



中國置業投資控股有限公司\*

CHINA PROPERTIES INVESTMENT HOLDINGS LIMITED

(Incorporated in Bermuda with limited liability)

Stock Code: 736

2022

Environmental, Social and  
Governance Report

\* For identification purposes only



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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## I. ABOUT THIS REPORT

The board of directors (the “**Board**”) of China Properties Investment Holdings Limited (the “**Company**”) is pleased to present this Environmental, Social and Governance (hereinafter called “**ESG**”) Report (the “**Report**”) of the Company and its subsidiaries (collectively as the “**Group**” or “**we**” or “**us**”). This ESG Report summarizes the policies, sustainability strategies, management approach, initiatives and performance made by the Group in the environmental and social aspects of its business.

Both English and Chinese versions of this report are available on the Company’s website at <http://www.736.com.hk>. If there is any conflict or inconsistency, the English version shall prevail. Corporate governance section can be found in the Group’s 2022 Annual Report on pages 2 to 32 therein.

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE STRUCTURE

The Board has overall responsibility for the Group’s ESG strategy and reporting. The Board is responsible for evaluating and determining the Group’s ESG-related risks and ensuring that appropriate and effective ESG risk management and internal control systems are in place. The executive directors of the Company are responsible for formulating ESG management policies, strategies, goals, and annual reporting and promoting related implementation. They also identify, evaluate, review, and manage major ESG issues, risks, and opportunities while other departments are responsible for organizing, promoting, and implementing various ESG related tasks under the Group’s ESG management policies and strategies. All tasks will be reported to the Board regularly in order to review and reformulate the policies and plans for achievement of goals and targets.

The Group has set short-term and long-term sustainable development vision and goals to achieve ongoing emission reduction according to governmental requirements. Relevant emission reduction targets and corresponding strategies are established and sustainable development factors have been incorporated into the Group’s strategic planning, business model and other decision-making processes. The Board regularly monitors and reviews the effectiveness of management approach, including reviewing the Group’s ESG performance and adjusting corresponding action plans.

### REPORTING PERIOD

The Report illustrates the Group’s initiative and performance regarding the environmental and social aspects during the reporting period from 1 April 2021 to 31 March 2022 (the “**Reporting Period**”).

### REPORTING SCOPE

The Report covers subsidiaries of the Group including the operations in Hong Kong and Shanghai, the People’s Republic of China (“**PRC**”) only with core business principally engaged in properties investment and money lending, as the revenue from the aforementioned business segments accounted for approximately 100% of the total revenue of the Group, and its number of employees accounted for approximately 95% of the total number of employees of the Group during the Reporting Period. The Group will continue to assess the impacts of its business on the major environmental, social and governance aspects and to include in the ESG Report.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## REPORTING BASIS

The Report is prepared in accordance with the ESG Reporting Guide (the “**ESG Guide**”) set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“**HKEX**”). The Group has complied with the disclosure requirements of the “mandatory disclosure requirements” and “comply or explain” provisions set out in the ESG Guide. Certain key performance indicators (“**KPIs**”) which are considered as material by the Group during the Reporting Period are disclosed in the Report. The Group will continue to optimize and improve the disclosure of KPIs. The relevant provisions and details are listed out in the Report.

During its preparation, the Group adheres to the reporting principles of materiality, quantitative, balance and consistency by:

Reporting Principles	Interpretation	The Group’s Application
Materiality	The report should disclose significant impacts on the environment and society, or aspects that materially affect how the stakeholders assess the company and make decisions.	The Group conducts questionnaires and communicates with stakeholders and conducts the materiality assessment for identifying material ESG issues, and reports the Group’s material sustainability issues.
Quantitative	The KPIs disclosed in the report shall be calculable and comparable where applicable.	Under feasible situation, the Group records, calculates and discloses quantitative information and conducts comparisons with past performance. KPIs in respect of historical data are to be measurable.
Balance	The issuer should objectively and truthfully report its current year ESG performance.	The Group follows the principles of accuracy, objectivity, and fairness to report its achievements and challenges in sustainable development.
Consistency	The ESG report should be prepared in a consistent manner, its ESG’s KPIs can be compared to understand corporate performance.	The Group ensures consistency in preparing the report and manage its ESG data for future comparison.

## APPROVAL OF THE REPORT

This ESG Report was approved by the Board on 31 August 2022.

## CONTACT INFORMATION

The Group welcomes your feedback on this ESG Report for its sustainability initiatives. Please contact us through the Company’s website <http://www.736.com.hk>.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## II. STAKEHOLDERS' ENGAGEMENT

The Group is committed to maintaining the sustainable development of its business and the environmental protection of the communities in which it operates. The Group maintains a close tie with its stakeholders, including government/regulatory organizations, shareholders/investors, employees, customers, suppliers, community, etc. and strives to balance their opinions and interests through constructive communications in order to determine the directions of its sustainable development. The Group assesses and determines its environmental, social and governance risks, and ensures that the relevant risk management measures and internal control systems are operating effectively. The following table shows the means of communication with the stakeholders and the management response to the stakeholders' expectations and concerns:

Stakeholders	Expectations and concerns	Communication channels	Management response
Government/ regulatory organizations	<ul style="list-style-type: none"> <li>➤ Compliance in laws and regulations</li> <li>➤ Fulfill tax obligation</li> <li>➤ Work together to fight against the coronavirus ("COVID-19")</li> </ul>	<ul style="list-style-type: none"> <li>➤ Periodic report/interim announcement</li> <li>➤ Correspondence</li> <li>➤ Handle official business through government affairs website or application</li> </ul>	<ul style="list-style-type: none"> <li>➤ Uphold integrity and compliance in operations</li> <li>➤ Pay tax on time, and in return contributing to the society</li> <li>➤ Establish comprehensive and effective internal control system</li> <li>➤ Comply with the government's COVID-19 measures and guidelines to curb the spread of COVID-19</li> </ul>
Shareholders/ investors	<ul style="list-style-type: none"> <li>➤ Return on investment</li> <li>➤ Information transparency</li> <li>➤ Corporate governance system</li> <li>➤ Work together to fight against COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>➤ Information disclosed on the HKEX website</li> <li>➤ Annual general meeting and other shareholders' meetings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Management possesses relevant experience and professional knowledge in business sustainability</li> <li>➤ Ensure transparent and effective communications by dispatching websites of HKEX and the Company.</li> <li>➤ Continue to improve the internal control system and focus on risk management</li> </ul>

