of the Group was increased due to the resumption of school teaching for both spring and autumn semester in 2020/21.
8. The conversion factors from volumetric units of gasoline, LPG, natural gas consumption to energy units are with reference to CDP Technical note: Conversion of fuel data to MWh in 2020.
9. The figure of employee number is calculated based on the number of headcounts at our school as of the end of the Reporting Period.

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Section/Explanation
Mandatory Disclosure Requirements		
Governance Structure	<p>A statement from the board containing the following elements:</p> <ul style="list-style-type: none"> (i) a disclosure of the board's oversight of ESG issues; (ii) the board's ESG management approach and strategy, including the process used to evaluate, prioritise and manage material ESG-related issues (including risks to the issuer's businesses); and (iii) how the board reviews progress made against ESG-related goals and targets with an explanation of how they relate to the issuer's businesses. 	ESG Governance
Reporting Principles	<p>A description of, or an explanation on, the application of the following Reporting Principles in the preparation of the ESG report:</p> <p>Materiality: The ESG report should disclose: (i) the process to identify and the criteria for the selection of material ESG factors; (ii) if a stakeholder engagement is conducted, a description of significant stakeholders identified, and the process and results of the issuer's stakeholder engagement.</p> <p>Quantitative: Information on the standards, methodologies, assumptions and/or calculation tools used, and source of conversion factors used, for the reporting of emissions/energy consumption (where applicable) should be disclosed.</p> <p>Consistency: The issuer should disclose in the ESG report any changes to the methods or KPIs used, or any other relevant factors affecting a meaningful comparison.</p>	About the Report — Reporting Principles
Reporting Boundary	A narrative explaining the reporting boundaries of the ESG report and describing the process used to identify which entities or operations are included in the ESG report. If there is a change in the scope, the issuer should explain the difference and reason for the change.	About the Report

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX



ESG Reporting Guide		Section/Explanation
A. Environment		
A1 Emission		
A1	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Building a Green Campus — Emission Management Building a Green Campus — Resource Conservation
KPI A1.1	The types of emissions and respective emission data.	Summary of Key Performance
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Summary of Key Performance
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Summary of Key Performance
KPI A1.4	Total non-hazardous waste produced (in tonnes and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Summary of Key Performance
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them.	Building a Green Campus — Emission Management Building a Green Campus — Resource Conservation
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	Building a Green Campus — Emission Management

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Section/Explanation
A2 Use of Resources		
A2	General Disclosure Policies on the efficient use of resources, including energy, water and other raw materials.	Building a Green Campus — Resource Conservation
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	Summary of Key Performance
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Summary of Key Performance
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Building a Green Campus — Resource Conservation
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Building a Green Campus — Resource Conservation
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	This KPI is not applicable to the Group as the Group provides private formal higher education services and is not engaged in manufacturing industry.
A3 The Environment and Natural Resources		
A3	General Disclosure Policies on minimising the issuer's significant impact on the environment and natural resources.	Building a Green Campus — The Environment and Natural Resources
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Building a Green Campus — The Environment and Natural Resources
A4 Climate Change		
A4	General Disclosure Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Building a Green Campus — Climate Change
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	Building a Green Campus — Climate Change

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX



ESG Reporting Guide		Section/Explanation
B1 Employment		
B1	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Our Elite and Professional Teaching Team – Employment Practices and Labour Standard
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	Summary of Key Performance Data
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Summary of Key Performance Data
B2 Health and Safety		
B2	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Safe School Operation
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	Summary of Key Performance Data This is the second year of the Group listed on HKEX Main Board. The Group only disclosed the number of work-related fatalities of the past two years including the reporting year.
KPI B2.2	Lost days due to work injury.	Summary of Key Performance Data
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Safe School Operation

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Section/Explanation
B3 Development and Training		
B3	General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Our Elite and Professional Teaching Team — Employee Training and Development
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Summary of Key Performance
KPI B3.2	The average training hours completed per employee by gender and employee category.	Summary of Key Performance
B4 Labour Standard		
B4	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	Our Elite and Professional Teaching Team — Employment Practices and Labour Standard
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Our Elite and Professional Teaching Team — Employment Practices and Labour Standard
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Our Elite and Professional Teaching Team — Employment Practices and Labour Standard
B5 Supply Chain Management		
B5	General Disclosure Policies on managing environmental and social risks of the supply chain.	Business Integrity — Supply Chain Management
KPI B5.1	Number of suppliers by geographical region.	Business Integrity — Supply Chain Management
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	Business Integrity — Supply Chain Management
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Building a Green Campus — Green Procurement
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Building a Green Campus — Green Procurement

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX



ESG Reporting Guide		Section/Explanation
B6 Product Responsibility		
B6	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Safe School Operation Offering Well-rounded Education to Our Students
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	As the Group provides private formal higher education services, this KPI is not applicable to the Group.
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Offering Well-rounded Education to Our Students — Student Feedback Management and Student Assistance No service related complaints received during the Reporting Period.
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Business Integrity — Protection of Intellectual Property Rights
KPI B6.4	Description of quality assurance process and recall procedures.	Offering Well-rounded Education to Our Students — Stringent Teaching Quality Control
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Business Integrity — Data privacy

THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Section/Explanation
B7 Anti-corruption		
B7	General Disclosure Information on: a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Business Integrity — 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.	Summary of Key Performance Data
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Business Integrity — Anti-corruption
KPI B7.3	Description of anti-corruption training provided to directors and staff.	Business Integrity — Anti-corruption
B8 Community Investment		
B8	General Disclosure Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Our Community
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Our Community
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Our Community