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Stakeholders	Expectations and concerns	Communication channels	Management response
Employees	<ul style="list-style-type: none"> <li>➤ Labor rights</li> <li>➤ Career development</li> <li>➤ Compensation and welfare</li> <li>➤ Health and workplace safety</li> <li>➤ Work together to fight against COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>➤ Employee performance evaluation</li> <li>➤ On-the-job training</li> <li>➤ Internal meetings and announcements</li> <li>➤ Contact via email, employees' mail box, phone and communication applications</li> </ul>	<ul style="list-style-type: none"> <li>➤ Set up contractual obligations to protect labor rights</li> <li>➤ Encourage employees to participate in continuous education and professional trainings</li> <li>➤ Establish a fair, reasonable and competitive remuneration scheme</li> <li>➤ Pay attention to occupational health and safety</li> <li>➤ Provide epidemic prevention supplies (such as masks, alcohol sanitizers and so on)</li> </ul>
Customers	<ul style="list-style-type: none"> <li>➤ High quality services</li> <li>➤ Work together to fight against COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contact via email and phone call</li> </ul>	<ul style="list-style-type: none"> <li>➤ Improve the quality of services continuously in order to maintain customer satisfaction</li> <li>➤ Ensure proper contractual obligations are in place</li> </ul>
Suppliers	<ul style="list-style-type: none"> <li>➤ Stable demand</li> <li>➤ Good relationship with the Company</li> <li>➤ Corporate reputation</li> <li>➤ Work together to fight against COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contact via email and phone call</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensure proper contractual obligations are in place</li> <li>➤ Establish policy and procedures in supply chain management</li> <li>➤ Establish and maintain stable and long-term relationship with suppliers</li> <li>➤ Select suppliers with due care</li> </ul>
Community	<ul style="list-style-type: none"> <li>➤ Environmental protection</li> <li>➤ Community contribution</li> <li>➤ Economic development</li> <li>➤ Work together to fight against COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>➤ Information publicity website of government department</li> <li>➤ Community activities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pay attention to climate change</li> <li>➤ Maintain good and stable financial performance and business growth</li> <li>➤ Respond to government's appeal of implementing various epidemic prevention and control measures</li> </ul>

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## III. MATERIALITY ASSESSMENT

The Group has adopted the principle of materiality in the ESG reporting by understanding the key ESG issues that are important to the business of the Group. During the Reporting Period, the Company undertook its annual materiality assessment exercise. The objective of materiality assessment is to identify ESG topics that are material and relevant to the Group's operation. This included distributing questionnaire to stakeholders so as to identify the most significant environmental and social impacts on its business. To identify potential material topics for disclosure in this ESG Report, we took reference to the ESG Guide and set possible topics for assessment.

According to the results of the materiality assessment, the items below demonstrate the ESG topics with high materiality to the Group, including:

- Emissions
- Use of Resources
- The Environment and Natural Resources
- Climate Change
- Employment
- Health and Safety
- Development and Training
- Labour Standards
- Supply Chain Management
- Service Responsibility
- Anti-corruption
- Community Investment

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## IV. ENVIRONMENTAL PROTECTION

The Group attaches great importance to environmental protection, energy conservation and emission reduction, and adheres to the management philosophy of sustainable development to achieve green operation and balanced development. In response to the global environmental protection trends, the Group upholds the environmental policy of “energy conservation, carbon reduction, compliance with regulations” and implements energy saving and emission reduction measures to mitigate the environmental risks and negative impacts from the Group’s business activities. We are continually promoting the awareness of environmental conservation in the workplace and to our employees and encourage our employees to save energy and reduce waste. To maintain a balance between efficient operation and environmental protection, we have established a set of comprehensive environmental protection policies to cover air and greenhouse gas emission reduction, energy efficiency, water conservation, and hazardous and non-hazardous waste management. We have also formulated corresponding indicators and various measures to manage natural resources.

### 1. MANAGEMENT OF EMISSIONS

The Group engages in properties investment and money lending businesses. These businesses do not involve any production activities and hence, no packaging materials are used, and no hazardous waste and air pollutants are produced in their ordinary course of business. The environmental impact from the Group mainly comes from its use of natural resources, generation of office and domestic waste, and discharge of domestic wastewater. Energy conservation and emission reduction are one of the important items for the Group and thus we undertake various measures to reduce energy consumption, enhance energy efficiency and minimize our impact on the environment (Please refer to the section “Conservation of Energy” below for details). Our waste management initiatives are focused on the collection of wastepaper for recycling (Please refer to the section “Conservation of Paper” below for details). Illegal disposal of regulated electrical equipment is prohibited, and chemicals that are harmful to the environment and wastewater that contains hazardous substances are not allowed to discharge into water pipelines. No material hazardous and non-hazardous waste were generated during the Reporting Period in view of our nature of business. The Group will continue to assess, record and disclose its greenhouse gas emissions and other environmental data annually, and evaluate the effectiveness of existing measures.

In addition, the Group advocates emission reduction, and is committed to achieving sustainable operations. To this end, we have set preliminary directional targets in terms of reducing emissions (including air pollutants, greenhouse gas, hazardous and non-hazardous wastes). The Group will review the progress and explore more opportunities for various environmental protection goals. In the future, we will set more specific quantitative environmental goals to nurture the environment and cherish natural resources.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Environmental aspects	Targets	Steps taken to achieve the targets
Air Pollutants Emissions	The Group will actively implement the air pollutants control plan and measures to maintain or reduce the intensity of air pollutants emissions.	<ul style="list-style-type: none"><li>– Carrying out regular maintenance of vehicles with good condition for operational efficiency</li><li>– Planning the routes in advance before departure</li><li>– Turning off the engine when stop by</li><li>– Encouraging the use of public transportations</li></ul>
Greenhouse Gas Emissions	The Group will actively implement the electricity-saving plan and measures to maintain or reduce the intensity of greenhouse gas emissions	<ul style="list-style-type: none"><li>– Setting the temperature of air-conditioning system in a range between 25°C to 26°C</li><li>– Switching off lights and unnecessary energy-consuming devices when they are not in use</li><li>– Keeping the energy-consuming devices in good condition</li><li>– Promoting environmental protection such as saving water and electricity by slogan or poster in office</li></ul>
Waste Reduction	The Group will actively implement the material-saving plan and measures to maintain or reduce the intensity of waste production.	<ul style="list-style-type: none"><li>– Using electronic document processing system to minimize the use of paper</li><li>– Encouraging printing or photocopying on both sides of paper, where applicable</li><li>– Focusing on quality management to reduce wastage and scrap for less pollution resulted</li></ul>

## Compliance

The Group has been in strict compliance with the relevant laws and regulation in Mainland China and Hong Kong, including but not limited to the Environmental Protection Law of the PRC\* (《中華人民共和國環境保護法》), the Law of the PRC on the Prevention and Control of Atmospheric Pollution\* (《中華人民共和國大氣污染防治法》) and the Air Pollution Control Ordinance (Chapter 311 of the Laws of Hong Kong). During the Reporting Period, there was no material breach of nor non-compliance with the applicable laws and regulations related to environmental protection that have significant impact on the Group.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 2. MANAGEMENT OF RESOURCES UTILIZATION

In order to comply with the applicable laws and regulations, the Group carefully manages the use of resources, encourages our employees to use resources in prudent manner to ensure the best use of resources. We continually seek to identify and reduce environmental impacts attributable to our operational activities, demand our employees to focus on energy conservation and follow our environmental policies and measures so as to achieve the win-win situation for the Group and the earth.

### *Conservation of Energy*

#### Conservation of Gasoline and Towngas

Gasoline is mainly used in vehicles. The Group has implemented a number of conservation measures to reduce exhaust gas and greenhouse gas emissions. For example, drivers have to plan their routes in advance before departure, when passengers are going to the same or nearby locations, the same vehicle should be used so as to shorten the driving distance and reduce the consumption of gasoline. The driver must stop and turn off the engine to reduce energy consumption and exhaust gas. The departments using the vehicles have to ensure that there is no fuel leakage and conduct regular repairs and maintenance for better energy use efficiency, and reduce fuel consumption and exhaust gas emission due to part failure. We promote the concept of “green travel” and encourage employees to use public transport to reduce the use of vehicles. We deploy various communication tools to communicate with business partners to reduce the use of vehicles and the number of business trips, thereby reducing the generation of greenhouse gas and exhaust gas. During the Reporting Period, due to the Group’s tightened cost control policy, the Group consumed approximately a total of 10,579.78 liters of gasoline, representing a decrease of approximately 4,688.88 liters or 30.71% as compared with the previous year (2021: approximately 15,268.66 liters).

Towngas is mainly used in staff quarter. We encourage our employee to save towngas and switch it off when not in use. Staff quarter is provided to Mainland employees. The length of stay of Mainland employee in Hong Kong remains approximately the same as previous year. Therefore, the Group’s towngas consumption during the Reporting Period was basically consistent with that of previous year (16,464.00 megajoules), and consumed approximately a total of 16,656.00 megajoules of towngas.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Conservation of Electricity

The Group consumes electricity mainly in offices, and controls the use of electricity in an efficient and reasonable manner through daily management. We set up a series of measures to save electricity and to improve the energy use efficiency for electrical appliances, and to educate employees on the relationship between energy use and sustainability of the planet, and to raise their awareness of conservation so that they can build good habit in use of electricity. For example, we use energy-efficient equipment and strictly control the temperature and duration of use of air-conditioners. Electrical equipment, including lighting, air-conditioners, computers, personal electronic devices and common office equipment, etc. are turned on according to actual need during office hours, and staff are encouraged to switch off the equipment when it is not in use and after work. Employees have to strictly follow the manual to operate electrical equipment properly in order to keep them in good condition and use electricity effectively. We also pay attention to the maintenance of electrical equipment. Employees must report to the Office immediately for repair to avoid any electricity wastage in case of any abnormality found. During the Reporting Period, due to the outbreak of COVID-19 in early 2022 in both Shanghai and Hong Kong, onsite office hour was reduced, and therefore the overall electricity consumption dropped by approximately 4.12 megawatt hours or 12.77% as compared with the previous year (32.27 megawatt hours), and consumed a total of approximately 28.15 megawatt hours of electricity.

## Conservation of Water

Water consumption of the Group are mainly barreled drinking water purchased from vendors and water used in sanitary being supplied and managed by the property management company. During the Reporting Period, although the Group did not encounter any water supply problem, the Group understands that water resources is precious, shared and limited. Therefore, in order to reduce water use, the Group actively implemented different water conservation measures, for example, water-saving tips are posted in pantry; drinking water cannot be used in other way; water flow from tap is controlled at low level; water tap should be turned off when not in use. The Group also constantly reminds employees of their water use habits may bring negative impact to the environment; so as to encourage employees to establish a correct water use concept, enhance employees' environmental awareness and implement water use efficiency measures in daily operations in the office. During the Reporting Period, the cleaning water of staff quarter has been greatly reduced due to more efficient disinfection and cleaning measures, the water consumption of staff quarter dropped by approximately 200.00 cubic meters or 41.93% as compared with the previous year (477.00 cubic meters), and consumed a total of approximately 277.00 cubic meters of water.

## Conservation of Paper

The Group promotes the "paperless office" policy and encourages employees to distribute information and documents in electronic format. The Group recycles envelopes and folders; presets the printer to double-sided printing, posts reminding notice next to the printer to remind employees to use double-sided printing and reuses paper as much as possible, puts the double-sided wasted paper into the recycled paper collection box and recycled by a qualified recycler. During the Reporting Period, the paper consumption increased by 0.28 tonnes or 2.15 times, as compared with the previous year (0.13 tonnes), and consumed approximately of 0.41 tonnes of paper.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Use of Packaging Materials

During the Reporting Period, the Group had not consumed significant packaging materials due to our business nature.

In addition, the Group advocates energy and resources saving, and is committed to achieving sustainable operations. To this end, we have set preliminary directional targets in terms of energy use efficiency and water efficiency. The Group will review the progress and explore more opportunities for various environmental protection goals. In the future, we will set more specific quantitative environmental goals to nurture the environment and cherish natural resources.

Environmental aspects	Targets	Steps taken to achieve the targets
Energy Conservation	The Group will actively implement the electricity-saving plan and measures to maintain or reduce the intensity of energy consumption.	<ul style="list-style-type: none"><li>– Setting the temperature of air-conditioning system in a range between 25°C to 26°C</li><li>– Switching off lights and unnecessary energy-consuming devices when they are not in use</li><li>– Keeping the energy-consuming devices in good condition</li><li>– Carrying out regular maintenance of vehicles with good condition for operational efficiency</li></ul>
Water Conservation	The Group will actively implement the water-saving plan and measures to maintain or reduce the intensity of water consumption.	<ul style="list-style-type: none"><li>– Encouraging the use of public transportations</li><li>– Turning off the water tap when not in use</li><li>– Promoting environmental protection such as saving water and electricity by slogan or poster in office</li></ul>

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 3. THE ENVIRONMENT AND NATURAL RESOURCES

The Group has a pool of dedicated and diligent employees. When formulating sustainable development strategies, the employees actively support and contribute feasible suggestions speeding up the Group's pace towards green management. In order to let everyone of the Group have better understanding of the negative impact of our business activities on the environment, we continue to adopt various policies, measures, and actions in reducing carbon footprint (Please refer to "Management of Emissions" and "Management of Resources Utilization" above for details).

The Group will continue to revisit and identify the sources of wastes produced in operations, to evaluate the impacts on the environment for use of resources, so as to establish and implement effective measures including promotion of energy conservation and emission reduction, extensive use of energy-saving products, and the best use of office resources to minimize our carbon footprint. We constantly enhance our employees' awareness in environmental protection and resource conservation, and to fulfill our social responsibilities and obligations in the process of conducting and developing our business, so as to achieve coordinated development of the Group, the society and also the environment together.

## 4. CLIMATE CHANGE

Climate change has caused frequent extreme weather and has an impact on the business operations of the Group. Therefore, the Group has formulated working mechanisms to identify, prevent and mitigate climate change issues that may have a significant impact. At the same time, we would adjust the use of resources and energy. In response to disasters and accidents which are easily induced by extreme weather, we always enhance the capability to the disaster response.

### *Physical Acute Risk*

The Group has identified extreme weather such as typhoons, heavy rain, thunder and lightning and flooding that can cause physical acute risk. The potential consequences include damage to documents, equipment and even employees' health and life. The above potential consequences will cause economic losses to and increase operating costs of the Group.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

The Group has established different measures as below to prevent and minimize the negative effect of extreme weather.

## Physical Acute Risk

### Extreme weather

### Preventative and mitigation measures

Typhoons

- Attach duct tapes to windows to avoid damage
- Move materials and equipment to safety areas in advance, or covered with a tarp
- Reinforce equipment and components that may be blown away
- Arrange work from home for staff according to the rules and guidelines of imposed and published by the governments from time to time

Heavy rain and flooding

- Check that all windows are shut as secure as possible
- Reinforce equipment and assets which may be damaged or blown away
- Arrange work from home for staff according to the rules and guidelines of imposed and published by the governments from time to time

Thunder and lightning

- Keep good conditions of earthing devices
- Remind employees to save data and turn off computers

### Physical Chronic Risk

The Group has identified extreme weather such as sustained high temperature which can cause physical chronic risk. The potential consequences include a higher chance of getting heatstroke for employees, increasing turnover rate and work-related injuries. The demand for cooling for the working environment will be increased, which may lead to an increase in power demand and operating costs of the Group.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

The Group has established different measures as below to prevent and minimize the negative effects of extreme weather.

## Physical Chronic Risk

### Extreme weather

Sustained high temperature

### Preventative and mitigation measures

- Keep a First-aid kit available
- Keep cold water available 24 hours a day

## V. EMPLOYMENT AND LABOUR PRACTICES

Employees are the Group's most valuable assets. The Group devotes to create a non-discrimination and harmonious workplace and establishes a comprehensive management mechanism. Our human resources strategies are formulated on the base of the Group's long-term development plan. The Group also constantly reviews the talent management mechanism, creates favorable conditions to attract, develop, retain and identify high potential talents. Besides, we encourage employees to maintain harmonious interpersonal relationships, promote team spirit of cooperation and unity, bravely face difficulties and overcome challenges. Our human resources policies vary by locations to comply with the local labor regulations.

### 1. EMPLOYMENT

#### *Talent Selection*

The Group pays attention to equal opportunity, diversification and anti-discrimination, and selects talents from multiple channels. During the recruitment process, the department head determines the job positions' responsibilities and requirements, and the Human Resources Department assesses and screens applicants according to the requirements. The appropriate candidates would be selected based on the principal of "selective placement", and their morality, knowledge, abilities and job requirements, and regardless of their gender, race, disability, political philosophy, sexual orientation, age, religion, etc. The policy applies to all phases of the employment relationship, including but not limited to, hiring, promotion, performance appraisal, training, personal development and termination. On the basis of equality, the Group hopes to identify talents who are committed and dedicated to work, willing to take responsibility and have high potentials, keep learning, continually improving their abilities and willing to move forward with the Group.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## *Compensation and Welfare*

The Group attracts and retains outstanding talents with competitive remuneration packages; benchmarks up-to-date remuneration data in the industry and strives to establish a fair, reasonable and competitive remuneration scheme. Staff salaries level are decided base on one's knowledge, skills, job scope, performance, experiences and education background with reference to the work requirement. Employee compensation varies by companies at different locations. The employee remuneration package includes salary, different types of subsidies, discretionary bonus and/or year-end bonus and so on. The salary level is at least up to or over the minimum wages of the industry or as stipulated by laws. In order to enhance employees' work quality and efficiencies and to inspire their motivation, we conduct periodic performance appraisal and fairly assess the discretionary bonus, subsidies, commissions, salaries increment and/or promotion recommendations based on a number of criteria (working experience, seniority, knowledge and skills, performance, contribution, etc.).

Besides, in accordance with the local labor laws and social security laws and regulations, the Group provides social security benefits for all employees. The Group contributes to various social security scheme (endowment insurance, medical insurance, unemployment insurance, work injury insurance and maternity insurance) and housing provident fund for the employees in Mainland China. For Hong Kong employees, the Group contributes to the Mandatory Provident Fund Scheme for them. The Group handles dismissal and compensation in accordance with the local laws and regulations.

The Group pays attention to its employees' health, encourages work-life balance. Employees' work hours are based on the local labor laws. We also protect employees' rights of holidays, and employees are entitled to rest day and statutory holidays.

During the Reporting Period, the Group did not lay off any employees during the outbreak of COVID-19. In order to reduce the chance of infection, we have adopted various preventive measures for protection of the health and safety of our employees (Please refer to the section "Health and Safety" below for details).

## *Compliance*

The Group strictly complies with the laws and regulations in Mainland China and Hong Kong, including but not limited to the Labor Contract Law of the PRC\* (《中華人民共和國勞動合同法》), the Labor Law of the PRC\* (《中華人民共和國勞動法》), the Social Insurance Law of the PRC\* (《中華人民共和國社會保險法》), the Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong) and the Employment Ordinance (Chapter 57 of the Laws of Hong Kong). During the Reporting Period, there were no material non-compliance with the laws and regulations regarding employment, compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare that have significant impact on the Group.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 2. HEALTH AND SAFETY

As the operations of the Group are mainly executed in an office setting where no labor-intensive work is involved, the Group's occupational health and safety risks are relatively low. However, we still recognize that one of our core values is to protect and promote the health, workplace safety and well-being of our employees in the working environment. We always take employees' health and workplace safety as our primary goal and we have created a comfortable and hassle-free environment for our employees.

The Group has established internal policies and procedures; strictly implements office environment sanitation and fire safety management to prevent occupational hazards which might lead to staff injury. All employees have to seriously follow the established safety and fire prevention measures, including unauthorized installation of power sockets are not permitted; electrical appliances in the offices should be disconnected when not in use; users have to switch off the air-conditioners, printers, etc. in conference rooms and offices after work or meeting; smoking in the office and carrying flammable substances to offices are absolutely prohibited; fire extinguishers must not be moved and manual alarm must not be triggered without permission. Each employee should be familiar with the location and use method of fire extinguishers. We also have clear evacuation procedures in case of fire outbreak in offices to ensure our employees are able to take sensible and immediate action.

With the outbreak of COVID-19, we have adopted various preventive measures to reduce our employees' chances of being infected or spreading the disease. These precautions include provision of surgical masks, and alcohol-based hand sanitizers for our employees, reminding our employees to follow good respiratory and hand hygiene, ensuring the workplace is clean and hygienic, measuring body temperature of employees every day, using "health code" to monitor employees' health status, etc.

The Group has established an internal management team responsible for monitoring the implementation of the aforementioned occupational health and safety policies and measures.

### *Compliance*

The Group strictly complies with relevant laws and regulations regarding employment and labour protection including but not limited to the Law on Prevention and Control of Occupational Diseases of the PRC\* (《中華人民共和國職業病防治法》) and the Occupational Safety & Health Ordinance (Chapter 509 of the Laws of Hong Kong). During the Reporting Period, there were no material non-compliance with the laws and regulations regarding provision of safe working environment and protecting employees from occupational damage that have significant impact on the Group.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 3. DEVELOPMENT AND TRAINING

An excellent corporate team is critical to the Group's sustainable and long-term business development. Therefore, we establish a long-term talents development training strategy and encourages staff to continue study and lifelong learning. This not only enhances the quality and capability of employees, but also raises the cohesiveness among them, resulting in increased productivity. We provide on-the-job training and mentorship for new hires to help them adapting to the new work environment quickly, and enhance team cohesion. Training topics for new hires includes organizational structure, corporate culture, rules and regulations, ethics, industry knowledge, job responsibilities, products and services, etc.

## 4. LABOUR STANDARDS

The Group cherishes human rights and prohibits any unethical hiring practices, including child and forced labor. The human resources department of the Group reviews the identity documents of the candidates in the hiring process to prevent employment of child labor. Once violations are found, the Group will seriously follow up and deal with them in accordance with relevant national and local laws and regulations, for example, we will contact its guardian to escort the child home.

Besides, the Group also strictly implements various measures to prevent any form of forced labor, including prisoner, indentured servitude, bonded labor; for example, labor contract is signed by the employee on a fair and voluntary basis, ensure employees do not need to bear any onboarding costs, never deduct wages, benefits or property of employees without reason, detention of employee's identity card or other identification documents is strictly prohibited, any form of physical abuse, assault, body search or insult, or forcing an employee to work by means of violence, threat or unlawful restriction of personal freedom is all forbidden. Employees' consent for work overtime is required to avoid involuntary overtime work, and the employees are compensated as appropriate in accordance with the applicable labor laws and regulations.

The Group and its employees signed labour contracts in accordance with relevant laws and regulations of which ensures that employees can resign within the terms of their employment contract so to avoid forced labour. For the use of false information or in violation of the provisions of the Group, the Group will terminate the probation period or the labour contract immediately.

### *Compliance*

The Group strictly complies with relevant laws and regulations including but not limited to the Labor Law of the PRC\* (《中華人民共和國勞動法》), the Provisions on Prohibition of Child Labour of the PRC\* (《禁止使用童工規定》) and the Employment Ordinance (Chapter 57 of the Laws of Hong Kong). During the Reporting Period, we did not identify any issues relating to child labour or forced labour that had a significant impact on the Group.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## VI. OPERATING PRACTICES

### 1. SUPPLY CHAIN MANAGEMENT

The Group has communicated with service providers and business partners its environmental issues and expectations, and hopes that its service providers and business partners can cooperate with the Group to work together to fulfill the Group's social responsibility to its communities. The Group also aims to maintain long-term, stable and strategic cooperative relationships with its service providers and business partners, and cooperates with its service providers and business partners on the basis of equality to achieve a win-win situation.

To thoroughly fulfill the environmental and social responsibility, management of our business operation including the supply chain cannot be neglected. To ensure that qualified products and service are provided at the request of the Group, we work closely with our supply chain partners in an effort to oversee our supply chain practices thoroughly. In order to establish an efficient and green supply chain system, we select service providers and business partners that have good credit history, good reputation, high service quality, proven track records of environmental compliance and sound commitment to social responsibility. The Group by no means tolerates or works with suppliers who are not in compliance with relevant laws and regulations, including in environmental and social aspects. We will stop our cooperation until the situation is rectified if a supplier is found to be inconsistent with the Group's contractual requirements. The Group also aims to attain responsible purchasing and build up a competitive advantage through a green procurement process, by selecting environmentally- preferable materials and products that have reduced negative effects on the environment and human health. During the Reporting Period, all of the suppliers are engaged with the aforementioned selection procedures.

The Group has established an internal management team responsible for monitoring the implementation of the aforementioned procedures.

### 2. SERVICE RESPONSIBILITY

#### *Service Quality*

In the pursuit of excellence in service quality, the Group makes every effort to strive for the complete provision of service in accordance with customers' needs and expectations. We have put in place a mechanism for quality management, aiming at ensuring the service that we provide are of high quality. For the money lending business, the Group has obtained and renewed the Money Lender's License in conformity with the Money Lenders Ordinance (Chapter 163 of the laws of Hong Kong). We also have experienced and professional management team with extensive operational expertise and in-depth understanding of the properties investment and money lending services markets, which allows us to be informed of market trends when formulating our market position and developing service portfolio and strategies so as to better fulfill customers' needs and expectations.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

During the Reporting Period, there are no disputes between our Group and our customers in respect of the quality of service provided by us. We also did not recall any items due to safety and health reasons, as our business operation does not involve the sales of products during the Reporting Period.

## *Customer Services*

The Group clearly understands that customer satisfaction is vital to its sustainable business growth, therefore, the Group maintains communication with customers, understands and meets the customer needs and expectation, and makes continuous improvements.

The Group has established internal procedures for handling customer complains. After collecting their opinions, they are classified according to their contents. The relevant departments will investigate and follow up based on the authenticity and characteristics of the content. Improvement and preventive measures are developed to continuously improve the quality of products and services.

We did not receive any complaint or claim from our customers in relation to our services during the Reporting Period.

## *Data and Privacy Protection*

The Group values the privacy of personal data. We strictly follow the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) and the Personal Information Protection Law of the PRC\* (《中華人民共和國個人信息保護法》) in our operation and adopt them as our Personal Data Privacy Policy.

We handle client personal data carefully with integrity and in accordance with the applicable laws. All client personal data are kept confidential and secure. We have to inform clients about the purpose of collecting their personal data and to whom their data will be transferred to (if the recipient is within the Company). All client personal data collected can only be used for the sole purpose as agreed in advance. We have to obtain the client's consent prior to disclosing such information to other parties whenever necessary. The Group has established an internal management team responsible for monitoring the implementation of the aforementioned procedures.

## *Intellectual Property Rights*

The Group respects intellectual property rights. Employees are not allowed to possess or use copyrighted material without the permission of the copyright owners. We were not involved in any proceedings with regard to, and we have not received notice of any claims of, infringement of any intellectual property rights that may be threatened or pending in which we may be involved either as a claimant or respondent.

The Group is not aware of any material non-compliance with relevant laws and regulations that have a significant impact relating to health and safety, advertising, labelling and privacy matters regard to products and services provided by the Group during the Reporting Period.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Compliance

The Group strictly adheres to the applicable laws and did not identify any material non-compliance with the relevant laws and regulations on health and safety, advertising, labeling and privacy matters related to products and services provided that have significant impact on the Group during the Reporting Period.'

### 3. ANTI-CORRUPTION

Maintaining an ethical working environment is one of the Group's core values. The Group has adopted a zero-tolerance approach for all kinds of corruption, bribery and extortion situation. To comply with "the Criminal Law of the PRC"\* (《中華人民共和國刑法》), "the Prevention of Bribery Ordinance" (Chapter 201 of the Laws of Hong Kong) enforced by Hong Kong Independent Commission Against Corruption, and laws and regulations of other applicable jurisdictions, we demand all employees to build a habit of strict compliance with policies and procedures, and to prevent all bribery. The employees who violate our code will be severely penalized. We will terminate them or send them to the responsible department to initiate legal proceedings as punishment. We bring the disciplinary monitoring work in business process, ensure that there are channels for reporting suspected cases of obtaining personal interests in carrying out one's job duties, bribes, extortion, fraud, money laundering in breach of policies, regulations, and laws in strict confidence. We are determinant in combating corruption and contribute in building a clean society. The management of the Group is responsible for overseeing the implementation and monitoring of the Group's measures to prevent bribery, extortion, fraud and money laundering and whistleblowing procedures. During the Reporting Period, we had not provided any anti-corruption training to our directors and staff because we were in the process of determining and arranging appropriate resources in promoting such topics within our organization. Yet, looking ahead, we will invest more resources devote more efforts to our anti-corruption training and expand the scope of anti-corruption training data disclosure.

During the Reporting Period, the Group did not identify any material non-compliance of laws and regulations related to the prevention of bribery, extortion, fraud and money laundering, and there was no legal case regarding corrupt practices, extortion and money laundering brought against the Group or its employees.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## VII. COMMUNITY INVESTMENT

The Group has paid tax in accordance with applicable law since its incorporation, and spares no effort in easing local employment pressure. We help our staff to prepare and plan for their retirement by providing social security benefits for all employees. We run our business following good practices, actively promote green energy-saving and environmental friendly concepts, and achieve a good development order; and to certain extent, we have contributed to social stability and building a harmonious community.

As a socially responsible company, the Group is committed to understanding the needs of the communities in which we operate. The Group strives to develop long-term relationship with our stakeholders and seek to make contributions to programmes which have a positive impact on community development. The Group is in the process of determining the focus areas of contributions. Despite no donation is made during the Reporting Period, the Group is considering the appropriate resources to be contributed so as to strike a balance between the financial condition and social investment in the future.

## VIII. VISION OUTLOOK

As a good corporate citizen, the Group strives to strike a balance between achieving corporate missions and business objectives, and to fulfill social responsibility. We will continue to evaluate our performance on environmental protection, employee care, service quality and community investment and to build edge for the sustainable development of the Group.

The Group will endeavor to comply with the stringent laws and regulations of environmental protection, and actively promote and participate in various environmental protection activities. We will also put employee satisfaction and workplace safety as our top priority. We aim at attracting more talents through providing a comfortable workplace and competitive remuneration scheme. As for customer services, we keep on investing resources and will raise the standard of services quality continuously. At the same time, we committed to fulfilling our social responsibility by actively participating in charitable activities and promoting the community's sustainable development.

The Group aspires to become a respectable enterprise. Going forward, the Group serves to enhance its business performance through implementation of sustainable development strategies and to generate more meaningful long-term value for the enterprise and its stakeholders.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## IX. ENVIRONMENTAL PERFORMANCE DATA SUMMARY

	Unit	2021/2022	2020/2021
<b>Greenhouse Gas (“GHG”) Emissions</b>			
<b>Scope 1<sup>1</sup>:</b>			
Total	Tonnes	27.59	41.35
Intensity <sup>3</sup>	Tonnes	1.38	1.91
<b>Scope 2<sup>2</sup>:</b>			
Total	Tonnes	16.62	20.80
Intensity <sup>3</sup>	Tonnes	0.83	0.96
<b>Air Emissions</b>			
Nitrogen Oxides	Kilograms	4.13	10.70
Sulfur Oxides	Kilograms	0.10	0.22
Particulate Matters	Kilograms	0.47	0.79
<b>Natural Resources Consumption</b>			
<b>Gasoline:</b>			
Total	Megawatt hours <sup>4</sup>	102.53	147.97
Intensity <sup>3</sup>	Megawatt hours <sup>4</sup>	5.13	6.83
<b>Towngas:</b>			
Total	Megawatt hours <sup>4</sup>	4.63	4.57
Intensity <sup>3</sup>	Megawatt hours <sup>4</sup>	0.23	0.21
<b>Electricity:</b>			
Total	Megawatt hours <sup>4</sup>	28.15	32.27
Intensity <sup>3</sup>	Megawatt hours <sup>4</sup>	1.41	1.49
<b>Water Resources:</b>			
Total	Cubic meters	277.00	477.00
Intensity <sup>3</sup>	Cubic meters	13.85	22.02

Notes:

- 1 Scope 1 refers to the Group’s business direct GHG emissions, including combustion of gasoline.
- 2 Scope 2 refers to the Group’s business indirect GHG emissions, including consumption of purchased electricity and towngas.
- 3 Intensity is measured base on the number of employees.
- 4 The units of KPI disclosure in the corresponding period have been changed in order to be consistent and compliant with the ESG Guide set out in Appendix 27 of the Main Board Listing Rules.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## X. SOCIAL PERFORMANCE DATA SUMMARY

	Category	2021/22
<b>Number of employees</b>		
<i>By gender</i>	Male	11
	Female	9
<i>By age group</i>	30 years old or below	–
	31-40 years old	2
	41-50 years old	7
	51 years old or above	11
<i>By employment type</i>	Full time	20
	Part time	–
<i>By geographical region</i>	PRC	12
	Hong Kong	8
<i>By employee category</i>	General	12
	Middle management	3
	Senior management	5
<b>Total</b>		20
<b>Employee turnover rate (%)</b>		
<i>By gender</i>	Male	–
	Female	–
<i>By age group</i>	30 years old or below	–
	31-40 years old	–
	41-50 years old	–
	51 years old or above	–
<i>By geographical region</i>	PRC	–
	Hong Kong	–

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

	Category	2021/22
<b>Overall</b>		–
<b>Percentage of employees trained (%)</b>		
<i>By gender</i>	Male	45
	Female	78
<i>By employee category</i>	General	58
	Middle management	67
	Senior management	60
<b>Overall</b>		60
<b>Average training hours completed per employee (hours)</b>		
<i>By gender</i>	Male	27
	Female	33
<i>By employee category</i>	General	17
	Middle management	67
	Senior management	40
<b>Overall</b>		30
<b>Number of suppliers</b>		
<i>By geographical region</i>	PRC	9
	Hong Kong	6
<b>Total</b>		15

Note: The detailed breakdown for the Corresponding Period is not available.

	2021/22	2020/21	2019/20
<b>Health and safety</b>			
<i>Number of work-related fatalities</i>	–	–	–
<i>Rate of work-related fatalities</i>	–	–	–
<i>Lost days due to work injury</i>	–	–	–

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## XI. “ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE” BY THE STOCK EXCHANGE OF HONG KONG LIMITED

Subject areas, aspects, general disclosures and KPIs		Chapter/ Disclosure	Page
<b>A. Environmental</b>			
<b>Aspect A1: Emissions</b>			
<b>General Disclosure</b>	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer, relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF EMISSIONS	7-8
<b>KPI A1.1</b>	The types of emissions and respective emissions data.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF EMISSIONS	22
<b>KPI A1.2</b>	Direct and energy indirect greenhouse gas emissions and, where appropriate, intensity.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF EMISSIONS	22
<b>KPI A1.3</b>	Total hazardous waste produced and, where appropriate, intensity.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF EMISSIONS	7
<b>KPI A1.4</b>	Total non-hazardous waste produced and, where appropriate, intensity.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF EMISSIONS	7
<b>KPI A1.5</b>	Description of emissions target(s) set and steps taken to achieve them.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF EMISSIONS	7-8
<b>KPI A1.6</b>	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF EMISSIONS	7-8

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Subject areas, aspects, general disclosures and KPIs		Chapter/ Disclosure	Page
<b>Aspect A2: Use of Resources</b>			
<b>General Disclosure</b>	Policies on the efficient use of resources, including energy, water and other raw materials.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF RESOURCES UTILIZATION	9-11
<b>KPI A2.1</b>	Direct and/or indirect energy consumption by type in total and intensity.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF RESOURCES UTILIZATION	22
<b>KPI A2.2</b>	Water consumption in total and intensity.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF RESOURCES UTILIZATION	22
<b>KPI A2.3</b>	Description of energy use efficiency target(s) set and steps taken to achieve them.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF RESOURCES UTILIZATION	11
<b>KPI A2.4</b>	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.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF RESOURCES UTILIZATION	10-11
<b>KPI A2.5</b>	Total packaging material used for finished products and, if applicable, with reference to per unit produced.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF RESOURCES UTILIZATION	11

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Subject areas, aspects, general disclosures and KPIs	Chapter/ Disclosure	Page	
<b>Aspect A3: The Environment and Natural Resources</b>			
<b>General Disclosure</b>	Policies on minimising the issuer’s significant impacts on the environment and natural resources.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF EMISSIONS & MANAGEMENT OF RESOURCES UTILIZATION & THE ENVIRONMENT AND NATURAL RESOURCES	7-12
<b>KPI A3.1</b>	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	ENVIRONMENTAL PROTECTION – MANAGEMENT OF EMISSIONS & MANAGEMENT OF RESOURCES UTILIZATION & THE ENVIRONMENT AND NATURAL RESOURCES	7-12
<b>Aspect A4: Climate Change</b>			
<b>General Disclosure</b>	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	ENVIRONMENTAL PROTECTION – CLIMATE CHANGE	12-14
<b>KPI A4.1</b>	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	ENVIRONMENTAL PROTECTION – CLIMATE CHANGE	12-14



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Subject areas, aspects, general disclosures and KPIs		Chapter/ Disclosure	Page
<b>B. Social</b>			
<b>Employment and Labour Practices</b>			
<b>Aspect B1: Employment</b>			
<b>General Disclosure</b>	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	EMPLOYMENT AND LABOR PRACTICES – EMPOLYMENT	14-15
<b>KPI B1.1</b>	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.	EMPLOYMENT AND LABOR PRACTICES – EMPOLYMENT	23
<b>KPI B1.2</b>	Employee turnover rate by gender, age group and geographical region.	EMPLOYMENT AND LABOR PRACTICES – EMPOLYMENT	23
<b>Aspect B2: Health and Safety</b>			
<b>General Disclosure</b>	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer, relating to providing a safe working environment and protecting employees from occupational hazards.	EMPLOYMENT AND LABOR PRACTICES – HEALTH AND SAFETY	16
<b>KPI B2.1</b>	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	EMPLOYMENT AND LABOR PRACTICES – HEALTH AND SAFETY	24
<b>KPI B2.2</b>	Lost days due to work injury.	EMPLOYMENT AND LABOR PRACTICES – HEALTH AND SAFETY	24
<b>KPI B2.3</b>	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	EMPLOYMENT AND LABOR PRACTICES – HEALTH AND SAFETY	16

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Subject areas, aspects, general disclosures and KPIs		Chapter/ Disclosure	Page
<b>Aspect B3: Development and Training</b>			
<b>General Disclosure</b>	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	EMPLOYMENT AND LABOR PRACTICES – DEVELOPMENT AND TRAINING	17
<b>KPI B3.1</b>	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	EMPLOYMENT AND LABOR PRACTICES – DEVELOPMENT AND TRAINING	24
<b>KPI B3.2</b>	The average training hours completed per employee by gender and employee category.	EMPLOYMENT AND LABOR PRACTICES – DEVELOPMENT AND TRAINING	24
<b>Aspect B4: Labour Standards</b>			
<b>General Disclosure</b>	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.	EMPLOYMENT AND LABOR PRACTICES – LABOR STANDARDS	17
<b>KPI B4.1</b>	Description of measures to review employment practices to avoid child and forced labour.	EMPLOYMENT AND LABOR PRACTICES – LABOR STANDARDS	17
<b>KPI B4.2</b>	Description of steps taken to eliminate such practices when discovered.	EMPLOYMENT AND LABOR PRACTICES – LABOR STANDARDS	17

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Subject areas, aspects, general disclosures and KPIs		Chapter/ Disclosure	Page
<b>Operating Practices</b>			
<b>Aspect B5: Supply Chain Management</b>			
<b>General Disclosure</b>	Policies on managing environmental and social risks of the supply chain.	OPERATING PRACTICES – SUPPLY CHAIN MANAGEMENT	18
<b>KPI B5.1</b>	Number of suppliers by geographical region.	OPERATING PRACTICES – SUPPLY CHAIN MANAGEMENT	24
<b>KPI B5.2</b>	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	OPERATING PRACTICES – SUPPLY CHAIN MANAGEMENT	18
<b>KPI B5.3</b>	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	OPERATING PRACTICES – SUPPLY CHAIN MANAGEMENT	18
<b>KPI B5.4</b>	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	OPERATING PRACTICES – SUPPLY CHAIN MANAGEMENT	18

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Subject areas, aspects, general disclosures and KPIs	Chapter/ Disclosure	Page
<b>Aspect B6: Product Responsibility</b>		
<b>General Disclosure</b>	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, labeling and privacy matters relating to products and services provided and methods of redress.	OPERATING PRACTICES – SERVICE RESPONSIBILITY 18-20
<b>KPI B6.1</b>	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	OPERATING PRACTICES – SERVICE RESPONSIBILITY 19
<b>KPI B6.2</b>	Number of products and service related complaints received and how they are dealt with.	OPERATING PRACTICES – SERVICE RESPONSIBILITY 19
<b>KPI B6.3</b>	Description of practices relating to observing and protecting intellectual property rights.	OPERATING PRACTICES – SERVICE RESPONSIBILITY 19-20
<b>KPI B6.4</b>	Description of quality assurance process and recall procedures.	OPERATING PRACTICES – SERVICE RESPONSIBILITY 18
<b>KPI B6.5</b>	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	OPERATING PRACTICES – SERVICE RESPONSIBILITY 19

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Subject areas, aspects, general disclosures and KPIs		Chapter/ Disclosure	Page
<b>Aspect B7: Anti-corruption</b>			
<b>General Disclosure</b>	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.	OPERATING PRACTICES – ANTI-CORRUPTION	20
<b>KPI B7.1</b>	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.	OPERATING PRACTICES – ANTI-CORRUPTION	20
<b>KPI B7.2</b>	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	OPERATING PRACTICES – ANTI-CORRUPTION	20
<b>KPI B7.3</b>	Description of anti-corruption training provided to directors and staff.	OPERATING PRACTICES – ANTI-CORRUPTION	20
<b>Community</b>			
<b>Aspect B8: Community Investment</b>			
<b>General Disclosure</b>	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.	OPERATING PRACTICES – COMMUNITY INVESTMENT	21
<b>KPI B8.1</b>	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	OPERATING PRACTICES – COMMUNITY INVESTMENT	21
<b>KPI B8.2</b>	Resources contributed (e.g. money or time) to the focus area.	OPERATING PRACTICES – COMMUNITY INVESTMENT	21